

The School Board of Miami-Dade County, Florida

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SECTION 1

*ADMINISTRATIVE ORGANIZATION
OF THE
DEPARTMENT OF
TRANSPORTATION*

SECTION 1

ADMINISTRATIVE ORGANIZATION OF THE DEPARTMENT OF TRANSPORTATION

1.1 TRANSPORTATION ADMINISTRATION

The Administrative Office of the Department of Transportation provides overall supervision, training, and management of the activities within the Department. The Administrative Office of the Department of Transportation is comprised of the following staff:

The **Administrative Director, Department of Transportation** is the administrator in charge of the Department.

The **District Director, Vehicle Maintenance** oversees all functions of bus and vehicle maintenance including the purchase, inspection, and repair of school buses and all other service vehicles.

The **Executive Director, Transportation Operations** assists the Administrative Director in overseeing transportation operations.

The **Executive Director, Budget and Planning** directs, supervises, and coordinates financial planning and reporting activities supporting transportation services.

The **Coordinator III, Ecotran Operations** develops the centralized computer routing system and coordinates the computerized district-wide transportation needs.

The **Coordinator II, Transportation Liaison** makes regular contact with principals, the general public, parents, and other administrators to explain procedures, regulations and provide information with special emphasis on magnet transportation.

The **Coordinator II, Transportation Operations and Training** oversees the School Bus Driver Training Section.

The **Systems Implementation Assistant** assists in overseeing the computerized systems and report development.

1.2 TRANSPORTATION CENTERS

Miami-Dade County Public Schools operates seven Transportation Centers which are located throughout the County:

NORTH	16150 N.W. 42 Avenue, Opa Locka, Florida 33054
NORTHEAST	5901 N.W. 27 Avenue, Miami, Florida 33142
NORTHWEST	9900 N.W. South River Drive, Miami, Florida 33166
CENTRAL EAST	7011 S.W. 4 Street, Miami, Florida 33144
CENTRAL WEST	13775 N.W. 6 Street, Miami, Florida 33182
SOUTHWEST	15501 S.W. 117 Avenue, Miami, Florida 33177
SOUTH	660 S.W. 3 Avenue, Florida City, Florida 33034.

Each center is comprised of the following staff:

The **Director** and the **Coordinator** are responsible for the overall operation of all aspects of the individual regional Transportation Centers.

The **Administrative Assistant** is the first line administrator overseeing the day to day operations of the individual regional Transportation Center.

The **Operations Staff** of a Transportation Center includes **School Bus Drivers** and **School Bus Aides**. They are responsible for transporting all students to their respective destinations.

Field Operations Specialists are the direct, immediate supervisors of drivers and aides assigned to the center. They supervise the daily operation of the fleet. They investigate complaints, prepare reports, monitor driver performance, resolve problems, attend to accidents, and perform route surveys.

Dispatchers monitor the operation of the center's routes to ensure that the buses are operated in a timely manner and that all students who require transportation are provided appropriate services. Dispatchers also ensure that emergency assistance is provided to drivers and aides when required.

Operations Helpers monitor the check-in of drivers and aides reporting for work, issue keys for buses, check spare buses to make sure they have been fueled and are clean, clean and assign spare buses, and assist the center's dispatchers, as needed.

The **Routing Staff** of a Transportation Center includes the **Route Manager** and the **Route Management Specialists**. These persons are responsible for setting up, coordinating and updating the bus routes operated by the center. All changes to a bus route must be reviewed and approved by the routing staff.

The **Clerical Staff** of a Transportation Center provides clerical support to the center's employees. The clerical staff includes:

The **Clerical Staff** of a Transportation Center provides clerical support to the center's employees. The clerical staff includes:

- **Executive Secretaries**
- **Payroll Clerk**
- **Field Trip Clerk**
- **Word Processor Operator**
- **Data Input Clerk**
- **Citizens Information Specialists**

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The Clinical Staff of a Health Care Center provides clinical services to the community. The staff includes the following:

- General Practitioner (Family Medicine)
- Pediatrician (Pediatrics)
- Obstetrician/Gynecologist (Obstetrics and Gynecology)
- Radiologist (Radiology)
- Pathologist (Laboratory Medicine)
- Psychiatrist (Psychiatry)
- Surgeon (Surgery)
- Anesthesiologist (Anesthesiology)
- Geriatrician (Geriatrics)
- Infectious Disease Specialist (Infectious Disease)
- Endocrinologist (Endocrinology)
- Nephrologist (Nephrology)
- Hematologist/Oncologist (Hematology and Oncology)
- Pulmonologist (Pulmonology)
- Rheumatologist (Rheumatology)
- Neurologist (Neurology)
- Cardiologist (Cardiology)
- Dermatologist (Dermatology)
- Ophthalmologist (Ophthalmology)
- Otolaryngologist (Otolaryngology)
- Urologist (Urology)
- Plastic Surgeon (Plastic Surgery)
- Orthopedic Surgeon (Orthopedics)
- Neurosurgeon (Neurosurgery)
- Vascular Surgeon (Vascular Surgery)
- Transplant Surgeon (Transplant Surgery)
- Burn Surgeon (Burns)
- Trauma Surgeon (Trauma)
- Palliative Care (Palliative Care)
- Geriatrician (Geriatrics)
- Hospice Care (Hospice)
- Behavioral Health (Behavioral Health)
- Substance Abuse (Substance Abuse)
- Mental Health (Mental Health)
- Child Psychology (Child Psychology)
- Adolescent Psychology (Adolescent Psychology)
- Family Therapy (Family Therapy)
- Individual Therapy (Individual Therapy)
- Group Therapy (Group Therapy)
- Crisis Intervention (Crisis Intervention)
- Case Management (Case Management)
- Health Education (Health Education)
- Patient Education (Patient Education)
- Community Outreach (Community Outreach)
- Public Health (Public Health)
- Epidemiology (Epidemiology)
- Biostatistics (Biostatistics)
- Health Services Research (Health Services Research)
- Health Policy (Health Policy)
- Health Law (Health Law)
- Health Economics (Health Economics)
- Health Equity (Health Equity)
- Health Disparities (Health Disparities)
- Health Communication (Health Communication)
- Health Behavior (Health Behavior)
- Health Promotion (Health Promotion)
- Health Prevention (Health Prevention)
- Health Surveillance (Health Surveillance)
- Health Monitoring (Health Monitoring)
- Health Evaluation (Health Evaluation)
- Health Research (Health Research)
- Health Innovation (Health Innovation)
- Health Technology (Health Technology)
- Health Informatics (Health Informatics)
- Health Data (Health Data)
- Health Analytics (Health Analytics)
- Health Systems (Health Systems)
- Health Care Delivery (Health Care Delivery)
- Health Care Quality (Health Care Quality)
- Health Care Safety (Health Care Safety)
- Health Care Access (Health Care Access)
- Health Care Affordability (Health Care Affordability)
- Health Care Sustainability (Health Care Sustainability)
- Health Care Resilience (Health Care Resilience)
- Health Care Innovation (Health Care Innovation)
- Health Care Transformation (Health Care Transformation)
- Health Care Reform (Health Care Reform)
- Health Care Policy (Health Care Policy)
- Health Care Law (Health Care Law)
- Health Care Ethics (Health Care Ethics)
- Health Care Regulation (Health Care Regulation)
- Health Care Accreditation (Health Care Accreditation)
- Health Care Certification (Health Care Certification)
- Health Care Licensure (Health Care Licensure)
- Health Care Registration (Health Care Registration)
- Health Care Credentialing (Health Care Credentialing)
- Health Care Privileging (Health Care Privileging)
- Health Care Monitoring (Health Care Monitoring)
- Health Care Evaluation (Health Care Evaluation)
- Health Care Improvement (Health Care Improvement)
- Health Care Innovation (Health Care Innovation)
- Health Care Transformation (Health Care Transformation)
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- Health Care Improvement (Health Care Improvement)

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SECTION 2

GENERAL POLICIES

SECTION 2

GENERAL POLICIES

2.1 PURPOSE

The purpose of school bus transportation according to Section 234.01, Florida Statute is set forth below:

- (1) "School boards, after considering recommendations of the superintendent:
 - (a) Shall provide transportation for each student in prekindergarten handicapped and in kindergarten through grade 12 membership in a public school when, and only when, transportation is necessary to provide adequate educational facilities and opportunities which otherwise would not be available and to transport students whose homes are more than a reasonable walking distance, as defined by rules of the commissioner, from the nearest appropriate school.
 - (b) Shall provide transportation for public elementary school students in membership whose grade level does not exceed grade 6, if such students are subjected to hazardous walking conditions as provided in s. 234.021 while en route to or from school.
 - (c) May provide transportation for public school migrant, exceptional, nursery, and other public school students in membership below kindergarten; kindergarten through grade 12 students in membership in a public school; and adult students in membership in adult vocational, basic, and high school graduation programs in a public school when, and only when, transportation is necessary to provide adequate educational facilities and opportunities which otherwise would not be available.
 - (d) May provide transportation for the transportation disadvantaged as defined in s. 427.011 and for other school-age children as provided for in s. 234.211.
 - (e) Shall provide necessary transportation to pregnant students or student parents, and the children of those students, as part of a teenage parent program pursuant to s. 230.23166.
 - (f) May provide transportation for other persons to events or activities in which the school district or school has agreed to participate or cosponsor. The school district shall adopt a policy to address liability for trips pursuant to this paragraph.
 - (g) May provide transportation for WAGES program participants as defined in s. 414.0252.

- (2) In each case in which transportation of students is impractical in the opinion of the school board, the school board is authorized to take steps for making available educational facilities as are authorized by law or rule of the commissioner and as, in the opinion of the school board, are practical.”

In addition to the above, the Department of Transportation shall adhere to federal standards and requirements, Florida Statutes and Florida State Board Rules.

2.2 RESPONSIBILITY OF THE SCHOOL BOARD

As per State Board Rule 6A-3.017(2), school districts shall exercise specific powers and responsibilities, which include the following: enforcing laws and rules and formulation of policies; ensuring that the State Board rules are known, understood and observed by all who have responsibility for student transportation; assuring that all transportation rules and statements of policy are in harmony with rules of the State Board and are fully observed; assuring that no state funds for transportation are used for transportation of students to schools which cannot qualify for recognition by the Department under the provisions of State Board rules; and adopting after considering recommendations of the Superintendent of Schools statements of policy in harmony with law and with rules of the State Board necessary for maintaining the requirements of adequate transportation. Such policies shall include the responsibilities of the Director or Supervisor of Transportation, the principal or designee and the driver for uniform bus operating procedures.

2.3 USE OF BUSES OWNED BY THE SCHOOL BOARD

By law, the use of school buses is limited to providing services for those activities that are a part of the educational programs of Miami-Dade County Public Schools, except as prescribed in the item, **TRANSPORTATION-AGREEMENT WITH OTHER AGENCIES FOR THE USE OF SCHOOL BUS TRANSPORTATION**, or for transportation of persons to events or activities in which Miami-Dade County Public Schools has agreed to participate or co-sponsor.

2.4 AGREEMENT WITH OTHER AGENCIES FOR THE USE OF SCHOOL BUS TRANSPORTATION

Section 234.211, Florida Statute, authorizes school districts to enter into agreements with the governing body of a county or municipality in the school district or any state agency or agencies established or identified to assist in the transportation of the disadvantaged.

2.5 EXTRA-CURRICULAR TRIPS

Buses owned by Miami-Dade County Public Schools may be used to provide transportation of students for field trips of an educational nature, athletic events, performances as uniformed units; i.e., school bands, cheerleaders, etc, representing the school and/or school district, or for other school-sponsored activities in which students participate. All such trips will be in compliance with established transportation procedures. Charges for the buses will be determined by the cost per hour established during the preceding fiscal year.

2.6 POST-TRIP INSPECTIONS – ZERO TOLERANCE

All school bus drivers must conduct post-trip inspections as required in the document, **Handbook for School Bus Drivers, Aides, and Operations Staff**, which is incorporated by reference in School Board Rule 6Gx13- 3E-1.10, *Transportation-Specific Procedures*. The **Handbook for School Bus Drivers, Aides, and Operations Staff** specifies that post-trip inspections must be conducted as prescribed in Sections 3.2, **School Bus Driver Responsibilities**; and 10.12, **Compound Traffic Rules And Storage Of Buses**. Post-trip inspections shall include, but are not limited to, walking from one end of the bus to the other, checking behind and under every bus seat for students remaining on the bus. Post-trip inspections must be performed after the completion of each bus run, as well as at the bus storage compound.

The intent of the Zero Tolerance Policy is to make sure that no student is left on a bus without adult supervision after the completion of a bus run or at the bus storage compound. Accordingly, the **Handbook for School Bus Drivers, Aides and Operations Staff** imposes an affirmative duty on the driver to conduct the required post-trip inspections. This duty cannot be delegated.

Zero tolerance means that if a driver fails to perform a post-trip inspection, and a child is left on the bus without adult supervision after the completion of a bus run, or at the bus storage compound, the driver will be dismissed from all employment with The School Board of Miami-Dade County, Florida.

NOTE: For definitions and terms please refer to Section 6.1, **Definitions**.

2.7 BOARD RULES

All employees of the school system are required to follow School Board Rules. In the daily operation of the Department of Transportation, staff will encounter with frequency situations that require thorough knowledge and understanding of the following Board Rules:

- 6Gx13- 3E-1.10 -- Transportation-Specific Procedures
- 6Gx13- 3E-1.102 -- Zero Tolerance
- 6Gx13- 4-1.05 -- Drug-Free Workplace General Policy Statement
- 6Gx13- 4-1.08 -- Violence in the Workplace
- 6Gx13- 4-1.09 -- Employee-Student Relationships
- 6Gx13- 4A-1.01 -- Equal Opportunity Employment and Assignment
- 6Gx13- 4A-1.21 -- Responsibilities and Duties
- 6Gx13- 4A-1.32 -- Discrimination/Harassment: Complaint Procedures for Employees
- 6Gx13- 4E-1.01 -- Absences and Leaves



SECTION 3

*SCHOOL BUS DRIVER
GUIDELINES AND PROCEDURES*

SECTION 3

SCHOOL BUS DRIVERS: GUIDELINES AND PROCEDURES

3.1 AUTHORITY

(Reference: Florida Statute 232.28)

- The principal must delegate to the driver such authority as may be necessary for the control of students being transported to and from school, or school functions, at public expense.
- Any student who persists in disorderly conduct on a bus will be reported to the principal by the driver. The student may be suspended by the principal of the school the student attends from being transported to and from the school, and school functions, at public expense.
- Drivers must preserve order and good behavior on the part of all students being transported. The driver must not suspend the transportation of, or give physical punishment to, any student or direct any student off the bus at any time other than the designated stop, except by order of the driver's supervisor or principal in charge of the school the student attends. Should an emergency develop due to the conduct of students on the bus, the driver may take such steps as are immediately necessary to protect the students on the bus. All emergency situations must be reported to the Dispatch Office immediately.

3.2 RESPONSIBILITIES

(Reference: State Board of Education Rule 6A-3.017(3) and the Transportation Rules and Policies Manual)

- Permit students to board or leave the bus only at their assigned stop, except upon written authorization of the principal or designee.
- Instruct students exiting at bus stops to cross the highway, park strip, or divided highway in front of the bus only after approaching vehicles have stopped, except where a personal or mechanical traffic control is provided. At student stops where a traffic control light, a school crossing guard, or a traffic officer is directing the movement of traffic, students will be instructed to wait a safe distance from the roadway until a signal is given by the person or device directing the flow of traffic.
- Instruct transported students on safe riding practices and posted bus rider instructions, "Instructions for Pupils Riding Buses," both on regular runs and field trips.

- Follow all instructions of authorized school officials, to fully cooperate with mechanics and other personnel in the mechanical maintenance and repair of buses in overcoming hazards which threaten the safety or efficiency of service.
- Make pre-trip inspections of the bus twice daily, before the morning and afternoon trip. Report any defect or damage affecting safety or economy of operation immediately to the site administrator and service personnel. Also, check over and under every bus seat after each run and upon returning to the compound. This duty cannot be delegated.
- Keep the bus clean and neat at all times and do not affix any stickers or unauthorized items to the interior or exterior of the bus.
- Prepare reports; keep all required records; and, assist school officials and transportation staff members in mapping bus routes, planning schedules and obtaining information for a continuous study of all phases of transportation service.
- Report immediately to the principal or designee the following:
 - misconduct on the part of any student while on the bus or under the driver's immediate supervision
 - complaints requiring the attention of school authorities
 - hazards arising which offer either an actual or a potential threat to the safety of students in the driver's care
 - causes for failure to maintain bus time schedules
 - overloaded conditions on the bus that exceed the rated capacity.
- Maintain a feeling of security for the safety of students transported by patient and considerate treatment of parents.
- Ensure that each bus which requires special equipment, either assigned or spare, is properly equipped. For example, when drivers who service the Teenage Parent Program (TAPP) and the Continuing Opportunities for a Purposeful Education (COPE) programs or other Pre-K students are assigned a spare bus, it is the responsibility of the driver to move and return the child safety/restraint seats (CSRS) from their assigned bus to the spare bus.

3.3 REGULATIONS

- Study and observe all laws and rules of the State Board of Education and The School Board of Miami-Dade County, Florida relating to the service of transportation.
- Pass all required physical examinations and meet such requirements as may be prescribed by law or rules.
- Be clean and neat in appearance, wearing the proper uniform, wearing closed shoes that are securely held on the foot. Refrain from the use of tobacco while on any Miami-Dade County Public Schools property, including buses, and refrain from using profane language. Drivers must not use or be under the influence of alcohol, illicit drugs, or any substance, which may impair the driver's alertness or performance. Drivers must not carry weapons while on School Board property.
- Attend and participate in conferences and training classes for drivers and be prepared at any time to successfully pass a reasonable examination concerning traffic laws, state and local transportation rules, and driving skills.
- Ascertain and ensure that transported students observe all rules prescribed by law and by state and local boards.
- Maintain order and discipline, under the direction of the principal, on the part of every passenger.
- Require all passengers to remain seated and to keep aisles and exits clear. The seating arrangements of students must be assigned on all buses in cooperation with the principal.
- Conduct emergency evacuation drills at least once each school semester under the direction of the principal or designee.
- Ensure that the use of the bus is limited to transporting students to and from school, except upon specific direction of the Superintendent of Schools or from the driver's supervisor upon written authorization by the Superintendent of Schools.
- Prepare immediately an accident report after every accident involving the bus or bus passenger. This report must be completed with the driver's supervisor.

- Actuate the amber lights approximately 200 feet from the student stop, or as necessary due to traffic speed and road conditions, as a warning to traffic that the bus is approaching a student passenger stop. When the bus has stopped, and before the door is opened, the amber lights will be deactivated and the stop arm supplemented by flashing red loading and unloading lights. This serves as a warning that students are being loaded or unloaded. The bus door must not be opened to unload students until approaching traffic in the immediate vicinity of the bus has stopped.
- Do not enter the compound with students on board. In the event of an emergency, the driver must contact the Dispatch Office for instructions.
- Activate the 4-way hazard lights at least 200 feet before the railroad crossing; stop the bus no closer than 15 feet and no further than 50 feet from the nearest rail; shift the gear to neutral; keep firm pressure on the foot brake to ensure against rolling; shut off noisy equipment; quiet passengers; open bus door and driver window; look both ways; listen; close door; shift to drive; and, look and listen again. After determining that it is safe, proceed across tracks. After the rear tires clear last track, turn off 4-way hazards.
- Drive at a safe speed and never in excess of the legally posted speed limit in business or residential districts or 55 miles per hour outside business or residential districts.
- Wear a seat belt at all times when the bus is in operation.
- Use roof-mounted white flashing strobe lights, if equipped, at a minimum whenever headlights are required to be used due to reduced visibility conditions pursuant to Section 316.217(b), Florida Statutes. Insufficient light due only to the time of day or night shall not require use of the strobe light.

3.4 DUTIES

Drivers are under the direction of the Transportation Center Director or designee, and will follow all instructions and complete all assignments.

- Drivers must, to the best of their ability, operate all trips in accordance with established route schedules, keep current route schedules on the bus, and destroy old route schedules. Drivers must not deviate from their assigned route and stops, nor create any changes on the route or stops without receiving prior written permission from their supervisor.
- Drivers must not create nor change permanent bus stops. Recommendations for change shall be made to their center's routing staff.

- Drivers must immediately report to their supervisor and the center's routing staff any hazards on the bus route or bus stops that might offer an actual or potential threat to the safety of transported students.
- Drivers must notify their supervisor and the center's routing staff if the peak load of transported students exceeds the number of seats available on the bus.
- Drivers must not, under any circumstances, use buses for personal errands.
- Drivers must return their bus to its assigned center after the completion of their route, unless otherwise authorized by the Center Director or designee.
- Drivers must report defective equipment to their Dispatch Office in writing on the "Driver Request for Repair (DRR)" form. This report must be made as soon as possible after the problem is detected. If the driver discovers a mechanical defect during the pre-trip inspection of the bus, a DRR must be completed and turned into the Dispatch Office before the driver departs on the morning or afternoon run. If the driver encounters a problem while operating the vehicle, the Dispatch Office must be notified immediately and the driver must wait for instructions from the garage.
- Drivers must keep the bus clean at all times. The floor of the bus must be swept twice daily, first in the morning after completing all morning trips and again in the afternoon after completing the last trip of the day. The trash from the bus must be placed into the proper receptacle. The windshield and rear windows must be kept clean to insure that visibility is not reduced.
- Drivers must, at all times, operate their buses in accordance with the requirements of the Florida Traffic Laws, the State Board of Education, and the procedures detailed in Section 10, **SCHOOL BUS OPERATION**. Drivers must at all times maintain a valid Commercial Drivers License. Operating a bus with a suspended, expired, or revoked license shall be grounds for suspension or dismissal, pursuant to Section 8, **SAFE DRIVER PLAN**.
- Drivers must supervise the loading and unloading of passengers. Drivers must be in their buses at all times while students are loading or unloading at schools. Drivers must supervise the activities of students leaving the bus until they have crossed the road safely, and permit students to leave the bus only at their assigned stop.

- Drivers must report the following to the Dispatch Office and to the respective principal immediately after an incident: serious student misconduct; damage to the bus or its equipment; and any incident involving a student, i.e., lost student, fight on the bus, incident at the bus stop, parent/guardian not at home for Exceptional Student Education (ESE) or Pre-K students requiring an individualized stop. The driver must also complete, as appropriate, a "Student Case Management Referral Form" to the school, an incident report and/or vandalism report.
- Drivers must render first aid, if necessary, to the limits of the driver's training and abilities, and seek prompt first aid by the best means available. This assistance shall be limited to that which may be normally expected of a reasonable, prudent person.
- Drivers must not, under any circumstances, allow the following items to be taken on the bus:
 - Items made of glass
 - Live animals, which include, but are not limited to, dogs, cats, snakes, insects, etc.
 - Large bulky items (or band instruments) that block entranceways, aisles or seats, or that deprive a student of a seat. Listed below are some of the musical instruments that meet the criteria permitting them to be carried on buses by music students on regular routes:

Piccolo	Flute
Clarinet	Alto Clarinet
Oboe	English Horn
Trumpet (Cornet)	Flagella Horn
Trombone (Tenor)	Alto Saxophone
Violin	Viola
 - Batons, drumsticks, and tennis rackets will be permitted on buses only in their proper cases. No sharp objects, balls, bats, roller skates, skateboards, or cutting instruments of any kind are allowed on a bus.
 - The aisle and emergency exits must be kept clear at all times. If band instruments are brought on the bus, they cannot be placed on seats if it causes a student to stand.
- Drivers must check their mailboxes and bulletin boards at their Transportation Center at least once daily. Drivers are not to make a special trip to the compound in a bus for this purpose.
- Drivers must attend all safety meetings, and other called meetings. Unexcused absences will be considered failure to perform required duties, and warrant corrective action.

- Drivers must report to their Transportation Center by the next workday after receiving any conviction for a moving violation while driving a bus or a privately owned vehicle. Refer to Section 8, **SAFE DRIVER PLAN**.
- Drivers must make sure their Transportation Center has current information on their home address, home telephone number, and emergency point-of-contact by filling out a new Locator Sheet in the Dispatch Office whenever such information changes.
- Drivers must not pick up any bus key other than the one for their assigned bus. In the event of an emergency during a route or field trip, the key should be removed from the ignition and should be carried with the driver.
- Drivers must keep the following materials on the bus with them at all times:
 - Current Route Schedule
 - Pre-Trip Inspection Form
 - Insurance cards
 - Emergency telephone numbers
 - School Bus Seating Chart
 - School Bus Accident Report--Student(s) On Board
 - Student Injury/Illness Report Forms
 - Medical Examiner's Certificate (ESE 479)
 - Student Case Management Referral Form
- Drivers must be subject to reprimand, suspension and/or dismissal if found to be in possession of a firearm, weapon or destructive device, as specified in Miami-Dade County School Board Rule 6Gx13- 4A-1.302, Separation – Dismissal or Suspension – All Personnel. Possession of firearms, weapons or destructive devices is strictly prohibited.
- Drivers must not use or operate any communication or data transmission device, while operating a Miami-Dade County Public Schools bus or any school district vehicle used to transport children. This rule does not apply to the use of a cellular radio telecommunication device that has a two-way radio service owned and operated by the school district, when the device is used as a two-way radio. In an emergency, drivers may use a hand-held communication or other data transmission device to communicate with an emergency response operator, 911 public safety communications dispatcher, a hospital or emergency room, an ambulance or fire department rescue service, a fire department, or a police department. A hand-held communication or other data transmission device may also be used to call for assistance in the event of a mechanical breakdown or other mechanical problem that impairs the safe operation of the vehicle.

Drivers will be subject to disciplinary action for violations of this provision.

3.5 MAINTAINING ACCEPTABLE STUDENT CONDUCT

- ▲ Drivers are required by State Law to maintain order and good behavior by students on buses.
 - Students must be at their bus stops at least 10 minutes prior to the scheduled pick-up time.
 - Students must enter and leave the bus at the school loading area and at student stops in an orderly fashion and in accordance with instructions. This requires students to proceed at all times:
 - without haste and without loitering,
 - without crowding, pushing or shoving, and
 - with each student showing due regard for the student's own safety and the safety of others.
 - Students must remain quiet enough so as not to distract the driver's attention from the road. Students must, at all times:
 - refrain from shouting and other boisterous activities,
 - refrain from talking to the driver while the bus is in motion,
 - show due consideration for the driver, and
 - refrain from any activity that worries or distracts the driver and may put the student's own safety and the safety of others at risk.
 - Students must remain seated throughout the entire route until they arrive at their scheduled stop.
 - Each student must go directly to an assigned seat and sit down as soon as possible after entering the bus.
 - Each student must remain seated until the bus has come to a full stop.
- Students must cross the road only in front of the bus when traffic has been halted by means of the flashing red lights and the extended stop arm.
- Students must neither purposely nor carelessly destroy any part of the bus, its equipment, or the area surrounding the stop location.
- Students must not extend arms or other parts of their body out of the windows.

- Students must not throw objects inside the bus or out the open windows.
 - Students must not throw or scatter waste paper and other refuse on the bus floor or along the roadway.
 - Students must keep books, lunch boxes, and other personal property on their lap. If there is sufficient room, these items may be placed on the seat alongside the student.
- Students must not serve as bus monitors.
- Students must not sit or stand in the entrance area alongside the driver or forward of the front seat. This area must be kept clear while the bus is in motion.
- Students must pay attention to the driver who is in full charge of the bus and responsible for the student's safety. The driver has been ordered to stop and park the bus anytime the driver feels misconduct on the part of the students endangers the lives of others.
- Students must be accompanied by chaperons approved by the principal on field trips. Chaperons shall be responsible for maintaining proper student conduct.

3.6 BUS RIDER INSTRUCTIONS

Each Miami-Dade County Public Schools bus has a list of bus rider instructions. Drivers are to instruct students on the rules of acceptable conduct at the beginning of each school term and as frequently thereafter as necessary. The following instructions for students should be posted inside the bus:

INSTRUCTIONS FOR STUDENTS RIDING BUSES

The students:

- must be at the bus stop ready to board the bus approximately 10 minutes before the designated arrival time. The bus cannot wait for students who are tardy.
- must have a valid bus pass. Unauthorized persons are not permitted to ride.
- must stand off a roadway while awaiting the bus.
- must stay in his/her seat at all times while the bus is moving.
- must keep his/her head and arms inside windows.
- must cross the roadway immediately in front of the bus.
- must not engage in unnecessary conversation with the driver.
- must not play radios.
- must be absolutely quiet while the bus is stopped for and crossing all railroad tracks.
- must be assigned to specific seats on the bus if the conduct warrants such action.
- must not eat, drink or smoke on bus.

PENALTY: *For violating these rules, a student will be reported by the driver to the principal who has authority to suspend the student temporarily or permanently from riding on the bus.*

3.7 REPORTING DISCIPLINE PROBLEMS

- In cases of repeated or continued misconduct, the offending student must be reported to the principal or designee.
- Drivers must fill out a "Student Case Management Referral Form" on those students who consistently interfere with the opportunity of other students to safely and comfortably ride on buses. See instructions in Appendix 3 of this handbook.
- Drivers must make reasonable efforts to deal with minor infractions of the rules of student conduct on their own. Drivers must recognize that referring all cases of minor infractions to the principal can deteriorate school/driver relations and can cause the school administration to discredit reports from drivers in general.
- Drivers must verbally warn the student(s) involved in cases of minor infractions, without stopping the bus.
- Drivers must, if at all possible, stop the bus if the behavior problem is a serious one. A stern, yet courteous warning should be given directly to the offender(s). If a change in seating is needed, the offender(s) should be moved near the driver or aide so that their behavior may be more closely monitored.
- Drivers must not administer physical punishment to, nor suspend the transportation of any student. Nor shall a driver allow a student off the bus except at the school with proper supervision or at the student's regular bus stop.
- Drivers must not sit by the side of the road for an extended period of time, except under situations of an extremely unusual or serious nature. Such action should be limited to a five-minute duration. Drivers must not return a group of students to a school in the afternoon after reaching a point approximately half the distance between the school and the last stop on the trip. In either instance, drivers must contact the Dispatch Office immediately.
- At school bus stops, students are expected to load the bus promptly and in an orderly manner without pushing or shoving. When students intentionally lag behind so as to cause undue delay to the bus schedule or to create a nuisance, drivers must follow these steps:
 - First and Second Occurrence -- wait for the student and advise the student that this behavior is not acceptable.
 - Third Occurrence -- fill out a "Student Case Management Referral Form" detailing the behavior. Advise the school and the student that the student will be left behind if another offense occurs.

- Fourth Occurrence -- Do not wait for the tardy student and complete a "Student Case Management Referral Form" advising the school of the action taken.

Note: Do not leave a student who is making an effort to get to the bus unless waiting for the student exposes the bus to hazards from other traffic.

- Students are required to ride the bus to which they have been assigned. No occasional riders are to be taken without the principal's written permission to the driver. Permission will be given only for emergency reasons related to the health, welfare and safety of a student. Permission will not be granted for purposes of a general nature or for convenience.

3.8 AUTHORIZED PASSENGERS

Drivers are prohibited from having unauthorized passengers on the bus at any time.

An authorized passenger is:

- a student regularly assigned to ride the bus who is enrolled at the school being serviced on the particular trip.

Note: A student registered to ride on the bus cannot board it when students are being loaded at another school in the same vicinity, unless the student has permission in writing from the principal of the school being served.

- a student permitted by the principal to ride the bus on a temporary basis under special circumstances. This permission must comply with School Board Policy.
- an adult temporarily allowed by the principal to ride the bus under special circumstances. This approval must be in writing by the principal or designee.
- any member of the Department of Transportation staff as designated by the Center Director or designee as well as a Miami-Dade County Public Schools official.
- a law enforcement officer authorized to ride the bus by the Superintendent of Schools or the Administrative Director of Transportation.
- an individual permitted by the principal to accompany a group of students on an extracurricular trip.

The driver is not permitted to bring anyone on night field trips other than an adult who shall act as the chaperon. There must be prior written approval from the Department of Transportation and the school for this to occur. A representative of the Department of Transportation may accompany the driver on night trips with prior approval from the Administrative Director of Transportation.

Drivers transporting any persons other than the individuals listed above may be subject to disciplinary action.

Note: Drivers who transport their own children, who have been assigned to an authorized stop, to a school serviced by their bus may not transport the child on any trip other than the particular trip servicing the school the children attend.

Drivers must comply with the following Miami-Dade County School Board Policy:

When students in the regular program are granted permission to attend a school outside their regular attendance boundary, they will provide their own transportation. ESE students assigned to a school center outside their zone will be transported.

3.9 UNAUTHORIZED EQUIPMENT

- Portable television sets
- Radar detection or warning devices
- Citizen band radios
- Police scanners
- Locks on any bus door, unless approved by the Director of Transportation.
- AM/FM radios not factory installed
- Cellular phones
- Any other items or equipment prohibited by law

3.10 PHYSICAL EXAMINATION REQUIREMENTS

Pursuant to State Board Rules 6A-3.017(2)(e) & (3)(a) and 6A-3.0141(4)(d)& (9)(c), a current physical examination is required for drivers by State Board Rule 6A-3. Drivers failing to have a current physical will be disqualified. Physicals must be taken at least once a year, approximately one month before the anniversary date of the driver's current examination. It is the responsibility of the driver to procure the necessary form and pass the physical examination prior to the anniversary date.

In addition, drivers are subject to a physical examination when the Director or designee feels it is in the best interest of the safety of the transported students.

When there is doubt as to the physical, mental, or emotional stability of a driver which could affect the safety of the children involved, such driver will be immediately referred to the Board-approved physician for a final decision as to whether or not the driver should be permitted to drive. Drivers failing the physical will be disqualified.

3.11 OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT (OTETA)

The Department of Transportation adheres to the Omnibus Transportation Employee Testing Act (OTETA) pursuant to Federal Regulations, 49 CFR Parts 40 and 382 as adopted in School Board Rule 6Gx13- 4-1.05, Drug-Free Workplace General Policy Statement.

Drug and/or alcohol testing procedures are performed with regard to:

- Pre-employment testing
- Random testing
- Return to duty
- Annual testing (M-DCPS School Board Policy)
- Post-accident testing
- Follow-up testing
- Reasonable suspicion testing

3.12 BLOOD BORNE PATHOGEN PROGRAM AND EXPOSURE CONTROL PLAN

The Department of Transportation adheres to the Occupational Safety and Health Administrations' Blood Borne Pathogens standards as approved by Miami-Dade County Public Schools to eliminate or minimize occupational exposure to Hepatitis B viruses (HBV), Human Immunodeficiency Virus (HIV) and other blood borne pathogens.

Based on a review of information in the rule-making record, OSHA determined that employees face a significant health risk as a result of occupational exposure to blood and potentially infectious materials. This includes the Hepatitis B virus, which causes HBV (a serious liver disease), and the HIV virus, which causes Acquired Immune Deficiency Syndrome (AIDS). Exposure can be minimized or eliminated using a combination of engineering controls, personal protective equipment, training, medical surveillance, Hepatitis B vaccination, signs and labels, and other provisions.

All Miami-Dade County Public Schools employees with occupational exposure must participate in a training program that will be provided at no cost to the employee and during working hours. Training will be provided:

- at the time of initial assignment to tasks where occupational exposure may take place.
- annually for blood borne pathogen.
- when changes such as modification of tasks and/or procedure affects employees' occupational exposure.

The most obvious exposure is the needle puncture, but any specific eye, mouth, other mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious materials is considered an exposure. Any exposure incident must be reported immediately to the Office of Risk and Benefits Management, Department of Workers' Compensation and the work site administrator.

A copy of the "Exposure Control Plan" in its entirety is available at the work site.

All Miami-Dade County Public Works employees with occupational exposure must participate in a training program that will be provided at no cost to the employee and during working hours. Training will be provided:

at the time of initial assignment to tasks where occupational exposure may occur
Please

annually for blood borne pathogens

when changes such as modification of tasks or job procedure affect employees' occupational exposure.

The most obvious exposure is the needle puncture, but any splash, eye, mouth, skin, mucous membranes, non-intact skin, or potential contact with blood or other potentially infectious materials is considered an exposure. Any exposure incident must be reported immediately to the Office of Risk and Benefits Management Department of Health, Environment and the site administrator.

A copy of the Exposure Control Plan is available at the following link: [http://www.miamidade.gov/health/occupational-safety/ocp/](#)
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SECTION 4

*SCHOOL BUS AIDES:
GUIDELINES AND PROCEDURES*

SECTION 4

SCHOOL BUS AIDES: GUIDELINES AND PROCEDURES

There is no requirement in either the law or the regulations that require the assignment of aides. Miami-Dade County Public Schools, however, has elected to assign aides to some, but not all of its bus routes. This assignment is dependent on the needs of the students.

4.1 RESPONSIBILITIES

The aide:

- acts as attendant on the bus with the primary duty of maintaining order on the bus to allow the driver to give full attention to driving.
- works with children, school staff and parents in loading and unloading operations and in seeing to the needs of Exceptional Student Education (ESE) students.
- is familiar with the rules of student conduct in order to assist with student behavior management and has a working knowledge of the capabilities and limitations of the various categories of ESE students. The aide must prepare and maintain an accurate seating plan.
- is familiar with the use and location of all safety or emergency equipment; i.e., first aid kit, fire extinguisher, reflector and should assist the driver in using this equipment, if the need arises.
- understands and learns how to assist the driver if it becomes necessary to evacuate the bus in an emergency.
- assumes primary responsibility in assisting with the loading and unloading of handicapped students, and must be familiar with the operation of wheelchair lifts and use of restraining devices and other equipment. Additionally, bus aides must ensure that wheelchairs are properly attached to the tie-down devices, and that use of such devices is consistent with the specification requirements as determined by the year of the bus.
- assists the driver in preparing reports, checking the working condition of safety equipment, and performing routine cleaning jobs. The bus aide and driver must have a good working relationship.
- is familiar with the route, with the loading and unloading procedures, and is attentive to the location of the bus at all times along the route. The aide should be able to guide a substitute driver when necessary.

4.2 REGULATIONS

The aide:

- must be clean and neat in appearance at all times and in prescribed uniform while on duty.
- must not use profane language.
- must not be under the influence of drugs or alcohol, or use tobacco in the presence of students.
- must abide by all safety rules and regulations which pertain to drivers, but not relating specifically to actual driving tasks.
- must render first aid, if necessary, to the limits of the aide's training and abilities, and seek prompt aid by the best possible means available. This assistance shall be limited to that which may be normally expected of a reasonably prudent person.
- must check every seat, including under every bus bench, at the end of every run and upon returning to the compound.
- must sit with or behind the last student on the bus in order to observe and monitor all the students on the bus. The aide may be assigned to sit elsewhere based on specific student needs.
- must not ride on any bus other than the aide's assigned bus, unless operations staff has given prior approval. This policy also applies to field trips.
- must allow the driver to devote full-time attention to the safe operation of the vehicle.
- must understand that the driver is in charge of the bus and is responsible for its safe operation.



SECTION 5

*SCHOOL PRINCIPALS:
GUIDELINES AND PROCEDURES*

SECTION 5

SCHOOL PRINCIPALS: GUIDELINES AND PROCEDURES

5.1 AUTHORITY

Pursuant to Section 232.26(1)(b), Florida Statutes, principals or designees may suspend any student transported to or from school at public expense from the privilege of riding on a school bus for violation of School Board transportation policies, and shall give notice in writing to the student's parent or guardian and to the Superintendent of Schools within 24 hours.

Pursuant to Section 232.28(2), Florida Statutes, principals shall delegate to the driver such authority as may be necessary for the control of students being transferred to and from school, as well as for school functions, at public expense.

Pursuant to Section 232.28(2), Florida Statutes, any student who persists in disorderly conduct on a bus must be reported to the principal by the driver of the bus and may be suspended by the principal of the school the student attends from being transported to and from school, as well as for school functions at public expense.

Principals shall have authority to suspend a student from being transported by bus for a period not to exceed ten days.

Note: Pursuant to State Board Rule 6A-3.017(4)(c) the Superintendent of Schools may recommend to the School Board a longer suspension for any student who willfully and persistently violates School Board policies.

5.2 RESPONSIBILITIES

Pursuant to State Board Rule 6A-3.017(2), Sections 232.26 and 232.28, Florida Statutes and the Transportation Rules and Policies Manual, principals must:

- assume responsibility under the direction of the Superintendent of Schools for all disciplinary cases which arise in connection with transportation.
- plan a school program that provides school supervision at all times for children who arrive early or remain late.
- plan and assign places for students to get on and off buses at the school and ensure the safety of the loading/unloading zone, and provide supervision of students.
- direct bus emergency evacuation drills on each bus serving the school during the first six weeks of each semester, and maintain documentation for all students.

- provide, during the first six weeks of the first semester of the school year, instruction for all transported students regarding safe practices on and off the bus.
- request authority in writing for transportation of students on field trips and activity trips, or other special trips, and plan trips in accordance with policies approved by the School Board.

5.3 DISCIPLINARY MEASURES

The safety and welfare of transported students are the concern of every driver and school administrator. The majority of students know and obey the rules and regulations of the school and the Department of Transportation and exhibit proper behavior while on the bus. To insure that the well-behaved majority has the opportunity to ride safely and comfortably, the following steps provide a method by which disruptive students may be properly disciplined and, in appropriate circumstances, expelled from riding a bus.

- Any student who persists in disorderly conduct on a bus must be reported by the driver to the principal of the school the student attends.
- The driver must complete a "Student Case Management Referral Form." See instructions in Appendix 14 of this handbook.
- The report must contain the particular details of the student's action(s).
- The principal or designee must adjudicate the student's action based upon the driver's report and any other appropriate input deemed necessary from other students involved.
- After consideration the school administrator's decision and action must be communicated to the driver, the parent, and the Department of Transportation by means of the copies provided with the report form.
- Adjudication and consideration of reports must be accomplished in the following manner:
 - Upon being reported to the principal for the first time, a student must be advised that the student's misbehavior is a serious matter and will not be tolerated. If the situation warrants it, a suspension from riding the bus may occur at this time. The parents must be contacted by the principal after the first suspension, at which time the expulsion procedure will be explained.
 - The second suspension must be handled as appropriately determined by the Code of Student Conduct.

- The principal must recommend to the Superintendent of Schools the expulsion of any student suspended from the bus on two previous occasions as determined by the Code of Student Conduct.

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The principal must recommend to the Superintendent of Schools the expulsion of any student suspended from the bus on two previous occasions as determined by the Code of Student Conduct.

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SECTION 6

*SCHOOL BUS
ROUTING PROCEDURES*

SECTION 6

SCHOOL BUS ROUTING PROCEDURES

6.1 DEFINITIONS

- **Bus Stop:** Locations where students board or disembark a school bus. Locations may be neighborhood stops or special needs/home stops.
- **Bus Run:** A sequence of bus stops that a school bus makes to or from school. A bus run ends at a school, at the point of last student drop-off, or as soon as is reasonably safe.
- **Bus Route:** A series of bus runs during the morning, mid-day, and afternoon time periods. This is the daily scheduled activity that a bus performs.

Note: Pre-trip inspections must be performed prior to departure from the compound, in the morning and afternoon.

Post-trip inspections must be performed at the end of each bus run and upon return to the compound.

6.2 REGULAR PROGRAMS

- Student transportation is the responsibility of the School Board for those students living more than two miles from their assigned school. With certain exceptions, student transportation is the responsibility of the parent or guardian for those students living two miles or less from a school. Exceptions may be approved by the Department of Transportation, provided space is available or the Board has previously granted approval.
- Bus stops will not be implemented within two miles of a school unless the area qualifies under hazardous walking criteria, as defined by Section 234.021, Florida Statute. Exceptions may be approved by the Department of Transportation, provided space is available or the Board has previously granted approval.
- Bus stops will be no more than one and one-half miles from a student's residence.
- The distance from a student's residence will be measured from the closest pedestrian entry point of the property where the student resides to the closest pedestrian entry point of the assigned school building or to the assigned bus stop. The pedestrian entry point of the residence shall be where private property meets the public right-of-way. The district shall determine the shortest pedestrian route and whether or not it is accessible to motor vehicle traffic.

- Students who are eligible for school transportation will be transported from the stop closest to their residence and back to the same stop.
- Students eligible for transportation will not be permitted to ride one bus in the morning and another bus in the afternoon, unless they have been so scheduled by the Routing Staff of the Transportation Center.
- Students eligible for transportation will not be transported to and from daycare providers.
- Bus stops will be placed at locations that provide the maximum safety and convenience for the majority of the students living in the immediate area.
- Students will not be bused outside the attendance boundary of the school to which they are assigned.
- Bus stops will not be implemented within 1/10 mile from each other, except in situations where unsafe conditions exist as determined by the Department of Transportation.
- Bus stops will not knowingly be implemented at unsafe locations; i.e., on curves, near the crest of hills, or at extremely busy intersections. Employees must bring unsafe bus stop conditions to the immediate attention of the Routing Staff at their Transportation Center.
- A bus route or bus stop will not be moved from an existing location until the Department of Transportation has thoroughly investigated the circumstances and approved the relocation. The following procedure shall be used by the Department of Transportation for changing the location of bus routes or bus stops:
 - Bus routes and stops will be reviewed on a regular basis by Field Operations Specialists (FOS) and the Routing Staff of the Transportation Center. Changes will be made as needed to provide better and more efficient service.
 - Parents or school staff requesting to change a bus route or bus stop must complete a "Student Stop/Change Request" form and forward the form to the Transportation Center.
 - The "Student Stop/Change Request" form will be reviewed by a member of the Routing Staff of the Transportation Center and, if sufficient data is available to make a decision, the request will be approved or disapproved immediately. If sufficient data is not available, a supervisor will visit the requested route or stop(s).
 - The school must always be notified prior to any changes.

- Drivers do not have the authority to make changes in their assigned routes and bus stops. Requests for changes shall be directed to the Routing Staff of the driver's Transportation Center.
- Transportation also will be provided for students enrolled in the Teenage Parent Program (TAPP). The procedures are as follows:
 - Student transportation will be provided by the school district for students and their babies. When safety and geographic conditions permit, students (and their babies, if applicable) will be transported to and from their residence. Otherwise, transportation will be to and from the stop nearest their residence.
 - TAPP students shall be responsible for bringing their babies on board the bus, securing them in their child safety/restraint seats (CSRS), and removing them from the bus at school and at home. All children transported in these programs shall be transported in approved CSRS or restraints.
- Students eligible for school bus transportation, as determined by Federal, State and local School Board rules, are assigned to the proper bus stop and route by the school through the Computerized Automated Transportation System (CATS).

Note: Procedures for establishing and changing bus routes and bus stops are included in this handbook so that drivers, aides and other operations staff will have a basic understanding of the criteria used by the Routing Staff (Route Manager and Route Management Specialists). Employees must promptly report any situation on a route that does not meet the criteria and procedures outlined in this section.

6.3 EXCEPTIONAL STUDENT EDUCATION (ESE) PROGRAMS

- Student transportation is the responsibility of the School Board for identified Exceptional Student Education (ESE) students for whom educational services are not available in their assigned schools.
- A student living within two miles of the student's assigned school and enrolled in any of the following ESE programs is not eligible for transportation unless the student has a medical excuse from a Florida licensed physician, or transportation is specified in the Individual Education Plan (IEP):
 - Special Learning Disabilities
 - Gifted
 - Speech Impaired
 - Language Impaired

- A student living within two miles of the student's assigned school, and enrolled in any of the following programs, is eligible for transportation and individualized pick-up as noted in the IEP:

- Educable Mentally Handicapped
- Emotionally Handicapped
- Profoundly Mentally Handicapped
- Physically Impaired
- Trainable Mentally Handicapped
- Hearing Impaired
- Visually Impaired
- Dual Sensory Impaired
- Pre-Kindergarten Handicapped
- Teenage Parent Program
- Autistic/SED

The ESE staffing committee may recommend transportation for programs other than those named above when the severity of the individual student's exceptionality indicates that transportation is needed. This recommendation must be placed on the student's IEP and the appropriate transportation committee must be notified.

- All students applying for medically fragile student transportation will be required to contact the ESE liaison for transportation.
- The initial decision regarding a student's transportation code must be specified as part of the IEP process and documented on the IEP.
 - The appropriate region office is responsible for ensuring that the correct transportation requirements are entered into the ISIS system.
 - The Department of Transportation must be notified of any change regarding an ESE student's transportation requirements, as well as changes in school program location, in order to facilitate appropriate services.
 - The individual school is responsible for maintaining the data file for all transported ESE students according to the following:

PRIMARY TRANSPORTATION MODE

If the student requires specialized transportation as a related service, one primary transportation mode must be determined. The primary modes of transportation are defined in the following chart.

Individualized Stop With Supervision	Due to the student's disability, the student requires an individualized stop as close to the home as possible. He/she also requires supervision at all times.
Individualized Stop Without Supervision	Due to the student's disability, the student requires a stop as close to home as possible, however, he/she does not require supervision (i.e., a fully independent, visually impaired student).
Lift Bus With Supervision	Due to the student's disabling condition, it is necessary for the student to be transported by a wheelchair equipped lift bus (specialized equipment). He/she also requires supervision at all times and must be assigned to an individualized stop as close to home as possible.
Lift Bus Without Supervision	Due to the student's disabling condition, it is necessary for the student to be transported by a wheelchair equipped lift bus (specialized equipment). He/she does not require supervision. However, the student must be assigned to an individualized stop as close to home as possible (i.e., fully independent, physically impaired student).
Car Seat	Due to the student's disability and/or weight (less than 40 lbs.) the student requires a car seat. This car seat must comply with the Federal Motor Vehicle Safety Standards (FMVSSs) No. 213 "child restraint systems" (refer to manufacturer's tag). He/she also requires an individualized stop as close to home as possible.
Safety Vest Individualized Stop With Supervision	Due to the student's disability, the student requires the use of a safety vest. The safety vest must meet Federal Motor Vehicle Safety Standards (FMVSSs) No. 213. He/she must be supervised at all times and assigned to an individualized stop as close to home as possible.
Safety Belt Unique Seating Device Individualized Stop With Supervision	Due to the student's disability, the student requires the use of a safety belt or unique seating device. He/she must be supervised at all times and assigned to an individualized stop as close to home as possible.
Alternate Mode of Transportation May be Required	Due to the student's disability, the student may require an alternate mode of transportation. The specific needs of the student are identified by the unique characteristics associated with the child's disability. These needs must be clearly indicated in the "Specify" area.

SECONDARY TRANSPORTATION MODE(S)

When determining a related service, decisions made regarding a student's specific needs must be clearly indicated on the IEP. The IEP Team should consider all provisions a student will require while accessing his/her educational needs or any other additional related service. Check all secondary modes of transportation that apply. The secondary modes of transportation are defined in the following chart.

<p>Medically Fragile Student/Medical Consultative Review Required</p>	<p>Due to the student's disability, specific accommodations and/or provisions are necessary. The student's medical condition may require transportation in a special environment, per a physician's prescription (e.g., tinted windows, temperature control). The bus or vehicle must be specially equipped or adapted to serve the student with disabilities. All medical concerns must be documented in the "Specify" area.</p>
<p>Aide Required</p>	<p>Due to the student's disability, the student will require the assistance of an aide in order to be transported safely. Aides assist the driver and are not typically individually assigned to a student.</p>
<p>Medical Equipment</p>	<p>Due to the student's disability, the student requires medical equipment (medical equipment is defined as wheelchair, crutches, walker, cane, tracheotomy equipment, positioning or unique seating). Medical equipment must be documented in the "Specify" area.</p>
<p>Shortened School Day or Alternate School Day</p>	<p>Students with disabilities must have the same opportunity to attend the full length of the school day as non-disabled peers. Due to the student's disability and specific need(s), the IEP team may deem appropriate for a student to receive a shortened instructional school day or alternate school day time(s).</p>
<p>Student Transported Out of School District</p>	<p>Due to the student's disability, a student assigned to a school or educational facility located out of school district (out of county).</p>
<p>Occupational/Physical Therapy</p>	<p>Due to the student's disability, the student requires transportation in order to receive the related service of occupational and/or physical therapy.</p>
<p>Vocational/Share Time Program</p>	<p>Due to the student's disability, the student requires transportation to access any type of vocational and/or share time program. State the program on the "Specify" line including, however, not limited to: Community Based Instruction (CBI), Project Victory, Miami Lakes Vocational School, Robert Morgan Vocational School and/or any School to Career Program.</p>
<p>Scholarship Program for Students With Disabilities</p>	<p>The student will require transportation to another district public school (within zone) if accepted in the SPSD. Transportation will be provided only if the student resides more than two miles from the chosen school or if the student received transportation as a related service.</p>

**PRIMARY TRANSPORTATION MODE
(CHECK ONLY ONE)**

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Individualized Stop
With Supervision | <input type="checkbox"/> Individualized Stop
Without Supervision | <input type="checkbox"/> Lift Bus
With Supervision | <input type="checkbox"/> Lift Bus
Without Supervision |
| <input type="checkbox"/> Car Seat
(under 40 lbs.) | <input type="checkbox"/> Safety Vest
Individualized Stop
With Supervision | <input type="checkbox"/> Safety Belt/Unique
Seating Device
Individualized Stop
With Supervision | <input type="checkbox"/> Alternate Mode of
Transportation May
Be Required* |

*Specify _____

**SECONDARY TRANSPORTATION MODE(S)
(CHECK ALL THAT APPLY)**

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Medically Fragile
Student (Refer To
Medical Consultative
Review Procedures) | <input type="checkbox"/> Aide Required | <input type="checkbox"/> Medical Equipment** | <input type="checkbox"/> Shortened School Day
or Alternate School Day
Time(s) |
| <input type="checkbox"/> Student Transported
Out of School District | <input type="checkbox"/> Occupational/
Physical Therapy | <input type="checkbox"/> Vocational/Share
Time Program | <input type="checkbox"/> Scholarship Program for
Students With Disabilities |

**Specify _____

- Individualized bus stops will be located as near to the residence of students as are practical and safe. Due to the nature of certain residential complexes and unusual geography, if necessary, some stops must be placed at greater distances from residences than is normal.
- A special needs student may be transported to a bus stop on the afternoon run that is different from the pick-up on the morning run, providing:
 - the change of the bus stop does not entail a change in the route assignment or bus assignment of the student.
 - the change entails the transporting of the student to a program or activity sponsored, conducted, or sanctioned by the Miami-Dade County Public Schools.

- the change does not increase the mileage for the run by more than .75 mile, the riding time for other students assigned to the bus by more than eight minutes, or the total time for the run in excess of 50 minutes.

Note: Students may change program providers only one time during any school year, provided it meets the criteria set forth above.

- ESE students are required to be at their assigned bus stop ten minutes before the designated arrival time.
- A driver may refuse to transport students who are obviously ill, under the influence of strong medication, not being transported with required equipment, or cannot be transported safely on the bus. It is understood that the parent/guardian or the principal or designee must be present when this decision is made. The driver must notify the Dispatch Office of this decision, provide the school with a referral report, and file a report with the appropriate supervisor at the Transportation Center.
- It is the parent/guardian responsibility to be at the bus stop to assist the student on and off the bus.
- The driver and aide will be notified, in writing, by the district of any special conditions or non-medical care the student may need while on the bus, as specified by the parent/guardian.
- If the parent/guardian is not present upon arriving at an individualized student stop in the afternoon, the driver will follow the following procedure:
 - Notify the Dispatch Office via radio.
 - Request the Dispatch Office to call the parent/guardian emergency phone number(s).
 - If no parent/guardian is there to accept the student, complete route and return to the stop a second time.
 - Request the Dispatch Office to call the parent/guardian emergency phone number(s).
 - Transport students to the home school or, as directed by the Dispatch Office, to an alternate facility, police department or the Department of Children and Families.

6.4 STUDENT BUS PASSES

- All students who are determined to be eligible for bus transportation will receive a card prior to the opening of school that will indicate the bus stop and route. The driver will accept this card as the student's pass to ride the bus. The card must be checked against the list provided by the Department of Transportation of eligible students for that stop.
- All eligible students will be issued temporary passes (Form T-27) by the school upon determination of eligibility. The students will present these temporary passes to the driver. The driver will retain one copy and immediately return one copy to the student.
- After the first ten days of school, principals may assign non-eligible students to empty seats. The principal or designee is responsible for determining available space before placing students on the bus. This must be done by contacting the appropriate Transportation Center. It is recommended that the school maintain a list of these students by chronological age. Each student must be issued a "Special Temporary Bus Pass--Space Available." It is recommended that the principal remove students by chronological age, beginning with the oldest.

6.5 SCHEDULE COMPLIANCE

A driver will ensure that:

- student stops are made at the time indicated on the route. Buses are not to depart from the stop before the time listed for that stop. In addition, drivers may not change the order of the stops as listed on their computerized route.
- if there is a schedule delay, the driver will notify the Dispatch Office.
- if the driver is more than 15 minutes behind schedule, the driver will not exceed the posted speed limits to compensate for lost time since this is not an acceptable practice.
- if the bus is inoperative due to excessive vandalism or mechanical failure, the Dispatch Office must be notified immediately. The Dispatch Office must notify each school affected by the breakdown.

6.6 CHILD SAFETY RESTRAINT SYSTEMS (CSRS)

A CSRS is any device (except a passenger system lap seat belt or lap/shoulder seat belt), designed for use in a motor vehicle to restrain, seat, or position a child who weighs less than 40 pounds. Car seats are included in this category of products.

- All pre-school age children shall be transported in a CSRS appropriate for the child's weight, height, and age.
- Drivers should note the Pre-K students listed on their routes prior to the opening of the new school year. Drivers must pick-up Teenage Parent Program (TAPP) and Continuing Opportunities for a Purposeful Education (COPE) CSRS for students from these schools during their practice runs. Additionally, drivers must insure that there is a CSRS for all Pre-K students prior to the first day of school. Additional CSRS can be obtained from the Dispatch Office.
- Drivers are responsible for identifying any Pre-K students not listed on their route sheet and requesting a car seat via the Car Seat Request Form. The completed form should be delivered to the Dispatcher. Car seats shall not be added to a bus without the appropriate paperwork. A copy of the completed form should be sent to the Route Manager.
- The car seat should be located at the front of the bus to provide drivers with quick access to and a clear view of the car seat occupants. This includes car seats for babies. Bus seats approved for car seats are identified by the following sticker located immediately above the seat:



- The car seat and the child should be secured correctly in the bus according to the manufacturer's instructions located on the side of the car seat.
- Drivers and aides unfamiliar with the car seat operation should review the installation handout.
- The combined width of the car seat(s) and or other passengers on a single seat shall not exceed the width of the bus seat.

- Drivers shall inspect the car seat as part of their daily pre-trip and post-trip inspection to ensure the seat is properly installed, has not come loose, and no parts are missing. Car seats shall not be used if they are damaged or have missing parts. No accessories or parts other than those provided by the manufacturer may be used with the car seat(s).
- Never leave a child unattended, even when sleeping. The child may become tangled in the harness straps and suffocate.
- Emergency evacuation procedures must be practiced.
- The parent should have the child ready to board when the bus arrives. For buses that have aides on board, the aide is responsible for securing the child in the car seat. If there is no aide on the bus, the parent is required to bring the child on the bus and place the child in the car seat. The driver should verbally instruct the parent on the proper securing of the child without leaving the drivers seat.
- The Pre-K students must be dressed in clothing that will not interfere with buckling harness.
- The top of the child's ears must be below the top edge of the car seat, and the child's shoulders must not be above the top harness slots.
- If it appears the car seat is not the proper size for the child notify your Field Operations Specialist (FOS) immediately. The FOS will make the determination as to whether to continue with the use of a car seat or switch to a safety vest.
- All Pre-K students must have parental/guardian supervision at the stop, both in the morning and afternoon. If no parent/guardian is present at the stop in the afternoon, refer to Section 6.2, **EXCEPTIONAL STUDENT EDUCATION (ESE) PROGRAMS**, for procedures.

**DEPARTMENT OF TRANSPORTATION
REQUEST FOR CAR SEAT**

Date: _____ Center: _____

Route #: _____ Bus #: _____

Student Name: _____

Student ID #: _____

School: _____

SECTION 7

FIELD TRIPS

SECTION 7

FIELD TRIPS

7.1 ASSIGNMENT OF DRIVERS

Field trips, extra-curricular trips and/or activity trips shall be considered as regular employment and drivers shall be compensated at the appropriate rate.

Drivers will be assigned field trips in accordance with the provisions of Appendix III, L. 2. of the Miami-Dade County Public Schools/American Federation of State, County, and Municipal Employees (M-DCPS/AFSCME) Collective Bargaining Agreement.

- **Field Trip Assignments**—Field trip rotation assignments will be posted at each transportation terminal.
 - Drivers are required to make all assigned field trips. In cases of illness or emergencies that prevent a driver from making a trip, the driver is responsible for verbally notifying the Route Manager, followed by written confirmation. The Route Manager will approve or disapprove the driver's excuse for not accepting a trip.
 - Assignment of field trips will be made in accordance with the M-DCPS/AFSCME Collective Bargaining Agreement and with any memoranda of understanding.
 - ✓ First priority will be given to drivers required to make up minimum basic route times.
 - ✓ Second priority will be given to drivers voluntarily requesting field trips.
 - ✓ Third priority will be the assignment of drivers to field trips, as needed.
- The Route Manager at each terminal is responsible for posting rosters of drivers indicating the field trips assigned. Each driver is responsible for checking the roster and assuring that they are aware and available for the assignment or for notifying the Route Manager of their non-availability.
- Drivers who are assigned field trips shall be compensated for travel time pursuant to collective bargaining agreements.

- Schools and other organizations requesting buses for a field trip are required, by policy of The Miami-Dade County School Board, to submit requests for transportation to the Department of Transportation at least 10 working days in advance of the trip. However, on some occasions, it may not be possible for the school to provide said notice. When a last minute request for buses is received by a Transportation Center, the Route Manager must make a reasonable effort to select a driver in accordance with the agreed upon procedure.

7.2 PAYMENT TO DRIVERS

- Drivers who are assigned field trips shall be paid for travel time from compound to compound.
- Drivers of field trips that are canceled at the school will be paid as follows:
 - School Days: Actual time on the bus plus 60 minutes
 - Non-school Days: 6 hours minimum

Note: Contractual obligations including "call-back" also will be taken into consideration when computing drivers' field trip pay.

7.3 OPERATIONAL PROCEDURES

- New diesel buses shall be assigned to night/weekend and out-of-county field trips whenever possible. All field trip buses will have an operable two-way radio.
- Radio and vehicle maintenance coverage will be provided whenever buses are out on field trips.
- It is the responsibility of the driver to know the field trip destination and how to get there. Drivers should plan out the route they will take with particular attention to the following:
 - special situations or potential problems along the route; i.e., low clearance bridges, road construction, etc.,
 - required tolls. The teacher or chaperon is required to pay the tolls on a field trip. It is a good idea for the driver to have an alternate route planned, in advance, in case the teacher/chaperon does not wish to pay the tolls.
 - parking at the place(s) to be visited. Teachers/chaperons in charge of the trip are responsible for making these arrangements.

- Drivers should also be prepared to handle any emergencies along the route. If the field trip will take the bus outside of the normal area of operations, the driver may not always be able to use the 2-way radio. Drivers should therefore have the telephone numbers of other Transportation Centers near their destination so they can call for assistance, if needed.
- The driver is not permitted to bring anyone on field trips other than an adult who shall act as chaperon on night trips only and with prior written approval from the Department of Transportation and the school. A representative of the Department of Transportation may accompany the driver on night trips with prior approval from the Director of Transportation.
- Drivers are never permitted to leave the bus unattended or the passengers stranded. If a field trip driver must leave the bus, to use restroom facilities, obtain food, etc., permission must first be granted by the teacher/chaperon with a clear understanding of when to return to the bus.
- Drivers must conduct a post-trip inspection upon return to the compound after the field trip. This duty cannot be delegated.
- The following checklist will be utilized prior to departure for each field trip:
 - Direct the attention of persons riding the bus to **EMERGENCY EXITS**. Show operation of emergency exit doors, windows and roof hatches.
 - Appoint a teacher/chaperon and/or dependable students as **EMERGENCY ASSISTANTS** for emergency exit door and window operations, and assign their seat selection nearest to the exits.
 - Direct the attention of persons riding the bus to the **FIRE EXTINGUISHER AND FIRST AID KIT**.
 - Appoint a teacher/chaperon for the emergency **RADIO OPERATIONS**. Briefly describe how to key the microphone to request **HELP**.

Drivers should also be prepared to handle any emergencies along the route. Drivers should take the bus outside of the normal area of operation, the driver may not always be able to use the 2-way radio. Drivers should therefore have the telephone numbers of other Transportation Centers near their destination so they can call for assistance if needed.

The driver is not permitted to bring anyone on field trips other than an adult who shall act as chaperone on night trips only and will incur written reprimand from the Department of Transportation and the school. A representative of the Department of Transportation may accompany the driver on night trips with a log approval from the Director of Transportation.

Drivers are never permitted to leave the bus unattended in the classroom. If a field trip driver must leave the bus to use restroom facilities, obtain food, etc., permission must first be granted by the teacher/transportation with a clear understanding of when to return to the bus.

Drivers must conduct a post-trip inspection upon return to the compound after the field trip. This duty cannot be delegated.

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The following checklist will be utilized prior to departure for each field trip.

Direct the attention of persons riding the bus to EMERGENCY EXITS, show operation of emergency exit doors, windows and roof hatches.

Appoint a teacher/transportation and/or departmental students as EMERGENCY ASSISTANTS for emergency exit door and window operation, and assign them seat selection nearest to the exits.

Direct the attention of persons riding the bus to the FIRE EXTINGUISHER AND FIRST AID KIT.

Appoint a teacher/transportation for the emergency RADIO OPERATOR. Describe how to key the microphone to request HELP.

SECTION 8

SAFE DRIVER PLAN

SECTION 8

SAFE DRIVER PLAN

8.1 DEFINITIONS

"Vehicle operator" or "driver" shall mean any employee within the bargaining unit who is hired for the purpose of driving a school bus.

8.2 TRAINING

Once approved for employment, all drivers will be instructed on safe driving techniques during a training program as required by law. Further, drivers will be provided with additional detailed training. Such training will include explanations of Department of Highway Safety and Motor Vehicle (DHSMV) procedures. Drivers also will be provided with a detailed explanation of the plan on an annual basis and each employee will be required to sign a form indicating that the driver has read and received a copy of this plan.

8.3 REMEDIATION

A driver may be required to attend remedial training if the driver accrues at least five points under the **Safe Driver Plan** in any school year.

8.4 DISCIPLINARY ACTIONS

- Driving records shall be examined according to the section marked **Point System**. Points will be assigned by the Administrative Director of Transportation or designee. A form will be placed in each employee's personnel file in order to keep a record of any points the driver may receive. Before a driver is assigned points, the driver also will receive written notification of the number of points, the infraction, the date of the infraction, and the date the points are assigned.
- A driver will not be assigned points under the **Safe Driver Plan** until court action is completed, at which time the driver must notify the Administrative Director of Transportation or designee of the results. Prior to such point(s) assessment, which could result in a recommendation for suspension, dismissal, or other Board action, an individual case-by-case review of the specific circumstances will be held with the employee. A driver may be suspended from driving duties with pay, pending court action. If the driver is found guilty or does not contest the charges, the driver will be immediately assigned points and administrative action(s), if required, will be initiated.

- An accumulation of points for traffic citations as reflected in the DHSMV Driver Record will result in recommendations for disciplinary action as indicated below:

POINTS	TIME	ACTION
1-6	Within 1 year	Documented warning
7-9	Within 1 year	5 day suspension without pay
10-14	Within 1 year	30 day suspension without pay
15-19	Within 2 years	Termination of employment as a driver
20 or more	Within 3 years	Termination of employment as a driver

- Any employee who is notified of points assessment or recommendation for suspension or dismissal shall be permitted to file an appeal with the Associate Superintendent, School Operations, prior to implementation of **Safe Driver Plan** points or personnel recommendation.
- A driver who elects or is directed to attend the defensive driving school when that is a permissible option for settlement of a citation will not have the citation charged against the driver under the **Safe Driver Plan**. This option may not be selected more than once in a three-year period.
- Points assessed under this plan will be deleted three years following the date the points were assessed.
- If points are assessed for an infraction that occurred while operating a bus, the driver may be subject to dismissal, notwithstanding any other provisions of this plan.
- The following recommendations for disciplinary action will result from operating a bus during a period of Commercial Driver License revocation, expiration, or suspension:

First Instance: After first level review by Administrative Director of Transportation and second level review by Associate Superintendent, School Operations, 30 day suspension without pay or dismissal

Second Instance within 3 years: Dismissal from employment as a driver

8.5 REPORTING

- It is the responsibility of all drivers to report on the next scheduled employee workday to the Center Director or designee any of the following:
 - Any accident in which the operator was involved as an operator of a motor vehicle, regardless of the ownership of the vehicle and regardless if the driver was at fault.
 - Conviction of any traffic citation, excluding parking violations.
 - Expiration, suspension or revocation of driver's license.

8.6 POINT SYSTEM

VIOLATION CATEGORIES	POINTS
Driving while intoxicated or unlawful blood alcohol level	10-15
Speeding – 15 miles or less over posted limit	3
Speeding – 15 miles or more over posted limit	4
Careless driving	3
Reckless driving	5
Failing to observe a stop sign	3
Failing to observe a traffic light	3
Failing to observe a traffic instruction sign	3
Improper lane changing	3
Failing to have vehicle under control	3
Driving on wrong side of the road	3
Improper turning	3
Improper backing	3
Improper passing	3
Failing to yield enter thru highway	3
Failing to yield right-of-way	3
Failing to stop at railroad crossing	7
Leaving the scene of an accident (property damage)	5
Leaving the scene of an accident (injury)	10-15
Fleeing or attempting to elude a police officer	10-15
Passing a school bus whose red loading and unloading lights are flashing and whose stop arm is out	10-15

Failure to observe any other established driving law or regulation will result in an assignment of points between 0 and 15 depending on the severity of the violation. The above schedule will be used as a guide for the determination of points.

8.7 SAFE DRIVER PLAN RECEIPT FORM

It is the responsibility of the driver to read the **Safe Driver Plan**. The driver will complete, sign, and return to the supervisor the form found in Appendix 14.

POINTS	VIOLATION CATEGORIES
10-15	Driving while intoxicated or unlawful blood alcohol level
3	Speeding - 15 miles or less over posted limit
4	Speeding - 15 miles or more over posted limit
3	Careless driving
5	Rickshaw driving
3	Failing to observe a stop sign
3	Failing to observe a traffic light
3	Failing to observe a traffic instruction sign
3	Improper lane changing
3	Failing to have vehicle under control
3	Driving on wrong side of the road
3	Improper turning
3	Improper backing
3	Improper passing
3	Failing to yield enter thru highway
3	Failing to yield right-of-way
1	Failing to stop at railroad crossing
5	Leaving the scene of an accident (property damage)
10-15	Leaving the scene of an accident (injury)
10-15	Fleeing or attempting to elude a police officer
10-15	Passing a school bus whose red loading and unloading lights are flashing and whose stop arm is out

SECTION 9

ATTENDANCE POLICY

SECTION 9

ATTENDANCE POLICY

Drivers and aides are expected to be prompt and punctual in their attendance on all workdays in accordance with the current calendar, their assigned schedule, and their contract.

9.1 AUTHORIZED ABSENCES

For absences to be authorized, they must be reported to the driver's or aide's Transportation Center Dispatch Office in advance. This notice must be made at the earliest possible time, but no later than before the next scheduled report time. Even in an emergency, every possible effort must be made to inform the Dispatch Office. The supervisory staff evaluates the driver's adherence to this rule. Intent to return should be treated in the same manner. Leave forms must be completed promptly for payroll purposes.

9.2 UNAUTHORIZED ABSENCES

Unauthorized absences are subject to disciplinary action as prescribed under existing labor contracts. If a driver or aide does not report to work within 15 minutes after the scheduled report time, or does not call in absent before the report time, the absence will be considered unauthorized. If time off is taken during a regular working school day without a supervisor's approval, this absence also may be considered unauthorized. Additionally, any employee who does not have available sick/personal time may be charged with an unauthorized absence.

9.3 NOTIFICATION OF ABSENCES

- Drivers and aides must notify their Transportation Centers Dispatch Office as soon as they have determined they cannot report to work. Drivers are not to make arrangements on their own for a substitute. All arrangements must be made by the Dispatch Office.
- If a driver will not be reporting for work on regular school days, the driver must call in immediately and speak with the Dispatcher or the Field Operations Specialist (FOS).
- If a driver cannot report to work because of an emergency situation, the driver must contact the Dispatch Office as soon as possible. If the situation requires a driver to leave the area, the driver should have a relative or friend contact the office for the driver.

- If the absence will occur sometime in the future, the Dispatch Office should be given as much advance notification time as possible.
- When the Dispatch Office is contacted, an explanation for the absence should be given along with length of absence and estimated date of return.
- If the driver is off from work for more than one day, the driver must contact the office each day, prior to the report time, with a complete update of the situation. The only times the driver does not have to contact the office on a daily basis are as follows:
 - Admission to a hospital as a patient
 - Maternity leave
 - A doctor's work release for a specified number of days
 - Extended sick leave
 - Approved leave of absence
 - Out of town

9.4 CHECK-IN POLICY

- All employees are expected to arrive at work on or before the scheduled report time.
- Drivers and aides will be given a five minute grace period to report to work, during which time no disciplinary nor financial actions will be taken. For example, if the driver or aide is scheduled to report for work at 6:00 a.m., but signs in by 6:05 a.m., the driver or aide will be allowed to go out on the assigned route with no repercussions.
- Drivers and aides who report to work 6 - 15 minutes after the scheduled report times will be considered "tardy." Tardy drivers and aides will be permitted to work. However, dispatch may assign a stand-by or substitute driver or aide to the route of the tardy employee. Drivers and aides who report to work within 10 minutes of their reporting time will be permitted to operate their route, if still available. Drivers and aides who are more than 10 minutes late, but less than 16 minutes late, will be used as substitute drivers and aides and will not be allowed to operate their regularly assigned route. For the tardy driver or aide who was replaced by a substitute or stand-by driver or aide, such driver or aide will then be assigned as substitute for other routes needing coverage, as requirements dictate. A record will be kept documenting all tardiness. Lost time will be accumulated for tardiness and employees will be docked pay in 1/2 day increments.

- Drivers and aides who report to work 16 or more minutes after the scheduled report time will be considered "absent without leave" (AWOL). These persons will not be permitted to work. They will be placed on "unauthorized leave-without-pay" (ULWOP) and will be subject to disciplinary action in accordance with the American Federation of State, County, and Municipal Employees (AFSCME) Collective Bargaining Agreement.
- Extenuating circumstances will be evaluated by the Center Director and, upon proper documentation, may not be held against the employee. Repeated occurrences, such as "car broke down for the third time this week," will not be considered extenuating.

9.5 DOCUMENTATION

It is the responsibility of the drivers and aides to report to the supervisor in order to complete and/or produce all required paperwork related to the absence on the first workday upon return to work. Failure to comply with this procedure may result in an unauthorized absence regardless of extenuating circumstances.

Drivers and aides who report to work 15 or more minutes after the scheduled report time will be considered "absent without leave" (AWOL). These persons will not be permitted to work. They will be placed on "unauthorized leave-without-pay" (UJWOP) and will be subject to disciplinary action in accordance with the American Federation of State, County, and Municipal Employees (AFSCME) Collective Bargaining Agreement.

Extenuating circumstances will be evaluated by the Center Director and, upon proper documentation, may not be held against the employee. Reported occurrences, such as "car broke down for the third time this week," will not be considered extenuating.

8.2 DOCUMENTATION

It is the responsibility of the drivers and aides to report to the supervisor in order to complete and/or provide all required paperwork related to the absence on the first workday upon return to work. Failure to comply with this procedure may result in an unauthorized absence regardless of extenuating circumstances.

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