



SECTION 10

OPERATING PROCEDURES

AND

SAFE DRIVING PRINCIPLES

SECTION 10

OPERATING PROCEDURES AND SAFE DRIVING PRINCIPLES

10.1 SCHOOL BUS OPERATION

Drivers must always operate their buses in accordance with the requirements of the Florida Uniform Traffic Control Law, Chapter 316 of the Florida Statutes and Chapter 6A-3 of Florida State Board Rules.

- The student loading/unloading lights and stop arms must be used at all times during the loading and unloading of students on bus routes. They must not be used while loading or unloading students at a school, when stopping at railroad tracks, while backing or making turnarounds, when driving in bad weather, or to assist another bus that is loading or unloading students.
- When exiting at a bus stop, students must be instructed to cross a highway or park strip on divided highways in front of the bus only after approaching vehicles have stopped. At student stops where a traffic control light, a school crossing guard, or a traffic officer is directing the movement of traffic, students must be instructed to wait at a safe distance from the roadway until a signal is given by the person or device directing the flow of traffic.
- No passenger will be picked up or discharged on an expressway, connection ramp, or shoulder of an expressway. Students must always be picked up and dropped off on the extreme right side of the road. Never discharge students into an open traffic lane!
- Drivers must not use their bus for personal purposes. Drivers must not transport any unauthorized passenger on their bus at any time.
- Bus doors must be securely closed whenever the bus is in motion.
- Drivers must be familiar with the operation of all gauges and instruments on the bus.
- Drivers must perform a complete pre-trip inspection of their assigned buses at least twice daily. The pre-trip inspection must be accomplished before the driver departs the compound with the bus. Pre-trip inspection results must be documented on the form provided for this purpose. Vehicle defects must be promptly reported to the Dispatch Office. Completed pre-trip forms must be turned into the driver's Field Operations Specialist by the third working day of the following month.

- Drivers must at all times keep their “Medical Examiner’s Certificate” (ESE 479) posted either in the plastic holder on the bus or on their person.
- Drivers must properly wear seat belts at all times when the bus is in operation. This includes the shoulder portion of the restraint system.
- The low beam headlights on a bus must be turned on at all times when the bus is in operation.
- The use of roof-mounted white flashing strobe lights, if equipped, should be limited to the times 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 will not require use of the strobe light.
- Posted road warnings and regulations must be followed. No excuse will be accepted for failing to follow such instructions.
- Reduced speed must be maintained while near highway department crews and other persons on or near the road.
- Inclement conditions such as fog, rain, flooded areas, and high winds call for reduced speed and careful driving. If conditions become too hazardous, the driver must pull the bus off the road at a safe place and wait until conditions improve. The center dispatcher must be notified of this action.
- No attempt should be made to cross flooded areas, bridges, or culverts that are weakened by floods without the permission of highway or police officials in charge.
- Reduced speed must be maintained in school zones.
- Extreme caution must be taken when driving near schools that are not normally serviced by the driver. Local traffic patterns and hazards will be unfamiliar to the driver.
- Drivers must, at all times, operate their buses in a safe, prudent, lawful, and courteous manner. Drivers must, at all times, observe the principles of defensive driving. Drivers must always remember that the main goal of our student transportation system is a safe ride for the students.

10.2 ENERGY CONSERVATION

- The cost of student transportation is a major item in the annual budget of the school district. The cost of fuel for buses is a large part of that budget. The amount of money available to run our transportation system is not unlimited. Therefore, it is imperative that drivers make a reasonable effort to get the most miles-per-gallon out of their buses.
- Reduce the time the bus is stopped with the engine idling. If the stop is for more than a minute or two, the engine should be turned off. When the bus is stopped with the engine idling, it is getting zero miles-per-gallon.
- Stop and start smoothly and gradually. Plan ahead. Do not accelerate to an unnecessary speed when there will be a need to stop again. When stopping is necessary, the driver should take the driver's foot off the accelerator sooner and coast to a full stop. The sooner the driver moves the foot off the accelerator, the more fuel will be saved. In starting up, acceleration should be moderate. A bus can only get underway so fast, and, therefore, over-acceleration merely wastes fuel.
- Maintain correct tire pressure. Low air pressure in tires causes higher rolling resistance and leads to increased fuel consumption.
- Maintain smooth, steady driving at constant speeds whenever possible. It takes much less fuel to maintain a given speed than it does to accelerate up to that speed. The most fuel efficient way to drive is at a steady speed, avoiding constant changes up and down through acceleration and braking.

Whenever the bus is parked for a period of time that exceeds two or three minutes, turn off all lights and switches to conserve the battery. This includes stops made on school ramps, waiting in line for fuel, etc.

10.3 RIGHT-OF-WAY

- Drivers must never attempt to exercise the right-of-way when by doing so may create a chance for an accident. If there is any doubt about the intentions of another driver/pedestrian, they are to go first. The size of the bus must never be used to assert right-of-way. Doing so will invite criticism of the driver, the Department of Transportation, and The School Board of Miami-Dade County, Florida.
- Drivers must always keep their bus in the right lane of the road, except when overtaking slow moving vehicles; when preparing to make a left turn on a multi-lane road; or when the right lane is for right turns only and the driver does not want to turn.
- Drivers must always keep in mind that other vehicles may not always follow the rules of the road or do the predictable thing. For this reason, intersections, merge lanes, driveways, and the like must always be approached with due caution.
- When approaching an intersection, or situations in which another vehicle(s) or pedestrian could potentially cross the path of the bus, the driver should take the foot off the accelerator pedal and lightly rest the foot on the brake pedal - "cover" the brake. This will permit the driver to begin braking immediately.
- Drivers must not proceed into an intersection when the traffic control signal is yellow. The length of the bus, 35-40 feet, is such that it may not completely clear the intersection before the light changes to red.
- If the driver encounters an intersection where the traffic signals are not operating, or stop signs have been knocked down/removed, it should be treated as a 4-way stop and reported to the Dispatch Office.
- Emergency vehicles, such as fire trucks, police cars, and ambulances, always have the right-of-way when they are giving warning by means of a siren and/or warning lights. Upon the approach of such vehicles, drivers must pull their buses over as far to the right as possible, and stop until they have passed. If it is not possible to pull over to the right, then the driver must stop the bus, and let the emergency vehicle(s) go around.
- Drivers must never break into a funeral procession.
- Military convoys in close formation have the right-of-way.

10.4 PASSING

- Drivers should pass a slower moving vehicle/pedestrian only when they are absolutely certain they have adequate, clear space on the road ahead to complete the procedure without endangering the bus or other vehicles or persons on the road. Drivers must always keep in mind that the bus is longer and heavier than a passenger car or truck, and that it will, therefore, take a significantly greater amount of time and space to complete a passing procedure. Drivers also must make sure they check traffic behind the bus for approaching/overtaking vehicles before starting to pass another vehicle.
- Drivers must never attempt to pass more than one vehicle at a time. If an attempt is made to pass a line of vehicles, the driver may find the bus in a position where the driver cannot return to the right-hand lane, if the need arises.
- When being passed by another vehicle, speed must be reduced to allow it to get by the bus safely. Drivers should always keep in mind that other motorists may not correctly judge the length of the bus and speed at which it is traveling, and, therefore, may not have sufficient time to safely complete the passing procedure.
- Never signal to an overtaking vehicle that it is safe to pass. This transfers the responsibility for safe passing from the overtaking vehicle to the driver. In the event of an accident, the driver could be ticketed.

10.5 DRIVING AT NIGHT

- Drivers must never follow another vehicle more closely than is reasonable and prudent, having due regard for the speed of other vehicles, traffic density, and road conditions. Under normal driving conditions; i.e., daylight, clear weather, no road obstructions, drivers must observe the "4 Second Rule." At night, during inclement weather, and when road conditions are less than optimal, drivers must increase the following distance, as appropriate to the circumstances.
- Drivers must always keep in mind that their ability to see is greatly reduced when driving at night. Drivers must therefore operate with extra caution and care during hours of darkness, reducing speed and increasing following distances as needed.
- If driving at night with the headlights on high beam and with another vehicle approaching, drivers must switch the headlights to low beam to avoid blinding the operator of the oncoming vehicle. Headlights must be dimmed whenever an approaching vehicle comes within 500 feet of the bus, regardless of whether or not the other driver responds in kind.

10.6 TURNS

- Drivers must always slow down and make sure they move their buses into the proper lane when they need to make a turn. The driver must think about where the driver needs to go and plan ahead so the driver can get there without having to make abrupt last-minute lane changes. If the driver is unable to position the bus in the proper lane to make a turn, then the driver must go straight and make the turn at the next appropriate intersection.
- The appropriate turn signal must be activated at least 200 feet before the point at which the driver will start a turn.
- When making tight turns, drivers must remember that the pivot point of the bus is at the rear wheels and that the turning point must be adjusted accordingly. There can be no excuse for running the rear wheels of a bus over a curb. Drivers also must make sure they carefully check the position of other vehicles to make sure they have adequate clearance before starting a turn.
- Drivers must use extreme caution when making turns at corners, especially when pedestrians are present. Drivers must always be sensitive to the possibility that pedestrians may move in an unpredictable manner, which could leave the pedestrians vulnerable to being struck by the bus.

10.7 BACKING UP

- Turn-around stops are not recommended and must be avoided whenever possible. Drivers must never pick up or drop off students at a stop that requires them to back the bus, unless it has been specifically authorized by their supervisor.
- **ALWAYS** load students before starting a backing procedure. **NEVER** allow students to exit the bus until after the driver has completed the backing procedure.
- Drivers must make sure they have a clear view of the area behind their buses before they start a backing procedure. If necessary, the driver should get up out of the seat and walk to the rear of the bus to survey the area. If necessary, the driver may even have to go outside to better inspect the area.
- If the assistance of another person is required in order to safely back the bus, the driver must make sure the driver is in a position where the driver has a clear view of the area and that the driver can see, as well as, hear instructions clearly. Remember, the final responsibility for safely backing up rests with the driver, not the helper.

10.8 STOPPING AND PARKING

- Drivers must always maintain the appropriate following distance, having due regard for the speed of other vehicles, traffic density, and road conditions. There can be no excuse for a driver leaving insufficient distance to be able to safely stop the bus. Whenever there is a possibility that a quick application of brakes might be required, for example, at intersections, drivers should lightly rest their foot on the brake pedal - "cover" the brake.
- Drivers must not stop or park their bus on an open road or highway, unless there is an emergency. If it does become necessary to stop and park, drivers must pull the bus off the pavement and over to the right as far as possible. If the road or highway does not have a shoulder, pull the bus as far to the right as possible, activate the 4-way flashers (hazard lights), and put out the three triangle reflectors carried on the bus. Place reflectors as required by the Motor Vehicle Laws of Florida, Section 316.301(2)(b)1-3, and in accordance with the instructions given in the Driver Training Class.

10.9 RAILROAD CROSSINGS

- It is required that all drivers activate their 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 toward tracks; 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. Once the rear wheels clear the last track, the 4-way hazards may be turned off.
- Neither the amber nor the red flashing loading/unloading lights on the bus shall be used at railroad crossings.
- Other vehicles may attempt to pass the bus when the 4-way flashers are activated and the driver begins to slow down. Drivers must always be alert to this possibility and watch for vehicles abruptly pulling out to pass.

10.10 RESTRICTED CLEARANCES

- In order to accurately judge the clearances required for the bus, the following dimensions are provided:
 - Height: Allow at least ten feet for buses which do not have ceiling hatches; and allow at least 11 feet for buses which are equipped with ceiling hatches.
 - Width: Allow at least 8 feet for clearance, and ten feet for passage by any object that may be high enough to affect the sideview mirrors.
 - Length: Conventional buses carry 65/71 passengers and are approximately 35 feet long; "pusher" buses carry 88 passengers and are approximately 40 feet long.
- The restricted width of some smaller bridges will not permit two large vehicles traveling in opposite directions to pass each other safely. If there is any doubt, the driver should wait and let the other vehicle cross over first.
- Drivers must always be on the lookout for overhanging or projecting obstructions when driving near curbs or on narrow roads. Beware of low hanging tree limbs. If an unsafe condition is encountered, a hazard report must be filled out and turned into the Transportation Center Office.

10.11 DRIVING ON SCHOOL GROUNDS

- The speed limit on school grounds is five miles-per-hour. Keep in mind that the ramp itself may be quite some distance from the point where the school property actually begins.
- Do not use the amber or red student flashing loading/unloading lights while loading or unloading students at school ramps.
- The first driver to arrive at a school must go to the far end of the loading lane to allow the arrival of additional buses. Each bus arriving in turn should pull up directly behind the previous one. A driver should not try to "save a space" for another bus. If the driver chooses to allow a specific bus to go ahead of them in the loading zone to avoid delays, the driver should wait at the entrance until it arrives and permit it to pass. No backing is allowed in the loading zone of the school.
- Always park the bus with the entrance door at the curbside of the ramp unless specifically instructed to do otherwise by the supervisor, principal or designee.
- Do not pass another bus on the ramp, if it is in the process of loading or unloading students.

- Be considerate and courteous to other motorists, especially those who may not be familiar with the normal traffic patterns on school grounds. If there is a vehicle parked on the ramp, pull in front or in back of it. Do not park alongside it and block all traffic on the ramp, unless specifically told to do so.
- Drivers must not smoke in the presence of students, in their buses, or anywhere on Miami-Dade County Public Schools property.
- Drivers must be in their buses when students board the bus. Drivers also must stay with their bus in the morning until the last student has unloaded. Students will not be permitted on buses if the driver is not present. Doors must be closed and keys removed.

10.12 COMPOUND TRAFFIC RULES AND STORAGE OF BUSES

- The speed limit within Department of Transportation compounds is ten miles-per-hour.
 - The procedures detailed below will be followed when refueling:
 - Drivers are not permitted to refuel during route time. Designated fuel pump operating hours will be determined by the Center Director based on operational needs. Emergency situations will be handled by the site administrator.
 - The gearshift must be set to neutral, the parking/emergency brake also must be set, and the engine shut off.
 - All passengers must get off the bus and wait at least 50 feet away while the bus is being refueled. Under no circumstances will a bus be allowed to refuel with students on board. In the event of an emergency situation, the driver must contact dispatch and dispatch will advise the site administrator for instructions.
 - The fuel card must be given to the fuel attendant.
 - The driver must stay with the bus while it is being refueled.
 - The bus must never be backed away from the fuel pumps unless a supervisor instructs the driver to do so and there is someone available to direct the bus.
- When driving any spare or substitute bus, drivers must make sure it is fully fueled before parking the vehicle in its assigned space at the end of the trip.

- When returning from the morning or afternoon runs, or a field trip, drivers must complete the post-trip inspection as follows:
 - Check for adequate fuel. If there is any doubt that the amount of fuel is enough to complete the next trip, fill the tank. There can be no excuse for allowing the bus to run out of fuel.
 - Check carefully for sleeping students. Check under seats after every trip for students left on the bus. This duty cannot be delegated. Check for vandalism of seats, interior paneling, and windows that might have taken place while out on the road.
 - Collect any clothing or materials students may have left behind on the bus. Have them ready to give back to the owners.
 - Sweep out the bus. Place trash into the proper receptacle.
 - Make a note of supplies needed, for example, items for the First Aid Kit or report and inspection forms. Remember to get what is needed before departing on the next trip.
 - Secure the vehicle.
 - ✓ Make sure the gear shift is set to neutral and the parking/emergency brake is engaged!
 - ✓ Remove the ignition key.
 - ✓ Close all doors and windows.
- Complete any necessary forms or reports and deliver them to the Transportation Office.
 - Pre-Trip Inspection Forms (monthly)
 - Driver Request For Repair (DRR) Forms (as needed)
 - Field Trip Forms (when the trip is completed)
 - Activity Trip Forms (weekly, as needed)
 - Accident and Injury/Illness Reports (as needed)
 - Plant Security Reports (as needed)
- Always follow the Transportation Office's procedure for turning in the bus keys.
- Drivers must not enter the garage at any time.



SECTION 11

USE OF TWO-WAY RADIOS

SECTION 11

USE OF TWO-WAY RADIOS

11.1 GENERAL PROCEDURES

- All radio transmissions must be made in a professional and business-like manner at all times.
- No personal messages will be transmitted and no personal conversations between buses will be allowed, except in case of emergency.
- All radio transmissions must be made in a normal, clear speaking voice without shouting or whispering, using good diction and proper pronunciation.
- Absolutely no citizen band type slang or any other code systems will be used at any time. All drivers must abide by these procedures and use only the "Plain Language System" described herein.
- Drivers must make every effort to safeguard radio equipment from misuse or tampering by students or unauthorized persons.

11.2 CALL SIGNS

- On the air, buses will be called by bus route number. Avoid the use of the names of drivers, aides or other personnel on the air, as the system is not a "secure" system and can be monitored by most commercially available scanners. When calling a bus, use the bus route number only.
- The Transportation Dispatch Office is known as "Dispatch."
- When called, a driver must always answer with the bus route number, not with "go ahead" or a similar phrase. Likewise when a driver calls Dispatch, they will be answered with their bus route number.
- The base station will identify itself with time and call signs approximately every half hour during the time the frequency is in use.

11.3 PLAIN LANGUAGE SYSTEM

To ensure that all radio transmissions are understood and all messages transmitted uniformly, the following "Plain Language System" will be used when using the two-way radio:

- To answer questions, yes: "affirmative"
- To answer questions, no: "negative"
- To acknowledge a transmission: "check"
- Student injury or illness requiring emergency medical help is referred to as: "medical emergency" or "medical assistance requested."
- Any type of traffic accident or collision will be referred to only as: "traffic accident."
- Specify details of traffic accident by: "this unit involved" or "this unit not involved."
- If a message is not clear and needs to be repeated, use "unable to receive your transmission -- please repeat" and specify the problem, i.e., background noise, heavy static, or broken.
- Where you are: "location"
- Information for you to write down: "Can you copy?"
- Estimated time of arrival: "ETA"
- Other common phrases
 - "Call the office by phone"
 - "Stand by"
 - "Disregard"
 - "In contact with _____"
 - "Advise correct time"
 - "Correction"

11.4 FEDERAL COMMUNICATIONS COMMISSION RULES

All radio operators are required to abide by the rules of the Federal Communications Commission (F.C.C.). Rules relating to the use of mobile radios are summarized below:

- Profane language. The use of profane or obscene language on the air is strictly prohibited. (47 USC § 303(m)(1)D) Communications Act 1934 as amended)
- Unnecessary chatter. Excessively lengthy conversation or chatter not related to business is prohibited. Keep the message brief and to the point. (F.C.C. 90.403(3))
- Unlicensed messages. Transmitting messages for unlicensed parties (except in emergencies) is prohibited. Transmitting any message of a commercial or advertising nature is strictly prohibited. (F.C.C. 90.403(d))
- Emergency messages. If the driver receives any emergency or public service broadcast on the radio or otherwise learns that the frequency (or channel) is being used to transmit emergency messages, the driver is required to stay off the air. In these instances the driver may use the radio only to assist in the emergency activities. (F.C.C. 90.403(d))
- Illegal messages. In addition to the unlicensed messages as described above, the driver cannot transmit music over the radio or otherwise use the radio for any non-business message. (F.C.C. 90.415, 90.405(b))
- Penalties for violations of rules and regulations of the F.C.C. Any person who willfully and knowingly violates any rule, regulation, restriction or condition made or imposed by the Commission under authority of this Act or any rule, regulations, restriction or condition made or imposed by an international radio or wire communications treaty or convention or regulations annexed thereto to which the United States is or may hereafter become a party shall in addition to any other penalties provided by law, be punished upon conviction thereof by a fine of not more than \$500 for each and every day during which such offense occurs. (Section 47 USC § 502 Communications Act 1934 as amended) Additionally, Transportation employees may be subject to suspension or termination from their positions.

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SECTION 12

EMERGENCY PROCEDURES

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EMERGENCY PROCEDURES

12.1 MECHANICAL BREAKDOWNS

- When a bus becomes disabled upon the traveled portion of any highway, or shoulder thereof, emergency warning devices must be placed on display immediately.
- Whenever a bus becomes disabled enroute to school, and it is apparent that students will be late for classes, principals must be notified as quickly as possible. In all cases when a bus is disabled, the Dispatch Office must be notified immediately by the driver.
- Students must be evacuated from the bus whenever one or more of the following situations arise:
 - Fire, or danger of fire. A bus must be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Passengers should be instructed to move a distance of 100 feet or more from the bus and remain there until the driver has determined that no danger remains. Being near an existing fire and unable to move the bus away, or near the presence of gasoline or other combustibles, must be considered as "danger of fire," and students must be evacuated.
 - Unsafe position. In the event that a bus is stopped due to an accident, mechanical failure, road condition or human failure, the driver must determine immediately whether it is safe for passengers to remain on the bus or to evacuate.
 - The driver must evacuate if:
 - ✓ the final stopping position is in the path of any train or adjacent to any railroad tracks.
 - ✓ the stopping position of the bus may change and increase the danger. If, for example, a bus should come to rest near a body of water where it could still move and go into the water, it must be evacuated. The driver must be certain that the evacuation is carried out in a manner which affords maximum safety for the students.

- ✓ the stopping of the bus is such that there is a danger of collision. In normal traffic conditions, the bus should be visible for a distance of 300 feet or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.
- If a bus loaded with students hits and kills or injures a small animal; i.e., dog, cat, etc., the driver must not stop. The first responsibility of the driver is for the safety of the students. The driver must report the incident to the Dispatch Office at the earliest opportunity.
- A driver of a bus should never swerve or make an emergency stop to avoid striking a small animal. The safety and well being of student passengers and motorists comes before consideration of animals.
- Fire Prevention.
 - The engine must be turned off when refueling, and no smoking or open flame will be permitted within 50 feet of the bus. Students must not be allowed on or near the bus while refueling.
 - Gasoline must not be used for cleaning any part of the bus.
 - Under no circumstances will a bus be driven with a parking/emergency brake unreleased.
 - Drivers are to take no chances in fighting a fire that will endanger their personal safety or that of the passengers.

12.2 EMERGENCY STOPS

When a situation occurs where a driver is unable to continue driving on a route, the driver must immediately contact the Dispatch Office and request permission to make an emergency stop.

- Drivers must give the Dispatch Office as many details as possible concerning the situation.
- Drivers must stop at a safe location.
- Students must never be left unattended on board a bus. If the situation is such that the driver must temporarily leave the bus, arrangements must be made for another driver, supervisor, or school staff member to meet the bus at the emergency stop location.

12.3 ACCIDENTS

- In all instances where a bus is involved in an accident, the driver must remain at the scene of the accident until the driver has been released by the law enforcement officer(s) and the driver's supervisor.
- Reflectors must be set out as provided by the Motor Vehicle Laws of Florida, Section 316.301(2)(b)1-3 (one reflector approximately 100 feet in front of vehicle, one reflector 100 feet in the rear, and the third approximately 10 feet either in front or to the rear) and in accordance with the instructions given in the Driver Training Class.
- Drivers must render first aid, if necessary, to the limits of their training and abilities, and seek prompt first aid by the best possible means available. This assistance must be limited to that which would be normally expected of a reasonable, prudent person.
- Drivers must immediately notify the Dispatch Office, if the bus is radio equipped. If the bus is not radio equipped, then the police must be notified either personally, or obtain assistance from bystanders or other motorists to promptly notify police and emergency service agencies, and the Department of Transportation. The Dispatch Office must be notified as soon as possible. Drivers must, without fail, report every accident regardless of how minor. Failure to report any accident may result in dismissal of the driver.
- When reporting an accident by telephone or messenger, be specific as to location, time, extent of injuries and/or bus damage.
- Drivers must not make statements regarding fault of other parties involved in an accident. Drivers must be courteous, offer to give their name, license number and insurance information, but not argue with other parties or police officers. If requested to sign any statement other than that which may be requested by the police, the driver is to refer the statement to the Department of Transportation.
- If charged in an accident involving a bus, the driver must:
 - not argue with the police officer nor refuse to sign the traffic citation; either can result in arrest.
 - bring the citation to the driver's Transportation Center, where a copy of it will be included with the accident report filed by the driver.

- If students are on the bus at the time of the accident, they will not be allowed to leave the scene. Information about the students will be required in completing the investigation. The driver must begin obtaining the following information about each student:

- Name
- Address and phone number
- Age
- Sex
- Race
- Extent of injuries
- Location seated in the bus
- School of attendance

Note: The driver cannot forcibly restrain any student from leaving the bus at any time, however, drivers must not instruct students to do anything other than to remain at the scene.

- Drivers must immediately inquire if any student is injured or feels any discomfort that can be associated with the accident. If a student complains of pain or is visibly injured, even slightly, the accident must be reported to the appropriate law enforcement agency and the Dispatch Office as an "accident with injuries." Students must be advised that if they feel any pain or discomfort later they should report it to their school office.
- Any person who is injured in the accident or who complains of pain or discomfort must not be released from the scene of the accident without being checked by emergency medical personnel or other certified medical persons.
- If an accident occurs at the school, after the above procedures have been followed, students are permitted to be escorted off the bus, with the principal or designee's permission, and allowed to remain inside the school until they are released.

12.4 STUDENT INJURIES AND ILLNESS

- Drivers must submit a “Student Injury/Illness Report” whenever a student is injured while a passenger on the bus, or is injured while boarding or exiting the bus.
- “Student Injury/Illness Reports” also must be submitted in the following situations:
 - A student is injured in a collision involving the bus.
 - A student has a seizure or becomes seriously ill while on the bus.
 - A student is injured at the bus stop prior to the arrival of the bus, if brought to the attention of the driver. The driver should indicate in the report whether the driver personally witnessed the occurrence of injuries.
- Drivers must submit “Student Injury/Illness Reports” to their Field Operations Specialists (FOS) by the close of the next workday after the injury or illness occurs.
- Drivers must render first aid, if necessary, to the limits of their training and abilities, and seek prompt first aid by the best possible means available. This assistance must be limited to that which would be normally expected of a reasonable, prudent person.
- In the event a student becomes seriously ill while enroute to or from school, the driver must immediately park the bus in a safe area, render first aid up to the limit of the driver’s ability, if necessary, and seek prompt aid by the best possible means available. Drivers must not attempt to drive the bus with a seriously ill student aboard except in an emergency to get to the nearest place where help may be obtained.
- Students who are found to be ill while in school must not be put on the bus to be transported home in such condition. The driver may refuse to transport such students home if they deem it to be in the best interest of the health and safety of other transported students. The principal is responsible for making whatever arrangements are necessary to see that such students get home safely.

12.5 VANDALISM REPORTS

When a student(s) causes damage to a bus, the driver is responsible for notifying the school the student attends and must complete and submit to the school a “Plant Security Report” form, including all information applicable to bus vandalism. See instructions in Appendix 11 of this handbook.

12.6 EMERGENCY EXITS

- During pre-trip inspections, drivers and bus aides must become familiar with the location of all emergency exits and ensure that the alarm (buzzer) operates properly when an emergency exit is opened.
- In the event that the emergency exit signal is activated, a driver must look at all mirrors and determine why the emergency signal was activated.
 - If the signal was inadvertently activated and no danger to the students is determined, the driver must ensure that the emergency exit is properly closed and that the students are verbally counseled regarding their safety.
- In the event that the emergency exit signal is activated and the driver sees an emergency exit open, the following must be done:
 - Activate the hazard lights and, when it is safe to do so, pull over to a safe location and bring the bus quickly, but carefully to a complete stop. Extra caution must be taken if this occurs on an expressway.
 - Notify the Dispatch Office of the incident.
 - Determine, as soon as possible, if any students have exited the bus via an emergency exit, and if so identify the students.
 - Contact the Dispatch Office and provide updated information on the incident.
 - Do not proceed unless directed to do so by the Dispatch Office and until it is safe to do so.
 - Write an incident/referral, as appropriate, upon returning to the compound/center.



SECTION 13

DIRECTIVES

SECTION 13

It is important that policies and procedures be followed at all times by drivers and aides while on the bus. The directives to be followed are included in this section.

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August 30, 1994

JK#94-956

995-3112

MEMORANDUM**TO:** Transportation Center Directors**FROM:**  Jerry Klein, Senior Executive Director
Department of Transportation**SUBJECT: OPERATIONAL DIRECTIVE - SATURDAY HSCT TESTING**

Pursuant to the Agreement with AFSCME concerning the selection of school bus drivers and aides in support of the Saturday, HSCT Testing Schedules, the following procedures are in effect:

Selection of Drivers and Aides:


- 1) Drivers are to be assigned routes by high school feeder patterns starting with the lowest route time drivers and working upward. The same applies for the assignment of bus aides. Example: Routes going to South Miami Senior would be assigned to regularly scheduled South Miami Senior drivers starting with the lowest route time driver and working toward the highest route time drivers until all routes are assigned.
- 2) Standby drivers should come from each high school feeder patterns starting with the next lowest time unassigned driver, after all routes are assigned. Any additional substitute duties will be given to drivers and aides not assigned to routes with high school runs as determined by the Center Director.
- 3) Sufficient substitute drivers will be required for each Saturday.
- 4) Drivers assigned to work in support of Saturday, HSCT Testing shall be guaranteed six (6) hours minimum pay for such assignments.
- 5) Dispatchers, Route Specialists, Administrators, and shop personnel will be brought in to support this effort on each Saturday.
- 6) Drivers will remain at their schools between the AM and PM runs and will be paid straight through.
- 7) Use the same drivers for each pair of testing dates.

- 8) Selected employees unable to work shall notify their Center Director in writing by Noon of the Wednesday preceding the Saturday workday. Employees who have agreed to work and fail to report for duty on Saturday, and fail to notify their supervisor of expected absence prior to the start of the workday will not be eligible to volunteer for HSCT assignments for the remainder of the school year.
- 9) Surveys must be completed by Wednesday, Noon and an evaluation of available drivers must be submitted to Executive Director, no later than the close of business that Wednesday.
- 10) This is a high priority item with the Superintendent and buses must run on time in order to begin testing on schedule. This event will be closely monitored. Any problems should be addressed in a timely manner for resolution or clarification.

August 30, 1994
JK #94-954
995-3112

MEMORANDUM

TO: Transportation Center Directors

FROM:  Jerry Klein, Senior Executive Director
Department of Transportation

SUBJECT: OPERATIONAL DIRECTIVE – SATURDAY ACADEMY PROCEDURES

With respect to the agreement with AFSCME of January 26, 1994, the following procedures for the assignment of personnel in support of Saturday Academy Transportation are in effect:

- 1) Two lists are to be provided to AFSCME indicating the available drivers for each Saturday school and the name, Saturday route, and school for selected drivers.
- 2) The same drivers will be used each Saturday.
- 3) No current 8 hour standby drivers will be used.
- 4) Eight hour minimum guarantee is in effect for drivers used on Saturday.
- 5) Drivers will be assigned by lowest route time first, then by increasing route time. If a driver turns down a Saturday assignment, this assignment will be offered to the next lowest time driver.
- 6) Substitute duties will be assigned to the next lowest route-time drivers, once all the routes are assigned.
- 7) Drivers whose actual weekly work times are less than 30 hours, are not eligible for Saturday School assignments.
- 8) Aides assigned will be similarly handled.
- 9) Field trip assignment requirements will be reviewed with Transportation Center staff employees.

Your compliance is greatly appreciated.

JK/mf

Approved: _____
Date: _____
Page: _____

MEMORANDUM

Transportation Center Directors
Jenny K. ... Executive Director
Department of Transportation

SUBJECT: OPERATIONAL DIRECTIVE - SATURDAY ACADEMY PROCEDURES

This memorandum is issued in support of the agreement with AFSCME of January 10, 1984, the following procedures for the assignment of personnel in support of Saturday Academy operations are in effect:

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- 1) The same driver will be used each Saturday.
- 2) The amount of hours standby drivers will be used.
- 3) Eight hour minimum increments is in effect for drivers used on Saturday.
- 4) Drivers will be assigned by lowest route time first, then by increasing route time.
- 5) If a driver has a Saturday assignment, the assignment will be cleared for the next lowest time driver.
- 6) Substitute routes will be assigned to the next lowest route time driver, and the routes are assigned.
- 7) Drivers whose actual weekly work times are less than 36 hours, and not eligible for Saturday school assignments.
- 8) Substitutes will be similarly handled.
- 9) Eight the assignment requirements will be reviewed with Transportation Center staff employees.

POST

POST

POST

August 3, 1993
JK#93-156

M E M O R A N D U M

TO: All Department of Transportation Employees

FROM:  Jerry Klein, Executive Director
Department of Transportation

SUBJECT: TOBACCO-FREE WORKPLACE
SCHOOL BOARD RULE 6GX13-4-1.06

Smoking is prohibited in every Dade County Public School and all other district facilities.

Work location supervisors are responsible for enforcement of the policy. This includes all transportation centers and employees who work there.

If you must smoke, you must go outside the gate. If you smoke within the facilities, normal progressive discipline will be followed as directed by the Board.

DM/em

POST

POST

POST

April 2, 1988
1988

MEMORANDUM

TO: All Department of Transportation Employees

FROM: Jerry Neal, Executive Director
Department of Transportation

SUBJECT: TOBACCO-FREE WORKPLACE
SCHOOL BOARD RULE 60X13-41.06

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Work location supervisor is responsible for enforcement of the policy. This includes
at this location control and employees who work there.
If you quit smoking, you must do outside the gate. If you smoke within the facility,
normal progressive discipline will be followed as directed by the Board.

OUT-OF-COUNTY FIELD TRIP PROCEDURES

Out-of-county field trips will generally be assigned under the same guidelines as in-county trips. However, the following must be adhered to:

- No out-of-county field trips are to interfere with regular school routes.
- The fuel tank must be topped off prior to departure.
- The bus must be a 1994 or later model.
- Drivers will check with the main office at the school or contact the Field Operations Specialist (FOS) on duty if they cannot identify the field trip party.
- There must be a chaperon on these trips to assist with student conduct and to provide directions as required.
- Unauthorized Riders – Drivers, as well as chaperons, are prohibited from having unauthorized passengers on the bus at any time. Authorized passengers are listed in the **Handbook for School Bus Drivers, Aides and Operations Staff**.
- It is the responsibility of the driver to know where the field trip destination is and how to get there. Drivers should plan out the route they will take with particular attention to:
 - a. special situations or potential problems along route; i.e., low clearance bridges, road construction, etc.
 - b. requested 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.
 - c. 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.

- 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 have the beeper number of the FOS on duty, as well as the center's emergency beeper number before they leave for their trips.
- Drivers must contact the FOS and/or the administrator on duty regarding any and all emergencies.

For a bus breakdown/accident:

- Contact the administrator on duty
- Emergency Beeper #'s

North	305-730-6624
Northeast	305-730-6685
Northwest	305-730-6699
Central East	305-730-6615
Central West	305-730-6707
Southwest	305-730-6687
South	305-730-6635
- Broward Transportation

Director (Airlin Vance)	954-928-0252
Maintenance (Tom Warfield)	954-928-0288
- Monroe Transportation

Director (Connie Fahey)	305-293-1478
Maintenance (Dough Thompson)	305-293-1477
- Palm Beach Transportation

Director (Robert Riley)	561-687-7191
Maintenance (John Dennis)	561-687-7190

For Omnibus Transportation Employee Testing Act (OTETA):

- Contact Administrator on duty - see above emergency beeper numbers.
- Barbara Moss

Office	305-995-7217
Beeper	305-730-9159
- Global MRO

Office	1-800-520-3429
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APPENDICES

APPENDICES

FORMS AND REPORTS

It is extremely important that drivers submit reports accurately and on time. Inaccurate student counts will result in the Miami-Dade County Schools losing sizable sums of money provided by the State. Incomplete information on routine monthly reports causes delays. Therefore, it is the driver's responsibility to submit all reports on time and correctly completed. All required forms are included and explained in this section.

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APPENDICES

FORMS AND REPORTS

It is extremely important that drivers submit reports accurately and on time. Incomplete student counts will result in the Miami-Dade County Schools losing state funding money provided by the State. Incomplete information on reports may also cause delays. Therefore, it is the driver's responsibility to submit all reports on time and correctly completed. All required forms are included and explained in this section.

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APPENDIX 1

*PRE-TRIP INSPECTION
CHECKLIST*

APPENDIX 1

PRE-TRIP INSPECTION CHECKLIST

Reference: State Board of Education Rule 6A-3

Drivers are required to make daily pre-trip inspections of the bus and report any defect affecting safety or economy of operation immediately to authorized service personnel and/or the administrator on duty.

Purpose of form:

This form is used to record the results of the pre-trip inspection.

Instructions for use:

- This form will be filled out twice daily, once before departing on the morning trip, and, again, before departing from the compound in the afternoon.
- Drivers must indicate the status of each item listed on the form. After the driver has recorded the results of the inspection, the driver must write in the mileage from the odometer and sign the driver's name on the back side of the form.
- All drivers will be issued this form at the beginning of each month. Drivers assigned to routes are responsible to make sure the pre-trip inspection form is kept in their assigned bus at all times. Substitute drivers will fill out the pre-trip inspection form for the bus they are driving.
- Drivers are responsible for turning in the Pre-Trip Inspection Checklist to the operations office within three working days after the end of each month.

PRE-TRIP INSPECTION CHECKLIST
Heterodox State Board of Education Rule 2A-3

Drivers are required to make daily pre-trip inspection of the bus and report any defects affecting safety or economy of operation immediately to authorized service personnel and of the administrator on duty.

Purpose of form:

This form is used to record the results of the pre-trip inspection.

Instructions for use:

- This form will be filled out twice daily, once before departing for the morning trip and again, before departing from the compound in the afternoon.

- Drivers must indicate the status of each item listed on the form after the inspection. If the result of the inspection, the driver must write in the appropriate column.

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All drivers will be issued this form at the beginning of each month. Drivers responsible for buses are responsible to make sure the pre-trip inspection form is kept in their assigned bus at all times. Substitute drivers will fill out the pre-trip inspection form for the bus they are driving.

Drivers are responsible for turning in the Pre-Trip Inspection Checklist to the operations office within three working days after the end of each month.

SCHOOL BUS

PRE-TRIP INSPECTION LOG

ROUTE NO. _____

BUS NO. _____

SUPERVISOR _____

MONTH OF _____ 20____

AM

DATE	DRIVER	
	ODOMETER	SIGNATURE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
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31		

FM-4369 Rev. (08-03)

PM

DATE	DRIVER	
	ODOMETER	SIGNATURE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
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APPENDIX 2

DRIVER REQUEST FOR REPAIR

APPENDIX 2

DRIVER REQUEST FOR REPAIR (DRR)

Reference: State Board of Education Rule 6A-3

Drivers are required to make daily pre-trip inspections of the bus and immediately report any defect affecting safety or economy of operation to authorized service personnel.

Drivers are required to cooperate with duly authorized school officials, mechanics and other personnel in the mechanical maintenance and repair of buses in overcoming hazards that threaten the safety or efficiency of service.

Purpose of form:

This form is used to notify the garage of repairs needed for the bus.

Number of copies:

The DRR is a 3-part form.

White copy--Garage Foreman
Canary copy--Route Manager
Pink copy--Driver

Instructions for use:

This form is used whenever the driver needs to request a repair on a bus. The driver must completely fill out the DRR and sign it. Try to include as much information as possible about the problem in the spaces provided. The completed form must be turned in to the Operations Office along with the keys to the bus. The Transportation Operations Helper (TOH) coordinates the repair with the garage and advises the driver when the bus will be ready to be returned to service. If the driver will need a spare bus in order to complete the route, the TOH will assign one.

When a defect is discovered during the driver's pre-trip inspection of the bus, a DRR must be completed and turned in to the operations office before the driver departs the Transportation Center. When a problem requiring repair occurs while the driver is operating the bus, a DRR must be completed and turned in to the operations office as soon as the driver returns to the center.



DRIVER'S REQUEST FOR REPAIRS

Vehicle No. _____ Date _____

Driver _____

Mileage _____

CHECK ITEMS NEEDING ATTENTION:

ENGINE

- _____ Noise
- _____ All Gauges
- _____ Leaks

BATTERY

- _____ Clean
- _____ Brackets
- _____ Cables

FUEL

- _____ Leaks
- _____ Lines
- _____ Pump

TRANSMISSION

Automatic

- _____ Shift Property
- _____ Noise
- _____ Leaks

EXHAUST SYSTEM

- _____ Noise
- _____ Leaks

STEERING

- _____ Wanders
- _____ Shimmy
- _____ Hard Steering
- _____ Tracking Property

TIRES

- _____ Worn
- _____ Damaged
- _____ Balanced
- _____ Lug Nuts/Wheel Studs

BRAKES

- _____ Air Pressure
- _____ Grab/Pull
- _____ Insufficient
- _____ Don't Release
- _____ Pedal Travel
- _____ Hyd. Brakes Level
- _____ Fluid Leaks

COOLING SYSTEM

- _____ Leaks
- _____ Clogged
- _____ Hoses
- _____ Heater/Defroster
- _____ Fan & Belts

ELECTRICAL

- _____ Wigwam
- _____ Lights
- _____ Horn
- _____ Wipers
- _____ Stop Sign

BODY

- _____ Glass
- _____ Seats
- _____ Dents/Scratches
- _____ Damage
- _____ Mirrors

REAR AXLE

- _____ Oil Leaks

RADIO

HYDRAULIC LIFT _____

EXPLAIN ITEMS NEEDING ATTENTION:

DRIVER'S SIGNATURE: _____

APPENDIX 3

STUDENT CASE MANAGEMENT

REFERRAL

APPENDIX 3

STUDENT CASE MANAGEMENT REFERRAL FORM

Reference: State Board of Education Rule 6A-3

Drivers are required to immediately report to the principal or designee misconduct on the part of any student while on the bus or under the driver's immediate supervision.

Purpose of form:

Drivers will fill out this form when a student repeatedly or consistently interferes with the opportunity of other students to safely and comfortably ride in buses.

Number of copies:

This is a 4-part form.

White copy—to school (for data entry)

Yellow copy—to school (principal)

Green copy—to driver

Pink copy—to driver's supervisor

Instructions for use:

Drivers will complete the following information in Section I of this form.

- Student Name. Enter the full name of the student.
- Student ID. If the student's ID number is known, include this information.
- Grade level. Enter the student's grade.
- Incident date. Enter the date (month, day, year) the incident occurred, as appropriate.
- Referred by. Enter driver's name.
- Referred to. Enter name of the school the student attends.
- Parent contact. Circle Yes or No to these items as appropriate.
- Narrative. Enter as much information as possible within the space provided to explain why the driver is referring the student for disciplinary action.

After the driver has completed this form, it will be turned in to the principal. The driver should keep the green copy and give the pink copy to the Field Operations Specialist .

Note: Please print neatly when filling out this form.

SCHOOL NO.



DADE COUNTY PUBLIC SCHOOLS
STUDENT CASE MANAGEMENT REFERRAL FORM

SCM # 5 301

SECTION I. TO BE COMPLETED BY REFERRING PARTY

STUDENT NAME STUDENT ID HOME ROOM GRADE LEVEL PERIOD OF DAY INCIDENT DATE Mo. Day Yr. TIME

REFERRED BY REFERRED TO

NARRATIVE: (CLEARLY STATE WHY THE STUDENT IS BEING REFERRED)

PARENT CONTACT: (Circle Yes or No)
 1. For This Behavior YES NO
 2. For Other Misbehavior YES NO
 3. Contact Attempted YES NO
 4. Contact Made:
 4A. Verbal YES NO
 4B. Written YES NO

SECTION II. FOR ADMINISTRATOR/DESIGNEE USE ONLY

ENTER REASON FOR REFERRAL CODES BELOW:
(ENTER NO MORE THAN 4 CODES)

OTHER INCIDENT INFO = LOCATION: CONTEXT:

ENTER REFERRAL ACTION INFORMATION BELOW:

DATE

Mo. Day Yr.

TIME (Military)

EMPLOYEE NO.

INITIALS

REFERRAL ACTION CODE

Comments:

SECTION III. FOR STUDENT SERVICE PROVIDER USE ONLY

ENTER STUDENT SERVICE INFORMATION BELOW:

DATE

Mo. Day Yr.

TIME (Military)

EMPLOYEE NO.

INITIALS

STUDENT SERVICE CO

Comments:

APPENDIX 4

EVACUATION DRILL REPORT

APPENDIX 4

EVACUATION DRILL REPORT FORM

Reference: State Board of Education Rule 6A-3

Drivers are required by State Board Rule to supervise emergency evacuation drills at least twice each year under the direction of the principal or designee. Miami-Dade County Public Schools requires evacuation drills to be held every year in October, February, and July (three times a year).

Purpose of form:

This form is used to document the evacuation drill.

Instructions for use:

Drivers must list their name, bus number, the date the evacuation drill was held, and the name of the school to which the students are assigned. The principal or designee will enter any remarks the principal or designee feels may be required and the time the evacuation took, in seconds. The principal or designee also must sign the form. Drivers must turn in the completed form to their Field Operations Specialist by the end of the next working day after the drill was conducted.



MIAMI-DADE COUNTY PUBLIC SCHOOLS

EVACUATION DRILL REPORT

SCHOOL: _____ DATE: _____

ROUTE #: _____ BUS#: _____

DRIVER: _____ TIME: _____

CIRCLE DOOR(S) USED: FRONT REAR SIDE

PRINCIPAL/DESIGNEE: _____
(Signature)

Miami-Dade County School Bus Drivers and Principals are required to conduct three emergency evacuation drills each school year. The surveys are to be done in the months of October, February and July pursuant to Transportation Rules and Policies Manual, Board Rule 6GX-13-3E-1.10. An evacuation drill shall be conducted for each bus load and observed by the school principal or designee.

White copy - Transportation Yellow copy - School

FM-1125 Rev. (01-99)

APPENDIX 5

SCHOOL BUS SEATING CHART

APPENDIX 5
SCHOOL BUS SEATING CHART

Purpose of form: _____

This form must be used by the driver or aide to assign students to specific seats on the bus.

Instructions for use:

Enter the name of the students or students the driver or aide wishes to assign to each seat on the bus. Upon completing the seating chart, have the principal or designee review and approve the seating assignment.

1	2	3	4
15	11	10	
34	33	32	
30	29	28	
29	28	24	
43	41	40	
48	47	46	
24	23	22	
60	59	28	
66	67	64	
71	70	69	

NOTE: CAN BE USED FOR SMALLER BUSES

FM-2135 (02-88)

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
DEPARTMENT OF TRANSPORTATION
SEATING CHART FOR 71 PASSENGER BUS**

NAME _____ DATE _____ F.O.S. _____

BUS # _____ TRIP _____ SCHOOL _____



1	2	3
7	8	9
13	14	15
19	20	21
25	26	27
31	32	33
37	38	39
43	44	45
49	50	51
55	56	57
61	62	63
67	68	

4	5	6
10	11	12
16	17	18
22	23	24
28	29	30
34	35	36
40	41	42
46	47	48
52	53	54
58	59	60
64	65	66
69	70	71



NOTE: CAN ALSO BE USED FOR SMALLER BUSES

FM-5135 (05-98)

APPENDIX 6

*VEHICLE PASSING SCHOOL BUS
REPORT*

APPENDIX 6



VEHICLE PASSING SCHOOL BUS REPORT

Purpose of form: _____ DATE _____ TIME _____

This form must be used by the driver to report vehicles that pass a bus that is loading or unloading students (flashing red loading/unloading lights and stop arms activated).

Instructions for use: _____ DRIVER _____ BUS NUMBER _____

Complete the information on the form and then turn it in to the Dispatch Office at the end of the morning or afternoon runs.

DATE _____ TIME _____

LOCATION & DESCRIPTION _____

DRIVER _____ BUS NUMBER _____

DATE _____ TIME _____

LOCATION & DESCRIPTION _____

DRIVER _____ BUS NUMBER _____



MIAMI-DADE COUNTY PUBLIC SCHOOLS
VEHICLE PASSING SCHOOL BUS REPORT
MIAMI-DADE COUNTY, FLORIDA

DATE _____ TIME _____

LOCATION & DESCRIPTION _____

BUS NUMBER _____ DRIVER _____

VEHICLE PASSING SCHOOL BUS REPORT
MIAMI-DADE COUNTY, FLORIDA

DATE _____ TIME _____

LOCATION & DESCRIPTION _____

BUS NUMBER _____ DRIVER _____

VEHICLE PASSING SCHOOL BUS REPORT
MIAMI-DADE COUNTY, FLORIDA

DATE _____ TIME _____

LOCATION & DESCRIPTION _____

BUS NUMBER _____ DRIVER _____

APPENDIX 7

ROAD HAZARD REPORT

REPORT ON ROAD HAZARDS

APPENDIX 7

ROAD HAZARD REPORT

Purpose of form:

This form must be used by drivers to report road hazards (for example, tree limbs which cover up a stop sign or block the driver's vision).

Instructions for use:

Complete the information on the form and then turn it in to the Field Operations Specialist or Administrative Assistant.



DO NOT WRITE BELOW THIS LINE

Date

Reported by

Signature

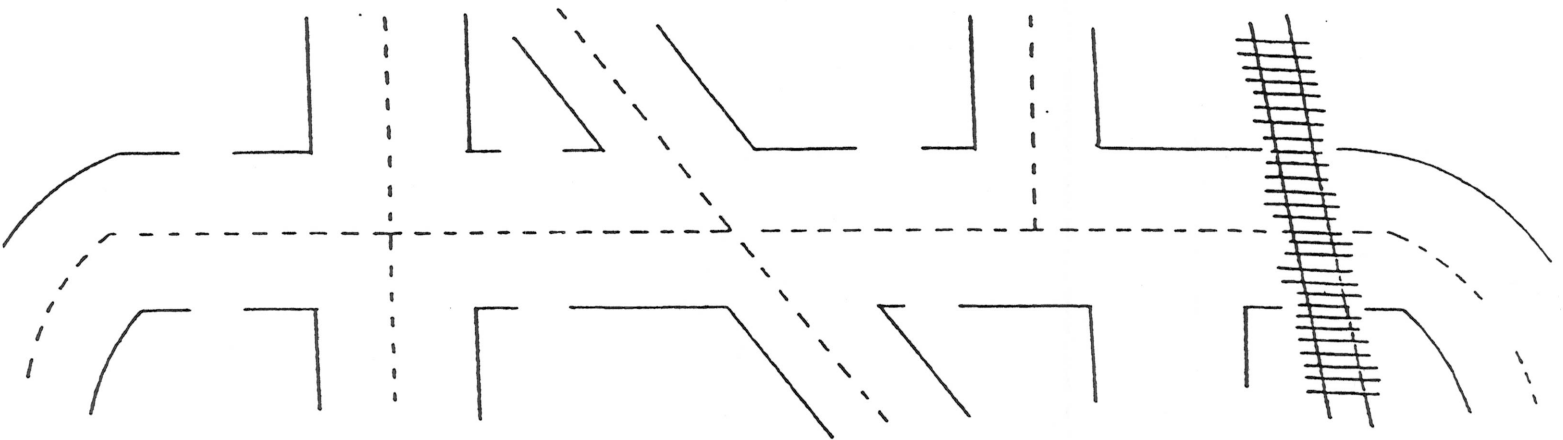
Approved by

REPORT ON ROAD HAZARDS

Bus Operator _____ Date _____

Give Nature of Hazard and Exact Location _____

Using one of the diagrams below, locate the hazardous condition; naming the streets involved and showing all four directions by using the Letters E, W, N, S.



(DO NOT WRITE BELOW THIS LINE)

Investigated by _____ Date _____

Remarks _____

Follow-up advised _____

APPENDIX 8

SCHOOL BUS ACCIDENT REPORT

APPENDIX 8

SCHOOL BUS ACCIDENT REPORT

Accident Report forms must be completed by the Field Operations Specialist. Copies of the forms are included in this handbook for informational purposes, so that drivers will be aware of the information required. Drivers should be prepared to assist the Field Operations Specialist in collecting the information required for the reports.

Note: Drivers are required to complete the School Bus Accident Report—
Student(s) on Board section.

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APPENDIX B

SCHOOL BUS ACCIDENT REPORT

Accident Report forms must be completed by the Field Operations Specialist. Copies of the forms are included in this handbook for informational purposes so that drivers will be aware of the information required. Drivers should be prepared to assist the Field Operations Specialist in collecting the information required for the report.

Drivers are required to complete the School Bus Accident Report form (Student(s) on Board section).

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SCHOOL BUS ACCIDENT REPORT FORM

School District: _____ District Number: _____
 Information: Year: _____ Chassis: _____ Body: _____
 Type: _____ Capacity: _____ Bus Number: _____
 Bus Driver Name: _____ Driver License Number: _____ Age of Driver: _____
 Male Female School Bus Driver Charged: Yes No
 Day of Week: _____ Date: _____ Time of Accident: _____
 Location of Accident: _____

PART I - SCHOOL BUS PHYSICALLY INVOLVED:

1. Type of Accident:
 - 01 noncollision
 - 02 railroad train
 - 03 pedestrian
 - 04 fixed object: (specify) _____
 - 05 between motor vehicles: (specify) _____
 - 06 other collision (animal, animal drawn cart, etc.)
 - 07 pedalcycle
- 2A. Perceived Bodily Injury:
 - Fatality Yes No Number _____
 - Injury Yes No Number _____
- 2B. Property Damage over \$500:
 - Yes No
3. Type of Roadway (mark "X" one or more):
 - 01 2 lane road
 - 02 intersection
 - 03 unpaved road
 - 04 private property
 - 05 4 or more lane road
 - 06 railroad crossing
 - 07 school ground
4. Bus Directional Analysis (mark "X" one or more):
 - 01 loading or unloading
 - 02 stopped at intersection or in traffic
 - 03 changing lanes
 - 04 turning left
 - 05 moving straight ahead
 - 06 stopped at railroad
 - 07 backing
 - 08 turning right
 - 09 parked
- 5A. Manner of Collision between Vehicles or Objects:
 - 01 angle
 - 02 head-on
 - 03 rear-end
 - 04 other
- 5B. Enter First Point of Impact in the Box Below:

Enter (one response only):
6. Contributing Circumstances as Noted on Investigator's Report as Pertaining to the Bus:
 - 01 over posted speed limit
 - 02 passed stop sign
 - 03 failed to yield
 - 04 improper lane change
 - 05 improper parking
 - 06 improper passing
 - 07 defective road surface
 - 08 defective equipment (specify) _____
 - 09 view obstructed by object (tree, fence, shrubbery, etc.)
 - 10 other (specify) _____
 - 11 over safe speed
 - 12 disregarded traffic signal
 - 13 drove to left of center
 - 14 followed too closely
 - 15 improper turn
 - 16 improper stop in roadway
 - 17 careless driving
7. Condition of Road (mark "X" one or more):
 - 01 dry
 - 02 icy
 - 03 slippery
 - 04 under repair
 - 05 holes or ruts
 - 06 other (specify) _____
8. Light Condition:
 - 01 dawn
 - 02 daylight
 - 03 dusk
 - 04 dark, artificially illuminated
 - 05 dark, not artificially illuminated
9. Weather Conditions (mark "X" one or more):
 - 01 clear
 - 02 fog
 - 03 other (specify) _____
 - 04 sleeting
 - 05 dust
 - 06 raining
 - 07 smog/smoke
10. School Bus Use At Time of Accident:
 - 01 regular route (specify a.m./p.m.) _____
 - 02 field/activity trip
 - 03 exceptional student education
 - 04 joint-use program
 - 05 other use (specify) _____
11. Was Driver's Lap Belt in Use at Time of Accident:
 - 01 yes
 - 02 no

(See Definitions)

1. At the Time of the Accident the Bus was (mark "X" only one response):

- 01 approaching the zone
- 02 stopped in the zone
- 03 leaving the zone
- 04 not in sight

2. Was/Were the Pupil(s):

- 01 hit by bus
- 02 hit by other vehicle

3. Number injured:

- Fatality Yes No Number _____
- Injury Yes No Number _____

4. Location of injured pupil(s) when struck:

- 01 on side of road
- 02 on sidewalk
- 03 crossing
- 04 other (specify) _____

(On-board accidents include pupils injured by falls, striking, stanchions, etc., when bus is in motion and not involved in other accident types specifically identified. Accident must be traced to a sudden movement of the bus.)

- Fatality Yes No Number _____
- Injury Yes No Number _____

PART IV - DRIVER EXPERIENCE:

1. Driver's experience driving school bus:

- Less than 6 months 2 - 5 years
- 1 year or less 5 - 10 years
- 1 - 2 years Over 10 years

2. Did driver receive a preservice training course?

- Yes No

3. Did driver receive an inservice training course in the last 12 months?

- Yes No

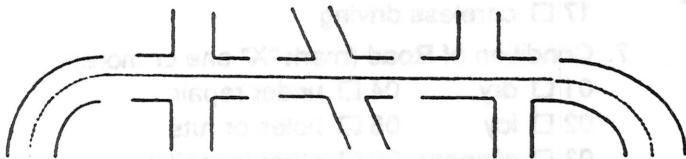
4. Attach latest available DHSMV Driver History Record and submit with ESE 256.

Please use this space to diagram the accident.

Complete the following diagram showing direction and positions of vehicles involved, designating clearly the point of contact. (If this diagram will not serve for the accident in question, attach a separate sheet with illustration.) Indicate by arrow direction of North.

Written description of accident:

INDICATE BY ARROW
DIRECTION OF NORTH



REPORT SUBMITTED BY:

Signature of Transportation Director or Designee

Date

Printed Name

Position of Designee

This form must be submitted to the Superintendent or his designee and returned to:

School Transportation Management Section
 Florida Department of Education
 325 West Gaines Street, Room 824
 Tallahassee, Florida 32399-0400
 (850) 488-4405, SunCom 278-4405

APPENDIX 9

*SCHOOL BUS ACCIDENT REPORT
STUDENTS ON BOARD*

APPENDIX 9

SCHOOL BUS ACCIDENT REPORT--STUDENT(S) ON BOARD

Purpose of form:

This form must be used to list the name, address, and other required information on all student(s) on board the bus when an accident has occurred.

Instructions for use:

Drivers must complete all information on the form for all student(s) on board the bus. Indicate where each student was seated, either directly behind the driver or on the right side of the bus.

After completing this form, drivers must sign and date it. This form must be turned in to the driver's Field Operations Specialist by the end of the next working day following the accident.

Note: Please print neatly in ink when completing this form.

SCHOOL BUS ACCIDENT REPORT--STUDENT(S) ON BOARD

Purpose of form:

This form must be used to list the name, address, and other required information for all student(s) on board the bus when an accident has occurred.

Instructions for use:

Drivers must complete all information on the form for all student(s) on board the bus. Indicate where each student was seated, either directly behind the driver or on the right side of the bus.

After completing this form, drivers must sign and date it. This form must be turned in to the driver's Field Operations Specialist by the end of the next working day following the accident.

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Note: Please print neatly in ink when completing this form.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

ACCIDENT INFORMATION

EACH DRIVER IS TO COMPLETE AT THE SCENE OF THE ACCIDENT

BUS NUMBER: _____

DATE: _____

ROUTE NUMBER: _____

TIME: _____

DRIVER'S NAME: _____

LOCATION: _____

DRIVER'S LICENSE NO. _____

NUMBER OF PUPILS: _____

ATTACH DRIVER EXCHANGE INFORMATION SHEET.

IF NO EXCHANGE INFORMATION:

- 1. TAG NUMBER _____
- 2. ANY OTHER INFORMATION ON OTHER VEHICLES OR PERSONS INVOLVED.

DRIVER'S SEAT

PUPILS SEATED ON LEFT SIDE

PUPILS SEATED ON RIGHT SIDE

NAME: _____
ADDRESS: _____
PHONE: _____ AGE: _____

NAME: _____
ADDRESS: _____
PHONE: _____ AGE: _____

NAME: _____
ADDRESS: _____
PHONE: _____ AGE: _____

NAME: _____
ADDRESS: _____
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PHONE: _____ AGE: _____

NAME: _____
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PHONE: _____ AGE: _____

NAME: _____
ADDRESS: _____
PHONE: _____ AGE: _____

PUPILS SEATED ON LEFT SIDE

NAME:
ADDRESS:
PHONE: _____ AGE: _____

NAME:
ADDRESS:
PHONE: _____ AGE: _____

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ADDRESS:
PHONE: _____ AGE: _____

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ADDRESS:
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PUPILS SEATED ON RIGHT SIDE

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NAME:
ADDRESS:
PHONE: _____ AGE: _____

APPENDIX 10

*STUDENT INJURY/ILLNESS
REPORT*



**MIAMI-DADE COUNTY PUBLIC SCHOOLS
DEPARTMENT OF TRANSPORTATION
STUDENT INJURY / ILLNESS
(SCHOOL BUS RELATED)**

STUDENT NAME _____ ID# _____

AGE OR GRADE _____ SCHOOL _____

PARENT NAME _____

ADDRESS _____

CITY _____

SCHOOL BUS DRIVER _____ BUS NO. _____

ADDRESS _____ PHONE _____

DATE OF ACCIDENT _____

LOCATION _____

STUDENT GETTING ON _____, OFF _____ OR WHILE ON _____ BUS. (PLEASE CHECK)

EN ROUTE TO _____, OR FROM _____, SCHOOL. AT BUS STOP _____. (PLEASE CHECK)

NATURE OF INJURY (BE SPECIFIC) _____

DID STUDENT REQUIRE MEDICAL ATTENTION? _____ YES _____ NO

IF SO, NAME OF DOCTOR OR HOSPITAL _____

DID YOU RENDER FIRST AID? _____ YES _____ NO

DRIVER DID _____, DID NOT _____ WITNESS ACCIDENT. (PLEASE CHECK)

DATE OF REPORT _____

DRIVER'S SIGNATURE

DRIVER'S NAME _____

EMP. # _____

PRINT

DATE SENT TO RISK MANAGEMENT _____

APPENDIX 11

PLANT SECURITY REPORT

APPENDIX 11

PLANT SECURITY REPORT

Purpose of form:

This form is used to report damage to a bus caused by vandalism.

Instructions for use:

- Drivers must complete the entire form, including the "Additional Transportation" section of this form, detailing the damage to the bus. After providing the required information, the driver must sign the form in the bottom left corner, where it states:

Prepared by: _____
(Name and Title)

- After the driver has completed the form, if the damage was caused by a student, the driver must submit it to the school the student attends. The principal will sign the form and retain the pink copy. The other copies will be kept by the driver.

Note: A "Student Case Management Referral Form" also must be filed with the school, when the student who caused the damage can be identified.

- Since it is necessary that bus damage be repaired as soon as possible, drivers must immediately submit two copies of the completed "Plant Security Report" form to the Dispatch Office upon returning to their Transportation Center. The Dispatch Office shall forward one copy of the form to the center's garage, so that repair work can be started as quickly as possible. The Dispatch Office must forward the second copy of the form to the driver's Field Operations Specialist.

PLANT SECURITY REPORT

Purpose of form:

This form is used to report damage to a bus caused by vandalism.

Instructions for use:

- Drivers must complete the entire form, including the "Additional Transportation" section of this form, detailing the damage to the bus. After providing the required information, the driver must sign the form in the bottom left corner where it states:

Prepared by:

(Name and Title)

- After the driver has completed the form, if the damage was caused by a student, the driver must sign the form in the bottom left corner where it states: "I, _____, driver of the bus, caused the damage to the bus and retain the pink copy. The other copies will be kept by the driver."

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Note: A "Student Case Management Referral Form" also must be filed with the school, when the student who caused the damage can be identified.

- Since it is necessary that bus damage be repaired as soon as possible, drivers must immediately submit two copies of the completed "Plant Security Report" form to the Dispatch Office upon returning to their Transportation Center. The Dispatch Office shall forward one copy of the form to the center's garage, so that repair work can be started as quickly as possible. The Dispatch Office must forward the second copy of the form to the driver's Field Operations Specialist.

APPENDIX 12

ROUTE SURVEY REPORT

F.C.	
P.E.	
D.F.	
ER	



MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL POLICE

MAIL CODE 9913

TELEPHONE: (305) 757-0514

GENERAL INFORMATION

SCHOOL POLICE
UNIT CASE NO. _____

DATE: _____
AREA: _____ LOCATION NO.: _____ LOCATION NAME: _____

ADDRESS: _____ ZIP: _____

TELEPHONE: _____ DATE/TIME OF INCIDENT: _____

WAS BUILDING ENTERED? _____ WAS MAINTENANCE CALLED? _____ IF YES, WORK ORDER NO.: _____

TYPE OF DAMAGE:
VANDALISM: _____ THEFT: _____ ARSON: _____ FIRE: _____ WINDSTORM/FLOOD: _____

DETAILS OF LOSS OR DAMAGE: _____

LIST MATERIAL AND EQUIPMENT STOLEN, DESTROYED, OR DAMAGED

No. of Items	Name of Item	P.C. No., Model, Serial	Stolen	Destroyed	Damaged	Cost

ADDITIONAL TRANSPORTATION INFORMATION

BUS NUMBER: _____ DRIVER NAME: _____ TERMINAL: _____

RUN NO.: _____ TRIP NO.: _____ REGULAR RUN: _____ FIELD TRIP: _____

OTHER DETAILS: _____

NOTE: ALL PLANT SECURITY REPORTS MUST BE SUBMITTED WITHIN 24 HOURS OF DATE OF DISCOVERY

PREPARED BY: _____ (Name and Title) PRINCIPAL/ADMINISTR.: _____ (Manual Signature)

1. The School Police must be notified by telephone immediately in each instance of illegal entry, vandalism, theft, fire and property damage due to vehicle accident.
2. The School Police are to be notified by telephone in each instance of serious damage to a building that would render impossible the physical security of the property.
3. A Plant Security Report is to be completed and filed with the School Police within 24 hours of the telephoned report.
4. The Maintenance Department must be given the Plant Security Report number if they are contacted to make repairs as a result of damage due to illegal entry, vandalism, theft or fire. Requests for emergency repairs will be accepted by telephone.
5. Additional related losses must be reported to the School Police by memorandum within two weeks following the initial report.
6. Requisitions for replacement of stolen or destroyed property must be received by the School Police within six weeks of the initial loss report.
7. Plant Security Reports must not be used:
 - A - To report inventory shortages of unlocated property.
 - B - To report losses of personal property.
 - C - To report minor accidental damage.
 - D - To report requested maintenance caused by normal use.
8. Parents or guardians of offenders identified as responsible for theft or damage of property are liable for such losses under Florida Law or this reason it is imperative that each Plant Security Report reflect only the loss suffered by the specific event being reported.
9. Billing and collection of all restitution is the responsibility of the School Police only.
10. Continuation pages are to be attached for any section of this report requiring more space than has been provided. Identify each such page with location name and Plant Security Report number..

Ni/Off/Sus _____ Address _____ Zip _____
 Date of Birth _____ Father's Name _____ Mother's Name _____
 Guardian's Name _____ School Attending _____

Ni/Off/Sus _____ Address _____ Zip _____
 Date of Birth _____ Father's Name _____ Mother's Name _____
 Guardian's Name _____ School Attending _____

Wi/Off/Sus _____ Address _____ Zip _____
 Date of Birth _____ Father's Name _____ Mother's Name _____
 Guardian's Name _____ School Attending _____

Wi/Off/Sus _____ Address _____ Zip _____
 Date of Birth _____ Father's Name _____ Mother's Name _____
 Guardian's Name _____ School Attending _____

Was admission of guilt received? yes no Date _____ Time _____

By Whom? _____ Title _____

DO NOT WRITE IN THIS SPACE					
Work Order Number					
Trade					Total
Maintenance Cost of Labor					
Maintenance Cost of Material					
Cost of Replacement					
Custodial Cost					
Other					
TOTAL COST					

APPENDIX 12

ROUTE SURVEY REPORT

The State Board of Education requires a survey to be taken four times a year, in October, February, June, and July, to document students being transported on buses. Drivers are required to collect and document information on the routes their buses travel and the students they transport.

Purpose of forms:

These forms are used to collect information required for the FEFP Transportation Surveys.

Instructions for use:

Drivers will be instructed by their supervisors on how to properly use these forms. Drivers must coordinate with their supervisors before each FEFP Transportation Survey is started to make sure they are aware of any and all changes to reporting requirements.

ROUTE SURVEY REPORT

The State Board of Education requires a survey to be taken four times a year in October, February, June, and July, to document students being transported on buses. Drivers are required to collect and document information on the routes their buses travel and the students they transport.

Purpose of forms:

These forms are used to collect information required for the FEPP Transportation Surveys

Instructions for use:

Drivers will be instructed by their supervisors on how to properly use these forms. Drivers must coordinate with their supervisors before each FEPP Transportation Survey is started to ensure they are aware of any changes to reporting requirements.

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APPENDIX 13

*REQUEST FOR LEAVE OF ABSENCE
WITHOUT PAY*

APPENDIX 13

REQUEST FOR LEAVE OF ABSENCE WITHOUT PAY (FORM – 2763)

Purpose of form:

This form is used by the driver or aide to request a leave of absence without pay.

Instructions for use:

All leave requests must be submitted to the Center Director. The driver or aide must complete the Request for Leave of Absence Without Pay (Form – 2763). Be sure to mark the appropriate boxes and provide detailed information in support of the request.

All leave requests in excess of 30 calendars days must be approved by the School Board. Drivers and aides should allow sufficient time for such leave request to be approved.

Internal leaves of 30 days or less may be approved by the Center Director.

Note: All accrued leave; i.e., vacation, personal and sick, must be exhausted prior to the driver or aide being placed in a leave without pay status, regardless of the leave duration.

REQUEST FOR LEAVE OF ABSENCE WITHOUT PAY (FORM - 2783)

Purpose of form:

This form is used by the driver or aide to request a leave of absence without pay.

Instructions for use:

All leave requests must be submitted to the Center Director. The driver or aide must complete the Request for Leave of Absence Without Pay (Form - 2783). Be sure to mark the appropriate boxes and provide detailed information in support of the request.

All leave requests in excess of 30 calendar days must be approved by the School Board. Drivers and aides should allow sufficient time for such leave request to be approved.

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Note: All accrued leave, i.e., vacation, personal and sick, must be exhausted prior to the driver or aide being placed in a leave without pay status, regardless of the leave duration.



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

PERSONNEL MANAGEMENT AND SERVICES

FOR OFFICE USE ONLY
Payroll Code ___ Contract Status ___
Certificate Exp. Date ___
Bargaining Unit ___
[] Approved [] Not Approved
(Signature) (Date)

REQUEST FOR LEAVE OF ABSENCE WITHOUT PAY

I, _____, on _____ hereby request a
(Please Print Name and Employee Number.) (Date)
leave of absence without pay effective _____ through _____.
Last day of work or paid leave is _____. My present position is that of _____.
_____ at _____
(Work Location Name and Number)
I was last on a leave of absence from _____ through _____.

Length of continuous full-time employment with Miami-Dade County Public Schools _____
(Permanent AFSCME employees may also include continuous part-time employment.) (Years) (Months)

CHECK TO INDICATE:

UNIT/GROUP

- [] UTD
[] AFSCME
[] FOP
[] DCSMEC
[] Managerial Exempt/ Confidential
[] DCSAA

TYPE OF LEAVE REQUESTED

- [] Personal
[] Professional (Study)*
DCSAA employees - see reverse side
University
Degree Sought/Major
[] Professional (Other)*
DCSAA employees - see reverse side
[] Illness of Self
[] Illness of Relative
Relative's Name
Relationship
[] Parental
[] Military
[] Voluntary [] Involuntary

DOCUMENTATION REQUIRED

Reverse side must be completed. Employees are not eligible to request personal leave without pay until after completion of three (3) continuous years of full-time employment (AFSCME - full-time and/or part-time) with Miami-Dade County Public Schools.
Statement of educational plans, demonstrating relevance to MDCPS employment, to be followed within one month by official letter from university verifying enrollment as a full-time student.
Letter indicating the professional activity to be engaged in which will enhance professional competence. Full-time employment requires completion of Supplemental Information Form (FM-6445).
Leave of Absence Medical Documentation form (FM-6030) indicating diagnosis, length of time required for leave.
Leave of Absence Medical Documentation form (FM-6030) indicating diagnosis, length of time required for leave and relative's need for care.
Leave of Absence Medical Documentation form (FM-6030) with anticipated date of child's birth, birth certificate, or letter from attorney or agency verifying adoption.
Copy of military orders.

*UTD employees MUST complete three (3) years of full-time employment prior to requesting extended professional leave, unless such leave is needed to complete an internship as part of an academic program leading to a Bachelor's degree in education. Extended leave for study may be granted solely for programs of study which are designed to enhance and expand the educational training for careers available within MDCPS.

TEACHERS: A teacher must hold a current valid Florida Teacher's Certificate in order TO BE ON LEAVE. Any prescription in effect at the commencement of leave will remain in effect upon the employee's return from leave.

ALL EMPLOYEES: The pursuit of other employment while on leave is considered a violation of the conditions of leave unless specifically requested and approved. Incomplete applications will not be accepted for processing but will be returned. It is the employee's responsibility to insure receipt of the completed application by the Department of Retirement/Leave/Unemployment Compensation. Failure to adhere to the conditions under which your leave is granted will result in the revocation of your leave and may result in termination. Leave of absence shall not be granted for incarceration. I certify that all information on this application is true, complete, and correct to the best of my knowledge. I understand that any omission and/or false statement on this application may result in dismissal from employment.

Signature _____ Telephone No. _____

Address _____ (Number & Street) (City, State) (Zip Code)

FOR WORK SITE ADMINISTRATOR ONLY

I recommend: [] Approval [] Disapproval (Please attach explanation.)

Signature _____ (Work Site Administrator) (Title) (Date)

PLEASE DO NOT SIGN UNTIL ALL REQUIRED DOCUMENTATION IS ATTACHED.

(over)

FOR PERSONAL LEAVE REQUESTS ONLY

CHECK ONE REASON FOR PERSONAL LEAVE REQUEST

ELIGIBLE BARGAINING UNITS

- All Units 1. To serve in the Peace Corps or other U.S. Government agency sponsored programs
- All Units 2. To fill one (1) full-time position on the unit's staff
- UTD 3. To participate in an overseas teacher exchange program
- UTD, DCSMEC, MEP, DCSAA 4. Settlement of family estates
- UTD, DCSMEC, MEP, DCSAA 5. Severe family hardships
- UTD, DCSMEC 6. Professional improvement
- UTD 7. Voluntary enlistment in the National Guard or in any branch of the military service not requiring more than one (1) year of service
- UTD, AFSCME 8. Recuperation and regeneration *
- UTD, AFSCME 9. Temporary relocation of residence outside of South Florida, which could result in severe family hardship *
- AFSCME 10. Professional study leave with proof of full-time enrollment in an accredited college or university
- 11. Other **

* In numbers 8 and 9 above, eligible UTD and AFSCME unit members may be granted personal leave without pay for each of these reasons only once.

**Personal leave for reasons other than those listed above may be approved by the Board upon recommendation of the Superintendent.

EXPLAIN IN DETAIL YOUR REASONS FOR REQUESTING PERSONAL LEAVE. (Use separate sheet if required.)

Signature _____ Date _____

Professional Leave - DCSAA Employees

DCSAA employees must be in active pay status with an acceptable performance evaluation (attest below) for the preceding year and a minimum of seven years of full time M-DCPS experience, including three years of experience in a professional or technical position.

I hereby certify that this employee received an acceptable performance evaluation for the preceding school year.

SIGNATURE _____ DATE _____
 (Work Location Administrator)

LEAVE INFORMATION

(Please keep for your files.)

GENERAL

All leaves (except military) are granted for no more than (1) year at a time and MAY be extended subject to the following limits and documentation requirements:

<u>TYPE OF LEAVE</u>	<u>MAXIMUM TIME ALLOWED</u>	<u>DOCUMENTATION REQUIRED TO EXTEND</u>
Personal	UTD, and Conf./Exempt 2 years (All other units-1 year)	Letter giving reasons
Professional (Study)	2 years	Official transcript and letter from university verifying continued full-time status and planned coursework
Professional (Other)	2 years	Letter explaining need to extend
Illness of self	3 years	Leave of Absence Medical Documentation form (FM-6030) indicating need for extension
Illness of relative	3 years	Name and relationship of relative, Leave of Absence Medical Documentation form (FM-6030) indicating need for extension
Parental	1 year	Cannot extend - 2nd year must be personal. Only one parental leave can be continued with personal; you must have completed three (3) years of continuous full-time employment (AFSCME - full-time and part-time) with Miami-Dade County Public Schools to be eligible for personal leave.
Military	No limit	Copy of military orders

Notwithstanding the above limitations on the maximum length for each type of extended leave of absence without pay, the following overall limitation shall apply to any single leave or combination of leaves, regardless of category:

The number of calendar years granted for any single period of continuous leave of absence without pay, with the exception of extended military leave, shall not exceed the number of creditable salary years earned with MDCPS (entire fiscal/school years worked for AFSCME and DCSMEC) immediately preceding the leave request, up to a maximum of four (4) for UTD, MEP, DCSAA, FOP and DCSMEC, two (2) for AFSCME (except for illness leave). A UTD employee who took leave during any part of the preceding fiscal/school year, and returned to work, is not eligible for a new leave during the subsequent fiscal/school year.

Sixty days prior to the expiration of your leave, you will be sent a Letter of Intent to complete and return. Please notify the Department of Retirement/Leave/Unemployment Compensation of any change in your address in order that you will be assured of receiving and returning the Letter of Intent. Failure to do so could jeopardize your employment with Miami-Dade County Public Schools.

Failure to adhere to the conditions under which your leave is granted will result in the immediate revocation of your leave and possible termination.

RETIREMENT CREDIT

Under the Florida Retirement System Pension Plan, up to 24 months (2 years) of retirement credit may be purchased for authorized leaves of absence. A member must return to the employment of a Florida Retirement System covered employer immediately upon termination of the leave and remain for at least one (1) calendar month. Retirement credit for a leave of absence will not be granted until six (6) years of creditable service have been completed. The required contributions may be made at any time prior to retirement. The member must pay the total contribution plus compounded interest. Under the Florida Retirement System Investment Plan, leaves of absence are not able to be purchased.

Under the Teacher's Retirement System there is no limit to the number of years of leave which may be purchased for retirement purposes. (For further information call the Retirement Section, 995-7080.)

EMPLOYEE BENEFITS

For more information contact the EMPLOYEE BENEFITS office at 995-7163.

Insurance coverage is provided according to bargaining unit and type of leave as indicated in the following chart:

BOARD PAID HEALTH COVERAGE AND LIFE INSURANCE BENEFITS FOR EMPLOYEES ON BOARD-APPROVED LEAVE							
	<u>UTD</u>	<u>AFSCME</u>	<u>DCSMEC</u>	<u>DCSAA</u>	<u>EXEMPT ADMIN</u>	<u>CONF. SEC'Y</u>	<u>FOP</u>
Professional	Yes***	No	No	Yes***	Yes***	Yes***	No
Illness/Self	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Illness/Family	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Parental	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Personal	Yes*	Yes	No	Yes	Yes	No	No
Military	No*	No	No	No	No	No	No**

* Board-Paid HEALTH COVERAGE AND LIFE INSURANCE BENEFITS ONLY will be authorized for a maximum of one (1) year for each personal leave without pay granted. UTD employees only will have the option to purchase HEALTH AND LIFE INSURANCE BENEFITS at the group rate for the second consecutive year of Board-approved personal leave without pay.

** Employees who are either drafted or are already members of the active or retired reserves of the United States Armed Forces (but not enlistees) who are involuntarily called to active duty, shall have their health, life, and flexible benefits coverage continued by the Board for the period of their approved leave.

***If full-time employment is approved, no Fringe Benefits will be provided.

****DCSAA employees on professional leave will continue to receive Board-paid health coverage and life insurance benefits for one year.

FLEXPLAN BENEFITS option continues **ONLY** while on illness of Self or Parental leave. All others must contact the Fringe Benefit Management Company representative at 995-7163 to continue coverage through direct payments.

IMPORTANT: Employees on Board approved leave have the option to continue any of their coverages through direct payment while on leave. For those benefits not mentioned above, the department of EMPLOYEE BENEFITS will contact you.

LEAVE INFORMATION
(Please keep for your files.)

GENERAL

All leaves (except military) are granted for no more than (1) year at a time and MAY be extended subject to the following conditions:

TYPE OF LEAVE	MAXIMUM TIME ALLOWED	DOCUMENTATION REQUIRED TO FILE
Military	1 year	Letter giving reasons
Professional (Illness)	3 years	Official diagnosis and letter from primary health care provider indicating need for extension
Illness of self	3 years	Letter explaining need for extension
Illness of relative	3 years	Letter explaining need for extension
Parental	1 year	Documentation from HRSDHM indicating need for extension Name and relationship of relative Leave of Absence Medical Certification form (LW-0001) Copy of military orders

Notwithstanding the above limitations on the maximum length for each type of extended leave of absence without pay, the following conditions shall apply to any single leave or combination of leaves, regardless of category:

The number of calendar years granted for any single period of continuous leave of absence without pay, with the exception of extended military leave, shall not exceed the number of calendar years earned with MDCRS credit for absence without pay, as worked for MDCRS and DCMEC immediately preceding the leave request, up to a maximum of four (4) years for UTD, MCH, DCGAA, FOP and DCORMET, and for the DCORMET (except for illness leave). A UTD employee who took leave during any part of the preceding fiscal year and returned to work is not eligible for a new leave during the subsequent fiscal year.

Thirty days prior to the expiration of your leave, you will be sent a letter to complete and return. Please notify the Department of Retirement, Employment, Compensation or any change in your address in order that you will be advised of renewing and reapplying for leave of absence. Failure to adhere to the conditions under which your leave is granted will result in the immediate expiration of your leave and forfeiture of all accrued benefits.

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RETIREMENT CREDIT

Under the Teacher's Retirement System (TRS) there is a limit to the number of years of leave which may be purchased for retirement purposes. Further information on the Retirement System (TRS) may be obtained by contacting the Department of Retirement, Employment, Compensation and Pensions at 938-7103.

Under the Teacher's Retirement System (TRS) there is a limit to the number of years of leave which may be purchased for retirement purposes. Further information on the Retirement System (TRS) may be obtained by contacting the Department of Retirement, Employment, Compensation and Pensions at 938-7103.

EMPLOYEE BENEFITS

For more information contact the EMPLOYEE BENEFITS office at 938-7103.

BOARD PAID HEALTH COVERAGE AND LIFE INSURANCE BENEFITS FOR EMPLOYEES ON BOARD-APPROVED LEAVE

TYPE OF LEAVE	UIC	AD&S	DCORMET	DCORAA	MEMBER	QUALIFYING LEAVE	COB
Professional	Yes	No	No	Yes	Yes	Yes	Yes
Illness of self	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Illness of relative	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Parental	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Parental	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Military	No	No	No	No	No	No	No

* Board Paid Health Coverage and Life Insurance Benefits ONLY will be provided for a maximum of one (1) year for each personal leave without pay granted. UTD employees only may leave the option to purchase HEALTH AND LIFE INSURANCE BENEFITS at the group rate for the second consecutive year of board-approved personal leave without pay.

** Employees who are either disabled or are already members of the active or reserve reserves of the UIC will not be eligible for board-paid health coverage during the period of their approved leave.

*** Full-time employment is required, no fringe benefits will be provided.

**** DCGAA employees on professional leave will continue to receive Board-paid health coverage and life insurance benefits for one year.

MEAN AN BENEFITS option continues ONLY while on illness of self or Parental leave. All other must contact the Board Paid Health Coverage and Life Insurance office at 938-7103 to continue coverage through direct payments.

OPTIONAL: Employees on board approved leave have the option to continue any of their coverage through direct payments. For more information on this option, please contact the Department of EMPLOYEE BENEFITS at 938-7103.

APPENDIX 14

SAFE DRIVER PLAN

APPENDIX 14
SAFE DRIVER PLAN

I hereby certify that I have read and received a copy of the **Safe Driver Plan**:

NAME (Print Legibly)

EMPLOYEE NUMBER

SIGNATURE OF DRIVER

DATE

APPENDIX 14

SAFE DRIVER PLAN

I hereby certify that I have read and received a copy of the Safe Driver Plan

EMPLOYEE NUMBER

NAME (Print Legibly)

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DATE

SIGNATURE OF DRIVER

APPENDIX 15

*SCHOOL BUS DRIVER/MONITOR
COMPLAINT/COMPLIMENT FORM
AND
INCIDENT REPORT*

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APPENDIX 15

SCHOOL BUS DRIVER MONITOR
COMPLAINT COMPLIMENT FORM
AND
INCIDENT REPORT

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APPENDIX 15

SCHOOL BUS DRIVER/MONITOR COMPLAINT/COMPLIMENT FORM AND INCIDENT REPORT

Report # _____
Date Reported _____
Name _____
Address _____
Work Phone _____
Home Phone _____
Bus or Route Number _____
Last Name _____
First Name _____
If District Employee, Office and Position _____
A.M. _____ P.M. _____
Date _____
Center _____
Time _____
LIST INCIDENT DETAILS BELOW
Date _____
Month _____
Year _____
DIO Location/Time _____
Type of Incident _____
Report Received By _____
Investigator Covering Incident _____
 Collective Bargaining Agreement
 Department of Transportation Handbook/Directives
 Other _____
Reported by _____
Date _____
Supervisor's Signature _____
Supervisor's Comments and Actions Taken: _____
Date _____
Supervisor's Signature _____
Follow up Required _____
Office Use _____
Employee _____

The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA), as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963, as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10 - prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

