



Standard Operating Procedures

Transportation Department  
Employee Handbook

APPROVED: September 24, 2020



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# INTRODUCTION

## Philosophy

The Board is committed to providing safe and reliable transportation to every eligible student. Therefore, the District shall provide bus routes and bus transportation that enables students to avoid hazardous traffic conditions and high risk areas.

## One Mind, One Goal, One Team, One Department

### FORT BEND ISD TRANSPORTATION

#### OUR MISSION

Fort Bend ISD exists to inspire and equip all students to pursue futures beyond what they can imagine.

#### OUR VISION

Fort Bend ISD will graduate students Who exhibit the attributes of the *District's Profile of a Graduate.*

### Transportation Mission Statement

Moving the Minds of Tomorrow.

# District Administration

**Superintendent of Schools – Dr. Charles Dupre**

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Assistant To The Superintendent – Jessilyn Allen

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***Transportation Administration (located at the Central Distribution Center)***

**Executive Director of Transportation – Demetrius E. Martin, Sr.**

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(281) 634-1911

Executive Assistant - TBD

## Hodges Bend Transportation Terminal

16707 Bissonnet St.  
Houston, TX 77083  
Phone (281) 634-1970

|   |  |
|---|--|
| <b>Director – Tristan Scott</b><br><a href="mailto:tristan.scott@fortbendisd.com">tristan.scott@fortbendisd.com</a><br>(281) 634-6189             | <b>Secretary – Debra Barnette</b><br><a href="mailto:debra.barnette@fortbendisd.com">debra.barnette@fortbendisd.com</a><br>(281) 634-1935                |
| <b>Assistant Director – Deidra Oliver</b><br><a href="mailto:deidra.oliver@fortbendisd.com">deidra.oliver@fortbendisd.com</a><br>281-634-1974     | <b>Dispatcher – Georgia Kall</b><br><a href="mailto:georgia.kall@fortbendisd.com">georgia.kall@fortbendisd.com</a><br>(281) 634-1972                     |
| <b>Dispatcher – Tonia Babineaux</b><br><a href="mailto:tonia.babineaux@fortbendisd.com">tonia.babineaux@fortbendisd.com</a><br>(281) 634-1970     | <b>Shop Manager – Charles Svoboda</b><br><a href="mailto:chuck.svoboda@fortbendisd.com">chuck.svoboda@fortbendisd.com</a><br>(281) 634-1976              |
| <b>Payroll Clerk – Narci Salinas</b><br><a href="mailto:MariaNSalinas@fortbendisd.com">MariaNSalinas@fortbendisd.com</a><br>(281) 634-3992        | <b>Special Needs Supervisor – Ladetra Norton</b><br><a href="mailto:ladetra.norton@fortbendisd.com">ladetra.norton@fortbendisd.com</a><br>(281) 634-1983 |
| <b>Supervisor Area 3 – Bryan Cruce</b><br><a href="mailto:bryan.cruce@fortbendisd.com">bryan.cruce@fortbendisd.com</a><br>(281) 327-7730          | <b>Supervisor Area 5 – Steven Cameron</b><br><a href="mailto:steven.cameron@fortbendisd.com">steven.cameron@fortbendisd.com</a><br>(281) 634-1973        |
| <b>Supervisor Area 6 – Henry Brown</b><br><a href="mailto:henry.brown@fortbendisd.com">henry.brown@fortbendisd.com</a><br>(281) 634-5578          | <b>Supervisor Area 7 – TBD</b>   |
| <b>Supervisor Area 8 – LaTarsha Simon</b><br><a href="mailto:latarsha.simon@fortbendisd.com">latarsha.simon@fortbendisd.com</a><br>(281) 634-1986 |  |

## Lake Olympia Transportation Terminal

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Missouri City, TX 77459  
Phone (281) 634-1930

|   |  |
|---|--|
| <b>Director – Gus Rodriguez</b><br><a href="mailto:gustavo.rodriguez@fortbendisd.com">gustavo.rodriguez@fortbendisd.com</a><br>(281) 634-1946                       | <b>Executive Assistant – Terrilyn Holmes</b><br><a href="mailto:terrilyn.holmes@fortbendisd.com">terrilyn.holmes@fortbendisd.com</a><br>(281) 634-1971       |
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| <b>Dispatcher – Marvalette Lott</b><br><a href="mailto:marvalette.lott@fortbendisd.com">marvalette.lott@fortbendisd.com</a><br>(281) 634-1930                       | <b>Shop Manager – Skyler Usimaki</b><br><a href="mailto:skyler.usimaki@fortbendisd.com">skyler.usimaki@fortbendisd.com</a><br>(281) 634-1936                 |
| <b>Payroll Clerk – Tamu Isom-Wellons</b><br><a href="mailto:tamu.isomwellons@fortbendisd.com">tamu.isomwellons@fortbendisd.com</a><br>(281) 634-1957                | <b>Special Needs Supervisor – Julia Nick</b><br><a href="mailto:julia.nick@fortbendisd.com">julia.nick@fortbendisd.com</a><br>(281) 634-1939                 |
| <b>Supervisor Area 1 / Area 2 (14-30) – Elmer Jett</b><br><a href="mailto:elmer.jett@fortbendisd.com">elmer.jett@fortbendisd.com</a><br>(281) 634-6609              | <b>Supervisor Area 4/Area 2 (1-14) – Rona Williams</b><br><a href="mailto:rona.williams@fortbendisd.com">rona.williams@fortbendisd.com</a><br>(281) 634-1942 |
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**Central Transportation Center**

555 Julie Rivers #210B

Sugar Land, TX 77478

Phone (281) 634-1971

|  |   |
|--|---|
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# WELCOME TO THE TRANSPORTATION DEPARTMENT

We would like to welcome you to the Fort Bend Independent School District Transportation Department. We are pleased that you have chosen to be part of our team. As a fellow educator, you make a direct contribution to the personal enrichment of our children by taking every step to ensure safe, efficient, and effective Transportation Services. We recognize our students, parents, teachers, administrators, as well as members of our community as being our clients.

We ensure the safety and well-being of everyone we encounter in our capacity as a Fort Bend ISD ambassador. We treat others equitably, with dignity and respect, we listen, and we recognize differences. We value our professional family and believe that open and honest communication is vital to our operation. We have developed written procedures and documented essential processes to keep communication fluid, to ensure you are treated appropriately, and to ensure you have opportunities to address any concerns. We need your participation in the continued improvement of our operation. We encourage you to share ideas and opinions to improve the workplace. You are contributing to student success by transporting students to locations where they can reach their full potential, achieve success, and gain experience towards attributes contained in The Profile of a Graduate.

Our department's performance is measured on how well we perform in several areas, with the following as the most important: **Safety, Efficiency, Customer Service** and the **Effectiveness** of our operation. Our ability to provide extraordinary service all comes down to the quality of our transportation family members. You are the ambassador for our school district that parents and community members see and interact with the most.

This department handbook has been developed to help you understand your job and responsibilities as a contributing member of our team. Whether you are a Vehicle Operator, Monitor, Master Mechanic, Service Technician or an office employee, the rules, regulations and procedures within this handbook apply to all Transportation Department personnel. It serves as a supplement to, and does not supersede, the Fort Bend ISD Employee Handbook and both should be read in their entirety. After reading it, you will know what to expect from us and what we expect from you. It is based on the Board of Trustees policies, and State and Federal regulations, although it does not replace these official documents. If you have any questions on the actual wording of a policy, you should refer to that document.

We hope this handbook will serve as a blueprint to a successful career as a Fort Bend Independent School District Transportation employee.

Best Regards,

**Demetrius E. Martin, Sr.**, MBA, M.Ed

Executive Director of Transportation

# EMPLOYMENT QUALIFICATIONS AND EXPECTATIONS

All applicants must meet the minimum requirements for the position for which they are applying. Applicants applying for a driver position must have a satisfactory driving record. For the purposes of evaluating driver applicants, a driver with **no more than six (6) penalty points** (*Drivers w/10 or more points are ineligible to drive students, in any type of vehicle*) assessed in accordance with the Texas Department of Public Safety School Bus Driver Record Evaluation System would be considered satisfactory. [See DBA (Legal); Employment Requirement and Restrictions, Credentials and Records]

All applicants must:

- Be at least 21 years of age and possess or acquire a Class A or Class B Commercial Driver's License (CDL) with "S" and "P" endorsements;
- Submit to regular driver's license evaluations through the Texas Department of Public Safety;
- Be physically able to perform all the essential functions of the job for which they are applying and must:
  - Complete all pre-employment paperwork with Human Resources and the Transportation Department; and
  - Submit to a pre-employment physical and drug test.
- Successfully complete the Fort Bend ISD Vehicle Operator Training Program; and
- Complete the Texas School Bus/Operator Driver Certification program.

## Definition of Driver

- **Part-time driver** is defined as one who reports to work on an as-needed basis to perform duties as described in the job description. They do not accumulate seniority, do not receive benefits and are paid for actual hours worked. Part-time drivers remain in this category until a full-time driver vacancy becomes available, and then they may be allowed to apply for the driver vacancy.
- **Full-time driver** is defined as one who actively drives both a regular a.m. and p.m. route to perform duties as described in the job description, receives benefits, and accumulates seniority.
- **Other Driver** is defined as a district employee who will operate a district owned or leased commercial or non-commercial vehicle (i.e. Coach, Teacher, Support Staff, etc.).

## Definition of a monitor

- **Full-time monitor** is defined as one who actively rides during both a regular a.m. and p.m. bus route to perform duties as described in the job description, receives benefits, and accumulates seniority. Monitors shall be assigned as ARD documents are received. The Monitor's duties will be regulated by applicable procedures of the Transportation Department.

## Employee Obligations

As a Transportation employee for Fort Bend I.S.D., you may be subject to work at any of our area locations. We will make every effort to accommodate your location preference; however, the needs of the operation will determine at which location you will be utilized. The Executive Director of Transportation or designee has the authority to reassign/relocate an employee of the department if deemed in the best interest of Fort Bend I.S.D.

To be a successful department each employee must meet a high standard of job performance, regular attendance, and comply with all policies, procedures and guidelines. This department handbook is intended to help us meet these high standards.

It is not, however, intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable obligations on the part of Fort Bend I.S.D. or its employees. This handbook supersedes and replaces all previous Transportation Employee Handbooks.

### **Fort Bend I.S.D. Confidentiality and Privacy Policy**

During the course of application and during employment with Fort Bend ISD, candidates and employees routinely must reveal personal and private information in order to receive payment, comply with state and federal laws, obtain leave for medical or other reasons, for reporting purposes, and for a variety of other purposes. This information may include, but is not limited to, Social Security numbers, driver's license numbers, home addresses and telephone numbers, medical information (as protected by the Federal Health Insurance Portability & Accountability Act), and other information that is personal and/or private in nature (collectively, "Private Information"). Fort Bend ISD is committed to protecting all private and confidential information and, in keeping with this commitment, will not tolerate any misuse of confidential or private employee, student, or Fort Bend ISD data.

### **Licensing and Certification**

The employee is responsible for immediately informing the Area Supervisor or member of the management staff, verbally and through written notification of any incidents that may alter an employee's professional CDL, school bus driver certification card, or other items necessary to perform the assigned job appropriately (such as legal charges or medical conditions).

- **State of Texas Commercial Driver's License**  
All drivers must keep the Texas License Class A or B CDL current with its proper endorsements (P & S) and Self-Certification Affidavit. The driver's license must be carried at all times while working.
- **Texas School Bus Driver Safety Training Certificate**  
Successful completion of the Texas School Bus Driver Training course is required of all drivers. New school vehicle operators shall have in their possession a certification card indicating enrollment in, or completion of the twenty (20) hour course. Existing drivers are responsible for renewing their certification every three (3) years by completing an eight (8) hour refresher course. All drivers must carry their current Texas School Bus Driver Safety Training Certification, which verifies that the employee has completed the state-approved course. An employee may be enrolled in a refresher course up to six (6) months prior to the expiration date. The driver will not be allowed to drive if the card becomes expired. If an employee's card does expire before renewal, it may result in disciplinary action, up to and including termination.
- **Medical Examiner's Certificate**  
All drivers are required to carry with them a current Medical Examiner's Certificate. The certificate expires every year. An employee may renew the certificate up to thirty (30) days prior to the expiration date. The driver will not be allowed to drive if the certificate expires. If the Medical Examiner's Certificate does expire before renewal, it may result in disciplinary action, up to and including termination.

- **Texas Commercial Driver License Self-Certification Affidavit**  
Federal Regulations along with the State of Texas Administrative Rules require a commercial driver to certify in one of four categories to determine if a medical certificate is required on file with the Texas Department of Public Safety.
  - Non-Excepted Category (INTERstate or INTRAsate)
    - School district driver that also drives other commercial vehicles that are regulated, MUST submit a valid medical card to DPS before the card on file expires.
  - Excepted Category (INTERstate or INTRASTATE)
    - Drives for the school district only. Does NOT require a medical card be submitted to DPS.
    - P-restriction (government vehicles only) will be added to the license.

### **Medical Examinations**

As a condition of hire, the Transportation Department requires applicants to undergo medical examinations to ensure that they are physically fit for the job for which they have applied. Pre-employment medical examinations will include a drug test in accordance with DOT. Any applicant who tests positive will not be hired or considered for re-hire. Employees may be required to undergo fitness-for-duty examinations or submit to drug and alcohol testing on other occasions, such as: being involved in a district vehicle accident, an employee work related injury, a preventable third-party injury, or a case of reasonable suspicion, when selected through the District’s random selection program.

### **Motor Vehicle Record Check and Standards**

A pre-employment motor vehicle record check is required for all prospective vehicle operators. This check covers the driver’s motor vehicle record (accidents, tickets, etc.) for the past three (3) years and beyond. The motor vehicle record of all employees and applicants for driving positions will be thoroughly reviewed pre-employment and at least once a fiscal year thereafter. The circumstances surrounding any moving violations will be examined. As a condition of hiring and maintaining employment, employees who are required to operate Fort Bend ISD vehicles as an essential function of their job, and/or are subject to Federal Motor Carrier Safety Regulations or Department of Transportation, must meet the standards as outlined in the Texas School Bus Driver Certification Course: Participant Handbook, Appendix B—Driver Record Evaluation and Penalty Point System Table I thru V. Any existing employee receiving a traffic citation indicating any of the violations found on Table IV or V of the above manual will be removed from their driving duties pending the outcome of their case and a deposition will be required from the courts stating the clearance or dismissal of such violation. Failure to provide the proper documentation at the end of the allotted time will be grounds for termination due to the inability to maintain proper driving credentials or disqualification.

If your primary duty is that of a vehicle operator or vehicle monitor, and your behavior causes temporary or permanent suspension of your responsibilities we cannot simply move you to another role to maintain your rate of pay and employment.

### **Employee Reporting of Criminal Arrest and/or Convictions**

Employees are required to report any citation, arrest, and/or convictions to the Area Supervisor or member of the management staff, **within twenty-four (24) hours of the arrest and/or convictions**, including holidays and weekends. Employees who are convicted of the following offenses will be subject to termination of employment:

- Felony convictions;
- Convictions of sexual offenses of any nature;

- Convictions for drug possession, use, trafficking, or manufacturing;
- Convictions for assault or battery, including domestic abuse; and/or
- Patterns of misdemeanor convictions.

### **Employee Reporting of Violations**

Employees are required to report any violations, whether in a personal and/or District owned or leased vehicle, to the Area Supervisor or member of the management staff, within twenty-four (24) hours of the violation. Failure to provide the proper documentation within the allotted time will be grounds for corrective action up to and including termination. All violations will be reviewed by the Area Supervisor and other members of the management staff and will be handled accordingly. Any fines and/or legal fees incurred will be the responsibility of the employee.

### **Arrest and Convictions for DWI/DUI**

An employee who is arrested for DWI/DUI, will be removed from driving duties pending the outcome of their charge.

A DWI/DUI conviction while operating a Fort Bend ISD owned or leased vehicle will result in immediate termination. A DWI/DUI conviction while operating a personal vehicle will result in disqualification from driving a Fort Bend ISD owned or leased vehicle, and may result in termination.

Employees who are required to operate Fort Bend ISD vehicles as an essential function of their job, and/or are subject to Federal Motor Carrier Safety Regulations or Department of Transportation will be terminated. Any fines and/or legal fees incurred will be the responsibility of the employee.

### **Class-Room and Behind-The-Wheel Training**

The complete training course consists of approximately sixty (60) hours of training (classroom and behind the wheel). Safety & Training Supervisors must complete training of a new driver within this time frame. If the Safety & Training Supervisor realizes that the trainee will need more than allotted time to complete the training, the Safety & Training Supervisor must get approval from the Assistant Director of Transportation to train beyond sixty (60) hours.

- Classifications for drivers – All new drivers will be grouped into one of the following classes:
  - Class 1 – Re-hired Fort Bend ISD driver
  - Class 2 – Driver from another school district
  - Class 3 – Never driven a school bus
- Training requirements – The new driver’s classification will determine his or her training requirements as follows:
  - Class 1 -Retrain at least four (4) to eight (8) hours or as needed
    - To be determined by the Safety & Training Supervisor
  - Class 2 - Minimum of twelve (12) to twenty-four (24) hours
  - Class 3 - Must go through entire 60 hour training course
- Transfers – Any driver who submits a request for transfer from a Regular route to a Special needs route must receive all additional training as required by the new job responsibilities.

### **Orientation/Onboarding Tour**

After joining the Transportation team, the Safety & Training Supervisor will give the employee an orientation tour of the workplace as well as the following:

- Introductions to the different team members within the Transportation Department;

- Completion of the required onboarding checklist;
- Mandatory student management training;
- Attendance at continuing onboarding forum/class within 30-60 days of being released from training;
- Completion of FBISD Annual Information Security Awareness Training; and
- Other duties and responsibilities as assigned.

**\*Operators and Monitors will not be permitted to work field trips or supplemental duties until they have successfully completed every item in the Orientation/Onboarding Tour.**

### **Employee Evaluation**

After the completion of the Training Program, a new trainee's skills will be evaluated. After a successful evaluation, the trainee will be released to Operations. A Bus Driver Trainer may be assigned to participate in a ride-along to show the route area and stops to the new driver. It allows the trainee to familiarize him/herself with landmarks of unknown areas. After approximately forty-five (45) days, a follow up meeting with their Area Supervisor will be scheduled. When the employee begins his/her new position, the Area Supervisor and employee will observe to see if the position and new employee are a good match. Punctuality, attendance, student management and on-time route performance will be considered as indicators of job success. The Transportation Department encourages new employees and the Area Supervisor to set performance goals and discuss questions or concerns at the follow up meeting.

After the initial evaluation, all employees will be evaluated once a year. An evaluation will also be conducted post-accident or due to safety concerns.

An evaluation may consist of the following: precision driving techniques being used consistently, correct loading and unloading procedures, general overall student behavior, employee punctuality and attendance, as well as professional attitude reflected with students, school personnel, and staff.

Paperwork will also be checked (i.e. seating chart, route description, etc.) The evaluation will include the strengths of the driver and consistent good habits and skills. Depending on the results of the ride-along, the Safety & Training Supervisor will decide what measures will be taken to assist the driver with increasing or improving his/her overall driving skills.

**Example:** Assist driver with student management or refer the driver to the Area Supervisor if there are questions on paperwork, etc. If the decision is made that the driver needs extra training in a specific area, the Safety & Training Supervisor will consult with the Assistant Director of Transportation for approval of additional training hours.

\*Poor evaluation(s) and or poor attendance may cause an employee's removal from interdepartmental supplemental duty list for a specified period.

### **Attendance**

It is part of the commitment and professionalism of being a Fort Bend ISD employee to be on time and on the job every day. Absences and tardiness disrupt operations, increase costs, and place an undue workload on fellow employees. Employees have been provided with the work schedule for the entire school year. When possible, schedule all appointments in between scheduled route times to minimize disruption of the operation. If an employee finds it necessary to be absent from work or late to work due to an emergency, it is the employee's responsibility to notify dispatch and their Area Supervisor as soon as possible (at least one (1) hour before check in). If the employee is absent without notifying their Area

Supervisor for more than three (3) consecutive days, or fails to return from an approved leave, the Transportation Department will assume that the employee has abandoned the assigned position and the employee record will reflect a voluntary resignation without proper notice. As a form of communication, employees will receive a Letter of Status Regarding Attendance after four (4), eight (8) and (10) absences in order to help the employee gauge their attendance history. Absences in excess of 10 will be addressed using the District's Progressive Disciplinary System.

- **Unauthorized absence** - An unauthorized absence occurs when an employee fails to obtain authorization for personal leave, the absence conflicts with a District policy, or there is an inappropriate use of sick leave. A series of unauthorized absences will be addressed using the District's Progressive Disciplinary System and consecutive unauthorized absences may warrant termination of an employee.
- **Time off Request/Absentee Form** - Employees must follow District and department procedures to report or request any leave of absence and complete the appropriate leave request form. If you are aware that you will need time off please make sure to pick up a Confirmation of Employee Activity (COEA) form from your Area Supervisor and fill out accordingly. Return it back to your Area Supervisor promptly for review and approval. In the event of an emergency, please make sure to fill out the form immediately upon your return to work. Any long-term illness and/or major surgery will be handled in accordance with the leave policy of Fort Bend ISD. Employees requesting discretionary time off must submit a COEA form a minimum of 5 days in advance for review. For more information on leaves of more than five (5) days, call the Leaves Office (281-634-1270) for counseling about all of your leave options, continuation of benefits, and communicating with the District. For further information, please see your District Employee Handbook under Leaves and Absences [See Policies DEC, DECA, DECB].
- **Tardiness** -The following guidelines will be used for handling excessive tardiness. In determining whether an employee has been tardy an excessive number of times, the following definitions will apply:
  - Tardiness: any employee clocking in five (5) minutes after their scheduled clock in time will be considered tardy. In the event an employee called and notified the dispatcher and/or Area Supervisor of the expected tardiness, the dispatcher/Area Supervisor may choose to hold a route up to the scheduled departure time, but not past that time or the employee may be asked to stay home for that shift if the route coverage has already been assigned.
  - Excessive Tardiness: any three (3) consecutive occurrences of tardiness or four (4) tardiness within twenty (20) workdays will be considered excessive.Note: Excessive tardiness, absenteeism, or combination of incidents, will receive due process corrective discipline to include counseling and/or removal from assigned route, and/or disciplinary action.

### **Identification & Presence on School Campuses**

To ensure safety in the workplace, all employees are required to wear the District-issued photo identification badge while on duty. It is the employee's responsibility to report a lost or stolen badge to their Area Supervisor immediately to detour improper use by another individual. Other safe and secured measures may be implemented and adhered to for drivers and monitors such as scan cards, uniforms, safety vest, etc. When an employee of the Transportation Department has a need to enter a school

campus building for any reason the employee must enter the building through the front doors and display their district-issued photo identification badge at the office before going anywhere else in the building.

### **Conflict of Interest and Other Employment**

The Transportation Department realizes some employees may work elsewhere in addition to their employment with this department. It is expected of all employees to devote full attention to the Transportation Department while on duty. The Transportation Department is responsible to ensure that all employees comply with Federal and State laws concerning safe operation of vehicles and equipment. Employees are required to report, in writing, all employment outside of the department and hours of the outside employment to ensure that all safety guidelines are met. There may be some cases where the Transportation Department feels that the duties of the second job involve a conflict with the responsibilities of the Transportation Department. Example: a driver has another driving position when combined with the assigned work at Fort Bend ISD which causes the employee to exceed the Federal Motor Carriers hours of service. In such cases, the conflict must be resolved [See Policy CB and DBD].

# EMPLOYEE RELATIONS

## **Customer Relations**

An employee is a representative of Fort Bend ISD and must seek to build customer goodwill. The Transportation Department defines customers as being students, parents, teachers, administrators, board members, and members of the community that employees meet on a daily basis. If or when problems occur, an employee should report them to their Area Supervisor to help alleviate them. Listen carefully to customer questions and complaints and respond in a helpful, professional manner. If the employee cannot satisfactorily handle the customer's concern, refer it to the Area Supervisor.

## **Professional Conduct**

It is vital that our work environment fosters mutual employee respect and working relationships free of harassment. This environment is preserved through the responsibility each employee has to maintain the highest form of professional conduct. Professional conduct refers to behavior that is ethical and respectful of others.

It is free of any form of harassment, that is, any form of employee misconduct that is demeaning to another person, whether based on race, sex, color, religion, national origin, ancestry, age, physical or mental disability, medical condition, or any other basis.

## **Dress Code & Personal Appearance**

It is important for customers to have a good impression of the Transportation Department. Appropriate dress and grooming are important work requirements. Appropriate undergarments must be worn. "Muscle" shirts, "A" shirts, "spaghetti" strapped tops, "short" shorts or "short" skirts are not approved. Tight or revealing clothing, including low-cut tops, form-fitting workout clothes, "tights", "spandex", "yoga pants" etc. or other pants which are tight and form fitting from the waist to hem are inappropriate. Jeans, which are free of holes and fit properly, not too baggy or too tight, are acceptable. Any clothing or hats that depict frightening or violent material, tobacco products, alcohol, or drug paraphernalia are prohibited. When operating or riding in a Fort Bend ISD vehicle, owned or leased, employees will wear sturdy constructed, non-skid, flat-soled shoes with closed toes and heels. Office personnel must wear vehicle authorized footwear while operating or riding in a Fort Bend ISD vehicle, owned or leased but may wear loafers, boots, flats, clogs, conservative athletic shoes, sneakers, dress heels, sandals and leather deck shoes while working in the office.

Flip-flop styled footwear including slippers are not acceptable.

Shop personnel are required to wear work boots with non-skid, oil-resistant soles that are of sturdy construction. Shop personnel positions may require other safety equipment as well. Office personnel in all facilities are to dress in a manner that creates a professional image of the Transportation Department. This includes unusual or unnatural hair coloring, visible tattoos, nose rings and other pierced body parts (except ears). The Area Supervisor will take appropriate corrective action if an employee fails to comply with the Departmental dress code standards.

\*The following items are mandatory for all personnel while serving in any capacity as a Fort Bend ISD employee:

- District issued I.D. badge(s);
- Motor Vehicle License and or State Issued I.D. or Passport;
- Certification/Re-certification Card; and
- Vehicle Operator Physical Card.

### **Personal Vehicles on Fort Bend ISD Property**

Employees, parking their vehicles on Fort Bend ISD property, park at their own risk. Employees should park and drive their personal vehicles only in areas designated by their Area Supervisor. The speed limit at all bus yard parking facilities is ten (10) mph.

### **Open Door Policy**

The Transportation Department adheres to the principals of individual recognition and direct communication with all employees. Transportation is committed to dealing with all employees equitably, honestly, respectfully, and recognizes each person as an individual. Open discussion between employee and management is the most satisfactory method of deciding matters that affect employees. If an employee has a question about the job assignment or feels that there is a problem with employment, discuss it with the Area Supervisor. If the employee cannot discuss it with the Area Supervisor, then bring it to the Assistant Director of Transportation and so on. Most questions or misunderstandings can be resolved at one of these levels. For further information see “Complaints and Grievances” in the Fort Bend ISD Employee Handbook.

### **Solicitations**

Transportation employees should be permitted to work without interruptions that are unrelated to the job assignments. Therefore, management must approve any distribution or posting of literature in the workplace as well as on the bus.

The solicitation and/or collection of money or property from students are prohibited.

The department will not allow the use of Fort Bend ISD property or facilities such as stationery, copiers, messenger services or telephones to solicit or to conduct business on behalf of organizations, associations, individuals or groups outside Fort Bend ISD.

### **Use of Personal Recording Devices**

Employees are prohibited from using any type of personal recording device to record students, including but not limited to audio, video, or digital device, this includes pictures, digital or film.

### **Employee’s Children**

As an incentive, Transportation Department employees, who are the parents of enrolled Fort Bend ISD school age children (K thru 12), may request that their children be transported from a bus facility when the parent’s work schedule interferes with the school transportation needs of their children. This Special Eligibility Request must be submitted to the appropriate designated official upon employee need, the first month of every new school year and the first week of every December. The employees’ children must be attending their zone campus that is served from the bus facility. All such requests must be directed to the Assistant Director of Transportation and written authorization must be obtained and on file, prior to children coming to the transportation facility. Inter-district and intra-district students will not be eligible for bus transportation as stated in district policy.

Parents must assume complete responsibility for their children whether at the bus facility or on the school bus. All Student Transportation Service employees' children must be enrolled in school before they may ride a Fort Bend ISD school bus. The parents of children who are being transported from a bus facility must abide by the following:

- Children are not allowed in the maintenance/shop area for any reason;
- Children may not be treated with favoritism by their parents or any other driver;
- Children must abide by all bus safety rules;
- Children must walk with parent/driver to/from facility to bus or vice versa;
- No child should be left unattended;
- Students who receive an education without an Individual Education Plan (IEP) are provided transportation through conventional means. Special needs transportation is granted in accordance with a student's needs as a related service to the IEP; and
- Children are not allowed to be dropped off early at the yard and left to wait for parent. They must stay with driver and complete the whole route.

This policy limits employees' children to only riding to and from school as approved and not on field trips during the week or on the weekends. The Assistant Director may revoke this privilege if problems arise due to violations as stated above.

### **Cellular and Wireless Devices in the Workplace**

The use of cell phones, other electronic devices and accessories is prohibited while inside operating vehicles. This includes WiFi and Bluetooth compatible watches, jewelry, wearables, and hearing devices. It is a violation of state law and district policy to use cell phones or other electronic devices when students are on board or in a school zone while operating a motor vehicle. They are not to be used for personal calls, except in the event of a legitimate emergency. You must be outside of the District vehicle to use your own cell phone.

You are not permitted to wear a headset, make or receive cell phone calls or read/send text messages while inside operating vehicles or moving about the interior/exterior of a transportation facility. If you bring a cell phone, or phone accessory to work, it must be secured out of sight in a garment or receptacle. Personal technology devices, including iPods and other music players, are not permitted for use while inside operating vehicles or moving about the interior/exterior of a transportation facility.

\*Vehicle Monitors and Transportation Employees riding aboard FBISD vehicles will adhere to the same device safety and use standards expected of Vehicle Operators.

### **Fort Bend ISD E-Mail, Two Way Radio, Telephones, and Computers**

The district's electronic communications systems, including its network access to the Internet is primarily for administrative and instructional purposes. Transportation communication systems are to be used for Fort Bend ISD business. An employee should not have an expectation of privacy and may be subject to GPS tracking, audio and video recording. Every employee is subject to the District's Acceptable Use Policy regarding employee use of the internet, computer systems and email.

### **Personal Use of Electronic Media**

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees are held to the same professional standards in their public use of electronic media as they are for any other public conduct. Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (i.e. YouTube), editorial comments

posted in the Internet, and social network sites (i.e. Facebook, MySpace, Twitter, LinkedIn, SnapChat, etc). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications. [See Policy DH]

### **Seniority**

All employees should maintain one seniority date throughout their employment unless the employee has a break in service. The date is the current Fort Bend ISD Transportation hire date for full time employment. There is only one uniform method in determining seniority, indicating longevity with the Transportation Department and not longevity within a full time job position elsewhere in the District. Part-time Drivers are not considered full time employees and do not have seniority date within the department. Any employee who terminates their employment with Fort Bend ISD, either voluntary or involuntary, will forfeit his/her seniority.

### **August Route and Bus Assignment**

When assigning routes, all factors in the employees' job performance, including safety record, student management, attendance, punctuality and professionalism will be considered, all things being equal, the length of employment will be the tiebreaker. These measures are also taken into consideration with other assignments. Routes will be chosen by drivers based on overall ranking. There is no guarantee that you will be able to retain your route from year to year. All route times are estimated and not a guarantee as ridership is estimated based on "eligible ridership" however, as "actual ridership" is determined, routes may need to be adjusted which could include adding/deleting bus stops, adding/deleting tiers, and in some cases adding or deleting an entire route. Be aware that buses are assigned to routes to maximize usage of assets and resources. However, a bus may be re-assigned if needed elsewhere due to video equipment, shifts in student loads, mileage or other operational reasons. Each employee will be provided a route selection appointment time, if an employee is unable to attend at the appointed time, he/she may appoint an alternate to select a route for him/her or elect for the supervisor to assign a route. If the employee misses the appointment time, the employee will be moved to the bottom of the list.

### **Mid-day Runs & Shuttles**

Mid-day runs and shuttles are considered a supplemental duty and as such will be assigned based on the most efficient logistical combination. Every effort is made to minimize overtime, while ensuring that unnecessary deadhead mileage is avoided. If an employee is absent more than 3 days for a semester, his/her mid-day run may be reassigned. Removal and reassignment of supplemental duties is considered on a case-by-case basis.

### **Spare Bus Assignment**

It is the responsibility of any driver who drives a spare bus to leave the bus ready for the next driver no matter what condition they received the bus. The need to use a spare bus while your regular bus is under repairs will usually be brief. For this reason, each driver needs to do the following after using a spare bus:

- Fuel the bus;
- Park the bus in the designated area and set brake;
- Turn off the radio and all other equipment;
- Close all windows;
- Sweep and clean the interior;
- Check for items or students/passengers left behind; and
- Empty the trash.

### **Posting of Vacant Routes**

Vacant routes will be posted for three (3) business days. In order to be considered for a posted route, the employee must submit a letter of interest to the Area Supervisor. Understand, for route stability, if an employee puts in a request for an open route and the request is granted, the employee is required to complete the route until the end of the school year. This does not apply to administratively assigned routes. Routes lacking bids will be assigned administratively.

### **Route Re-Structure**

All routes are reviewed periodically and may be restructured (i.e. unit, group of students, route number).

### **Summer Route Assignment**

The Transportation Department operates on a skeleton crew during the summer in order to be as efficient as possible.

Summer request sheets will be collected for summer route assignments. Route assignments will be determined by using the following points system:

- Years of service will be counted. 1 point will be given for each year of service. Partial years will be counted.
- Reprimands will be counted. 1 point will be given for job performance if you have not received any reprimands during the current school year.
- Safety performance will be counted. 4 points will be subtracted for each preventable accident/incident during the current school year or calendar year.
- Attendance will be counted. 1 point will be subtracted if you have missed 4 days of work during the current school year. 2 points will be subtracted if you have missed 8 days of work during the current school year. 4 points will be subtracted if you have missed 10 days of work during the current school year. Half days will be counted. Jury duty and FMLA leave is not counted against you.

Summer route assignments may be forfeited in the event points are taken away after route assignments are given. Safety performance and attendance must be maintained throughout the summer programs to maintain your summer route assignment. Summer request sheets will be reviewed and available slots will be filled by your order of preference and what is available. Bus Monitor positions will be filled with Bus Monitors first, then any vacancies will be offered to drivers.

Your hourly pay rate is the same in the summer as it is during the school year, unless you are a driver during the school year and accept work as a Bus Monitor for the summer. You must be available for all dates that are given for your assigned summer route.

Student registration for summer classes is done very late in May and estimates are done on the number of routes that will be needed. However, as actual ridership is determined, routes may need to be adjusted which could include adding or deleting bus stops, deleting tiers, and in some cases deleting an entire route.

### **Daily Clock In/Out & Payroll**

It is a job requirement that all full-time hourly employees must “clock in and out” with the designated approved program. Employees should not clock in earlier than five (5) minutes before their scheduled starting time, unless the employee has the Area Supervisor’s approval. Employees are expected to clock in by their scheduled start time. Employees should clock in and out at their designated workstation for

their department. Employees who must leave their assigned campus or workstation, for any reason, must clock out and in before returning to work.

Payroll is calculated by using Dimensions time clocks. Each employee, upon receiving an employee ID number, will be enrolled in the system with a biometric reading of two finger scans. A Confirmation of Employee Activity Form (COEA) is to be used by all employees to report missed punches and time card changes to their Area Supervisor. The COEA is to be used by all hourly employees anytime there is a change in the employee's normal work schedule or if they missed a punch. The form lists various reasons for the employee to choose from; however, there is also a comment section to provide a brief description. Excessive missed punches (three or more) will result in disciplinary action. The COEA is not needed to make changes for staff meetings or trainings since sign-in sheets will be provided. Staff is paid only for when they are conducting business on behalf of the Department. The time clocks allow employees to review the current week's pay period for hours worked and missed punches. It is the employee's responsibility to review their prior hours at least once a week. This will assist them in completing the COEA form correctly. An employee can visit with the terminal payroll clerk to address and verify time worked. Employees may request a time detail report from the payroll clerk.

### **Waiting Time/Layover Time Return to Facility**

Drivers and Monitors will be required to return to their respective facilities if, discounting transit time, the wait time for early release, between runs, routes or field trips is thirty (30) minutes or more. The driver must contact dispatch prior to returning to the yard. If the employee returns to the facility, they must clock-out if they leave the premises. Layover time shall be spent at schools if feasible or in an area near the starting point of the next run, not at convenience stores.

### **Fueling Vehicles**

Vehicle Operators and Monitors are not permitted to fuel any Fort Bend ISD automobiles outside of express written consent to fuel vehicles during a field trip.

### **Pay Time**

Pay time for the employee starts with the pre-designated clock-in time. Pay time ends when the route actually returns and completes assigned tasks at the designated station. Office staff and shop personnel will be expected to follow pre-designated schedules to insure the daily operational needs are handled properly. Overtime will be authorized only in emergencies. If an emergency occurs, overtime must be documented in writing. Area Supervisor's will be required to furnish emergency documentation to justify overtime upon request. Acceptance of overtime worked by any employee, without the knowledge of the Area Supervisor, may be grounds for appropriate disciplinary action.

Employees should never work off the clock. If your Area Supervisor asks you to work off the clock, please notify the Assistant Director, Director or Executive Director.

### **Progressive Discipline Procedures**

The Transportation Department expects all employees to conduct themselves safely, intelligently, maturely, and responsibly in compliance with Fort Bend ISD and the Transportation Departments standards of behavior and work performance. If it appears that an employee's performance or conduct does not meet the Transportation Department's standards, noncompliance must be addressed fairly, using a clear and standard procedure.

- In deciding how to address the problem, the following will be taken into account:
  - How serious the problem is
  - The employee's previous job performance

- The circumstances surrounding the matter
- For most problems, a progressive corrective procedure will be applied. This includes:
  - Oral counseling
  - Written counseling
  - A final warning
- For cases involving serious misconduct, such as violating the law or serious safety violation such as leaving a passenger unattended, such procedure may be disregarded in favor of immediate termination. While the Transportation Department cannot list everything that might require the department to take corrective action, the examples listed below are the types of behavior that the Transportation Department considers unacceptable:
  - Leaving a passenger unattended;
  - Theft or dishonesty;
  - Frequent tardiness or unauthorized absence;
  - Violation of work rules and regulations following written warnings;
  - Willful or wanton damage to or destruction of Fort Bend ISD property;
  - Gross misconduct;
  - Refusal to follow reasonable direction or accept assignments;
  - Falsification of statements or records;
  - Recklessness or negligence while on Fort Bend ISD property or while performing Fort Bend ISD business;
  - Failure to immediately report a vehicle accident involving one or more Fort Bend ISD vehicles. The extent of property damage (i.e. touch, graze, brush, scrape, collision) or degree of personal injury does not change the employee's responsibility to report an accident;
  - Unauthorized use of a Fort Bend ISD vehicle, equipment or resource;
  - Unauthorized changes in routes (i.e. time, directions, bus stops, etc.);
  - Failure to meet performance standards;
  - Participating in a fight while on Fort Bend ISD property or while performing Fort Bend ISD business;
  - Physical or verbal harassment, including any form of sexual harassment, fighting, physical violence, threatening any person with harm, or other actions that could result in an intimidating, hostile or offensive work environment;
  - Tampering with fire or safety equipment (i.e. cameras, GPS modules, etc.);
  - Endangerment or inappropriate contact with a child;
  - Using tobacco or electronic cigarettes in prohibited areas;
  - Failure to comply with safety rules or other Fort Bend ISD and the Transportation Departments policies and procedures;
  - Inappropriate attire or inappropriate personal appearance;
  - Behavior or conduct deemed offensive, undesirable, or unprofessional; and/or
  - Illegal or unlawful acts.

### **Termination of Employment**

In the absence of a specific agreement, employees are free to resign at any time and Fort Bend ISD reserves the right to terminate employment for any reason not prohibited by law. If an employee is going to resign, the Transportation Department requests written notice be given to the Area Supervisor at least two (2) weeks, and four (4) weeks if employee is an Area Supervisor or member of the management staff, prior to the last day of employment.

**\*If an employee is absent from work for three (3) consecutive work days without giving proper notice to the Area Supervisor, it will be assumed the employee has voluntarily resigned and has abandoned the position.**

# SAFETY AND LOSS OF CONTROL

## **Defensive Driving**

The Transportation Department defines defensive driving as driving to save lives, time, and money, in spite of the conditions around you and the actions of others. As a professional vehicle operator, your goal is to reduce the risk of driving collisions by anticipating dangerous situations, despite adverse conditions or the mistakes of others.

## **Vehicle Rolling Incidents**

When an operator fails to appropriately secure his or her automobile permitting it to roll, that is a rolling incident. Every rolling incident will go before the Incident Review Board (IRB) where the operator will be afforded an opportunity to detail their interpretation of the circumstances causing their loss of control. If the event is deemed 'Preventable' by the IRB, one or more of the following corrective measures may be instituted:

- Retraining
- Supplemental duty restrictions or reassignment
- Transportation Center or Route reassignment
- Termination

## **Safety, Our First Priority**

The safety of each employee and passenger is The Transportation Departments first commitment. The Transportation Department will conduct all operations safely, prevent accidents and injuries, and take all reasonable steps to safeguard employees and passengers. The Transportation Department will maintain an effective safety organization and safety process conforming with or exceeding accepted safety methodologies and the best practices of similar operations. Safety starts with planning and training, and continues through all Transportation processes and operations. Accident and injury prevention is so important that it will give precedence over operating productivity.

- The efficiency of any operation can be measured directly by its ability to control unnecessary loss.
- The existence of accident hazards is proof of an inefficient operation.
- Each employee is measured and held accountable for safety performance.
- Effective accident control must be each employee's primary concern.

## **Safety - A Shared Responsibility**

Only through a cooperative effort, can this department improve and preserve the safety record and succeed with the Transportation Department accident prevention goal. Cooperation in all safety matters is imperative between department leadership and employee as well as between fellow workers. Cooperation of all employees, at all levels, contributes to safe working conditions and accident free performance. We will provide a safe working environment for employees. We will provide facilities, equipment, and safeguards in keeping with the highest standards. We will take all reasonable steps to maintain safe, healthful, clean, and neat working conditions. The Transportation Department will use adequate protective and corrective equipment to eliminate or minimize accident and health hazards. The Transportation Department will provide physical, mechanical, and personal safeguards in keeping with the highest standards.

The Transportation Department will provide necessary personal protective equipment and instructions

for its use and care. Employees are held accountable for properly using and maintaining safety equipment provided. Safety equipment must not be misused, abused, tampered with, or damaged. In addition, the Transportation Department will comply with laws and regulations for safety, health, accident and injury prevention, and working conditions. Transportation Department will enforce policies and rules for safety and conduct, and require that all employees observe them as a condition of employment. Employees must fully comply with the jobs' safety standards, and follow proper safety principles. With this in mind, each employee is responsible for:

- Making safety a part of his/her job;
- Recognizing the need for maximum safety efforts;
- Demonstrating behavior that prevents accidents/injuries;
- Cooperating with all aspects of our safety process;
- Continuously exercising caution while performing work duties;
- Actively protecting himself/herself, coworkers and passengers;
- Taking no unnecessary chances resulting in an accident/injury;
- Using all safeguards and safety equipment provided;
- Compliance with all laws, rules, regulations, processes and practices;
- Detecting and reporting unsafe conditions, practices, and behaviors;
- Attending all scheduled safety workshops, training, and meetings;
- Practicing good housekeeping with a high standard of cleanliness; and
- Immediately reporting any accident, incident, or injury to the Area Supervisor or member of Management staff.

### **Facility Supplemental Rules**

In addition to departmental procedures, employees must abide by supplemental guidelines and instructions published or posted at each facility. These guidelines may be department-wide but more often will be specific guidance for employees of a particular facility (i.e. Special parking situations, fueling procedure, etc.).

### **Employees in the Shop Area**

There are qualified Shop Personnel in both garage locations. Each shop has a scheduled Preventative Maintenance (PM) program. Shop Personnel are here to assist you.

Employees are asked to stay out of the shop area; there is a higher potential for injury and the Transportation Department wants to keep all staff safe. If an employee needs to speak with anyone in the Shop Area, please see the Shop Manager or ask Dispatch to page him/her via the intercom system.

### **Safety Goal**

Our goal is zero accidents and injuries.

- No employee is allowed a certain number of accidents/injuries.
- Focus will be on preventing accidents/injuries and eliminating or minimizing hazards.
- Through continuous improvement, the Transportation Department will reduce the number of accidents/injuries to an absolute minimum.

### **Accident/Incident/Injury Reporting**

Every vehicle accident/incident or work-related injury must be reported immediately to Dispatcher and/or the Area Supervisor or member of the management staff, by telephone, in person, radio, etc. Failure to immediately report an accident/incident/injury will result in disciplinary action up to and including termination. Any damage found after the fact on a Fort Bend ISD owned or leased vehicle will be investigated. If fault is unable to be determined, the last person who drove the vehicle could be held

accountable. Accidents/incidents/injuries will be evaluated on grounds of preventable or non-preventable, severity, injuries, damage, negligence, and the employee's safety record. An employee may be required to submit to drug and alcohol testing.

### **Vehicle Accident Definition**

A vehicle accident is defined as an unplanned event, or series of events, involving a Fort Bend ISD owned or leased operated motor vehicle, on public or private property (including bus yard) that results in any of the following:

- A traffic collision with district property;
- A collision with a fixed object;
- A collision with a pedestrian, bicycle, or animal;
- An undercarriage collision with a driveway, inclined entrance, roadway;
- A non-collision accident such as overturning the vehicle, or running off the road;
- A roll-away collision from a parked position; and/or
- An injury to a passenger inside a Fort Bend ISD operated vehicle due to acceleration, deceleration, stopping, turning, other vehicle movement, or faulty operation

### **Motor Vehicle Accident (MVA)**

For record keeping and corrective action purposes, a Motor Vehicle Accident is defined as a vehicle accident, as described above, which results in death, bodily injury, property damage or physical damage of a dollar amount greater than \$1,000.00 for injury or damage. An MVA, so defined, is to be investigated, recorded, reported to TASB and Risk Management, and may require a drug and alcohol test to be administered to the involved employee in accordance to DOT Standards CFR §382.303. The Incident Review Board must meet, review each MVA, then determine what corrective measures are required for remediation after a preventable MVA. "Preventable" MVA's count against the employee's work record and safety record and will be included in performance ratings. Non-preventable MVA's do not count against the employee's work record or safety record. Appropriate corrective action and documentation will be employed as necessary.

### **Motor Vehicle Incident (MVI)**

A Motor Vehicle Incident (MVI) is a vehicle accident, as previously defined, that results in contact only with another vehicle or object, but does not result in death, bodily injury, property damage, or physical damage no greater than \$999. A MVI is to be investigated, recorded, and reported to the Area Supervisor or member of the management staff. A drug and alcohol test is not required unless there is a reasonable suspicion of use. A MVI does require IRB review, and the employee involved is subject to a behind-the-wheel evaluation or retraining.

A series of MVI's will count against the employee's work record or safety record and will be included in performance ratings. Appropriate corrective action will be handled accordingly.

### **Incident Definitions**

An incident is defined as a miscellaneous event, action, or situation that is unusual and/or important enough to necessitate written documentation. Incidents include passenger injury not arising out of a vehicle accident, occupational accident that an employee reports but claims no injury or declines medical care, passenger behavior problem, route or operational problem, malicious mischief, vandalism, burglary, theft, other criminal act, storm damage, etc. Vehicle accidents and work-related injuries, as defined above, are not considered incidents.

### **Work-Related Injuries/Illnesses Definitions**

A work-related injury or illness is defined as a personal injury or illness sustained by an employee through his/her role as an employee. The injury or illness must arise out of the employee's job duties or out of a relationship with his/her work. An injury results from an occupational accident; an illness results from a job-related exposure to a hazardous substance or condition. Work-related injuries may require the employee to undergo drug and alcohol testing. Preventable work-related injuries will count against an employee's safety record. All work-related injuries/illnesses must be reported to the Area Supervisor or member of the management staff and the employee must fill out all corresponding paperwork as soon as possible.

- **Incidents requiring Risk Management notification**

Any incident resulting in injury or damage, or that potentially exposes the District to claims for damages, legal action, or unfavorable media reporting, should be reported, investigated, recorded, and reviewed by the Safety & Training Supervisor, Director of Transportation and Risk Management. Retraining should take place if the incident involved an unsafe work practice or violation of a safety rule. Such an incident is included in the employee's work record.

- **Incidents not requiring Risk Management notification**

Any incident that does not result in injury or damage or that does not potentially expose the District to a claim for damages, legal action, or unfavorable media reporting does not require notification to Risk Management. Such incident should be reported to the Safety & Training Supervisor to investigate and record. Retraining should take place if the incident involved an unsafe work practice or violation of a safety rule. Such an incident is included in the employee's work record and may result in further disciplinary action.

### **Stay at Work Program**

Fort Bend ISD has a Stay at Work program that will enable some employees injured on the job to recover from injuries while remaining at work. Modified, transitional or light duty assignments will not be extended to employees that have not sustained an on the job injury. The Risk Management Department handles all matters related to Workers' Compensation and such accommodations requires a bona fide offer of employment form to be in file.

### **Preventable Accidents**

By definition, an accident is considered preventable unless a subsequent investigation shows that the driver did everything possible, as an expert driver, to prevent it. Our safety goal is zero accidents. The Transportation Department reserves the right to determine appropriate corrective action for a preventable accident, based on cause, severity, injuries, damage, negligence, the employee's safety record, or other contributing factors. No employee is allowed a certain number of preventable motor vehicle accidents. Each employee is expected to operate his/her vehicle responsibly and safely at all times.

### **Classes of Preventable Accidents:**

Expert drivers have listed certain classes of accidents as being preventable by defensive driving unless thorough investigation shows unusual circumstances quite beyond the driver's control. Preventable accidents include but are not limited to the following:

- **Backing Accidents:**

Responsibility for backing safely is entirely the driver's responsibility. Backing is dangerous only if the driver neglects to make sure the way is clear during the entire movement. The driver is responsible for making sure the way is clear when backing through the use of side and rear-view-

mirrors, looking back, getting out to look, or having someone direct them. However, a guide does not have control of the vehicle, so a wise driver does not risk their record by using an unreliable guide. A defensive driver backs slowly and cautiously from the time they put their vehicle in motion until they stop. It is their responsibility to watch for and be prepared for any change in condition during the movement. Backing should be avoided as much as possible and needs to be called into dispatch for authorization.

- **Intersection Accidents:**

Intersections are dangerous locations because a lot of complex traffic movement is crowded into a small area. Safe passage requires exceptional driving caution. Thorough investigation usually shows that intersection accidents can be prevented. You cannot depend on the other driver to observe the common courtesy and traffic regulations, which would overcome the hazards of intersecting of traffic. Some drivers violate both the rules of common courtesy and traffic regulations. Right-of-way, even when reinforced by stop signs or signals – does not protect you from violators, funeral processions, fire, police and other emergency vehicles.

The defensive driver avoids intersection accidents by faithfully observing all regulations and by approaching, entering and crossing intersections slowly and cautiously. In this manner, they are able to keep their vehicle under control, foresee accident-producing situations and avoid violators. They come to a full stop gradually at stop signs by slowing down, coming to a stop and when necessary, and not proceeding until they are sure they can do so safely.

They respect the right-of-way of the other drivers and yield their own right-of-way when it will prevent an accident. They do not depend solely on light signals or other regulations to protect them at an intersection, but protect themselves by being prepared to avoid violators. Drivers anxious to avoid accidents do not take chances by going through an intersection on changing lights.

An expert driver realizes that a vehicle making turns at an intersection creates a temporary traffic block. They use extreme care when making their turns and are considerate of other drivers making turns. Turning accidents can be prevented by properly positioning the vehicle well ahead of the turn, slowing gradually, signaling and completing the turn only when it can be done safely. The professional knows that they cannot depend on other drivers to use the same care and they are prepared for the possibility that they will turn improperly. A defensive driver never passes another vehicle at an intersection.

- **Pedestrian Accidents:**

Preventing pedestrian accidents at intersections requires the courtesy of allowing them to complete the crossing when the light changes, restrain from startling and confusing them with loud horn blast, and respecting their right-of-way when you are making right or left turns. Preventing pedestrian accidents requires alert watchfulness to avoid “jaywalkers” everywhere including persons stepping out from between parked cars and children darting from curbs in residential areas.

Because of the serious nature of pedestrian accidents, they are to be reviewed carefully and are not to be decided unavoidable unless searching investigation fails to uncover anything that the driver could have done to prevent the accident.

- **Rear-End Collision:**

Accidents in which your vehicle collides with the rear of the vehicle ahead are seldom excusable. A sudden stop by a vehicle ahead is a common occurrence and every driver should be prepared for it. It is a driver's duty to follow at a safe distance and have their vehicle under control. Then, if the vehicle ahead makes an emergency stop, they neither hit it nor do they have to stop so suddenly that they become a target for the vehicle behind them. Rear-end collisions in which the vehicle to the rear strikes our vehicle are certainly preventable when they are caused by sudden stops at intersection, grade crossing, passenger stops and when preparing to roll back before starting up shall also be considered preventable.

Most rear-end collisions can be avoided by foresight in controlling speed and allowing a sufficient space cushion between vehicles, so you can anticipate the need to stop. Stop gradually, not suddenly.

- **Traffic Lane Enforcement Accidents:**

Accidents resulting from passing, weaving, squeeze-plays, shutouts or entering a line of moving traffic have no place in the record of a professional driver. Such accidents are caused by trespassing on the right of others to move in a straight line without interference. The first requirement for passing is to wait for safe clearance, which is regulated by the traffic line ahead, oncoming traffic and following traffic. The defensive driver signals their intention before passing and waits until the driver ahead is aware of the driver's intention. They make sure no driver signals their intention before passing and waits until the driver ahead is aware of their intention. They make sure no driver to the rear is about to pass them. They then pass to the left (except where special regulations direct otherwise) and do not cut back to the right until they are sure of their clearance. They watch for others to pass them, stay to the right and are ready to drop back if the other vehicles cut in too soon.

Weaving, either from lane to lane, or within one lane, is discourteous or can be disastrous! There is no excuse for it. The expert driver drives in a straight line and stays to the right except when passing. In heavy traffic, constant changing of lanes seldom gains times and often causes accidents.

The safe driver is careful in changing lanes and pulling around temporary blocks in their lane, such as stalled or parked cars, street repairs or halted buses.

When entering traffic from the curb or a parking space, the driver should look before starting to move from the curb, signal their intention, then, wait until traffic is clear enough to pull out safely. They should never attempt to bulldoze drivers who might pull out suddenly when they are passing parked vehicles. Signs include drivers sitting behind the steering wheel, front wheels turned out, and exhaust coming out the rear of the vehicle tips them off that they may pull out. Sideswipes and cut-offs involving a professional while he is being passed are preventable when he fails to yield to the passing vehicle by slowing down or moving to the right when possible.

When entering traffic from an alley, driveway, side street, etc., the expert driver comes to a full stop in back of the crosswalk, then proceeds with the same caution as when pulling into traffic from a parking space.

- **Accidents Resulting From Mechanical Condition:**

It is the driver's responsibility to operate within the limits of the vehicle's mechanical condition. It is their job to know the condition of their vehicle and report any faulty mechanical condition for repair. Conservation and care in the use of the vehicle are also part of the driver's job. Any accident blamed on mechanical failure that resulted from a driver's rough or abusive handling shall be considered preventable.

A driver can prevent accidents resulting from mechanical failure by inspecting their vehicle regularly and carefully, reporting faulty conditions for repair, driving within the mechanical limits of their vehicles and refraining from driving in a manner that will abuse the vehicle.

- **Accidents with Fixed Rail Vehicles:**

Drivers always lose a good deal more than their safe driving record when they gamble with a train and lose! If you cannot afford to lose – do not gamble. Trains always have the right-of-way. If a driver is involved in an accident with a train, the accident is considered preventable.

Expert drivers depend on their eyes and ears – not on gates, automatic signaling devices, or watchmen at grade crossings. They keep to the right and do not shift gears while crossing. They do not rush past the tail of a passing train until they are sure there is not another train coming on another track.

- **Collisions with Stationary Objects, Non-Collision Accidents, Unattended Vehicle Accidents and Miscellaneous Accidents:**

Often of minor severity, serious because of high frequency, are collisions with stationary objects (i.e. scraping or striking curbs, buildings, signs, trees, post, bridges, parked vehicles and various overhead obstructions). Such accidents indicate sloppy driving. There is no room for them in the record of an expert driver. They must be considered preventable. "Stationary Objects" do not run into vehicles.

The more severe accidents resulting from overturning, running off the roadway, or colliding with stationary objects sometimes are caused by taking emergency action to avoid another accident. However, the circumstances of such accidents usually reveal that the driver was not driving defensively prior to that instant. If they had, they would not have placed themselves in a situation where emergency action became necessary. Expert drivers do not depend on their skill to get them out of tight spots. It is the driver's responsibility to be sure their vehicle is safely and securely parked when they leave it unattended. "Run-away" accidents, "unauthorized driver" accidents and accidents caused by delay in placing or complete failure to place flares, flags, or other such warning devices shall be considered preventable. When parking, the driver must set the parking or emergency brake, turn the wheels toward the curb, leave in gear and block the wheels, if necessary, to prevent the vehicle from running away. The ignition key should be removed if the driver is going to be out of sight of their vehicle.

Flares, flags, etc. should be placed properly and promptly if it is necessary to stop on the roadway or in other obstructing positions. Passenger accidents caused by sudden starts or stops, or other faulty driving practices, must be classed as preventable

- **Accidents Blamed On Adverse Weather Conditions:**

Rain, snow, fog, sleet or icy pavement has never caused an accident. These conditions merely add more hazards to driving and make the normal hazards worse. Drivers who do not adjust their driving to meet these conditions cause accidents. Accidents blamed on skidding or bad

weather conditions are classified as preventable.

- **Seat Belts:**

Seat belts do save lives and will be worn at all times when operating a motor vehicle for any distance. Statistics show that most serious accidents occur within 25 miles from their destination.

- **Student Seat Belts:**

Transportation personnel will inform all passengers of mandatory seat belt use requirements and remind them when situations warrant. Vehicle operators, monitors, and student event sponsors or coaches will enforce this policy by employing verbal commands, seat reassignment, and or formal documentation. Personnel will take immediate action that is most appropriate for passenger safety while considering the age, maturity, and comprehension level of each individual passenger.

### **Retraining**

Retraining should be based on the primary or root accident cause, secondary or associated accident causes and any defects noted in the behind-the-wheel evaluation. It can include classroom training, safety films, behind-the-wheel training, accident scene review and other training resources or materials. Retraining should be scheduled to take place within three (3) working days after the accident/incident occurred.

### **Procedures Regarding Preventable Incident/Accident**

The following corrective action procedure is the minimum requirement where a motor vehicle accident (MVA) is determined preventable.

- **First preventable:**

- 1. Take appropriate corrective action;
- 2. Review the Safety & Training Supervisor's evaluation of the employee's driving skills;
- 3. Reduction to the lowest rank or removal from the supplemental duty list or field trip bidding process for a specified period; and
- 4. Removal from interdepartmental supplemental duty list for a specified period.

- **Second Preventable:** If this is the second preventable incident/accident within one Calendar Year/School Year (CY/SY):

- 1. Take appropriate corrective action;
- 2. Review the Safety & Training Supervisor's evaluation of the employee's driving skills;
- 3. Mandatory retraining;
- 3. Reduction to the lowest rank or removal from the supplemental duty list or field trip bidding process for a specified period; and
- 4. Removal from interdepartmental supplemental duty list for a specified period.

- **Third preventable:** If this is the third preventable incident/accident within one CY/SY:

- 1. Employee will be issued a formal written directive and the appropriate corrective action taken, up to and including recommendation for termination by the Director of Transportation.

### **Incident Review Board**

The purpose of the Incident Review Board is to review all motor vehicle incidents and accidents. Non-

vehicle work-related incidents rising to the level of department wide policy change or notification will also be discussed in order to identify the root cause and recommend prevention measures. The IRB is also responsible for detecting and eliminating unsafe conditions, practices, and procedures. This can be done through the IRB's review of incidents, accidents and injuries, through safety inspections and recommendations to the Area Supervisors and/or Assistant Director of Transportation. The IRB is responsible for promoting safety awareness among employees. The IRB is made up of one Vehicle Operator from each center; a Fort Bend Police Department representative; an Assistant Director from each center; the Training Coordinator; and a chairperson. A chairperson, which will be a full-time Executive Assistant will be selected to serve at least two consecutive school years to gather information and schedule meetings. In order to be considered for election to the IRB, vehicle operators shall not have any preventable incidents/accidents, preventable on the job injuries or recorded counseling for professional shortcomings from the previous twelve (12) months.

### **Safety Meetings/Workshops**

Employees are required to attend in-service and safety meetings/workshops as part of their working agreement. Safety meetings/workshops provide important information such as reviews of accidents to determine preventability, outlining steps to prevent future accidents of the same type, recognition of safe drivers, suggestions for promoting safety and identification of potential safety hazards. If an employee, for justifiable reasons, misses their series safety meeting/workshop, attendance at another series meeting/workshop is required. Unexcused absences will result in corrective action.

### **Personal Protective Equipment**

Employees who are required to use personal protective equipment such as seatbelts, safety glasses, cover goggles, masks, welding goggles, welding aprons, gloves, and mitts are to use the equipment as established by safety guidelines. The employee is responsible to see that the equipment is in good operating condition and fits properly.

# EMERGENCY OPERATING PROCEDURES

## **Driver's Role-Incident with Serious, Life-Threatening Injury**

When dealing with an incident with serious, life-threatening injuries, the employee is to use the radio/cell phone to call the Dispatcher and request emergency medical assistance. Provide full description of situation and location of bus.

## **Driver's Role-Incident "Non-Serious, Non-Life-Threatening Injury"**

In case of sudden illness, vomiting, minor bleeding such as nosebleed or if a student is injured on the bus, or if any incident occurs which may result in any injury, (i.e. a student falling, bumping head, etc.), contact the dispatch office with a full description of the injury or illness. The driver should assist the student in the best manner possible. The driver may be instructed to take an ill/injured student to the nurse's office upon arrival at school. The incident must be reported to the Dispatch office, the school nurse, and the parent(s). An incident report must be completed once the driver returns back to the Transportation office and turned in to their Area Supervisor for review and filing.

## **A1 - Dispatcher's Role-In an Emergency and/or Accident**

The Dispatcher will call for assistance of police, ambulance, and/or fire truck and instruct the driver if they are to stay at the current location or to proceed to the nearest school, hospital, or fire station. The Dispatcher will also notify Safety & Training Supervisor, Area Supervisor, Assistant Director and/or Director of Transportation. The Dispatcher will notify campuses affected and will make the necessary arrangements for the transportation of other students and the coverage of the route. The Dispatcher will be responsible for creating a summary e-mail alert notification. The Director of Transportation will provide updates to the Executive Director of Transportation and Communications Coordinator.

## **A2 - Driver's Role-Accident Procedure Checklist**

- Radio Transportation Office;
- Exact location of vehicle;
- Inform of evacuation status;
- If student evacuation is not necessary, do not allow any student to exit your vehicle without express consent from a Peace Officer, Campus Administrator, or Transportation Official;
  - If students are allowed to leave scene, record their name and that of the adult(s) responsible for them.
- If student evacuation is necessary, do not allow any student to leave your charge without express consent from a Peace Officer, Campus Administrator, or Transportation Official;
- When An Employee is in an Accident and not seriously hurt, the employee needs to act to prevent further damage or injury;
- If the vehicle is involved in the accident, ask dispatch if you are permitted to move your vehicle away from where the incident or collision took place. This will help prevent another accident and allow traffic to flow.
- Secure bus (with parking brake engaged and engine in neutral.);
- Shut down engine;
- Turn key to auxiliary power;
- Activate emergency hazard flashers;
- Remain calm and reassure students;
- Check for fire or possibility of fire;

- Decide if students need to evacuate school bus;
- Check for injured students;
- Administer first aid if necessary until EMS arrives;
- Set up reflective triangles (If bus is without passengers or another capable adult can assist you when students are involved);
- Record seat locations as well as full name, age, gender/sex, ethnicity (refer to seating chart);
  - Student information must be collected by a single adult. DO NOT pass a sheet of paper to students and expect them to record appropriate information.
- Fill out information on the Accident Report Kit; and
- Complete written statement immediately after incident at layover or after returning to transportation center.

### **A3 - Incident/Accident Investigator's Role - After Site is Secure**

- Do not discuss fault or admit guilt of incident/accident;
- Only allow Fort Bend ISD Personnel, Police, Fire, and EMS staff on the bus;
- Fill out accident report:
  - Note down the time and date of the accident;
  - Write down any unusual weather or street conditions;
  - Record the name, address, and the telephone number of the other driver;
  - Record name of insurance company and policy number;
  - Record make, model, and license number of other vehicle;
  - Exchange driver information (Drivers are required to give their name, address, driver's license number, and vehicle information to others involved in the accident);
  - Secure a list of your students names or seating chart as to where student were at time of accident
- Communicate with dispatch any other needs, such as finishing route or the need of a relief bus if the bus is inoperable;
- After the Police have released the driver from the site, the decision will be made if the driver will complete the run or be replaced by a relief driver. Employee may be asked to accompany the Safety & Training Supervisor for a post-accident drug/alcohol testing. When drug/alcohol testing is required, the employee must stay in the presence of the Safety & Training Supervisor or designated individual until the testing is completed. Driver must submit a written statement of the accident to the Safety & Training Supervisor, describing the details of the accident.
- Do not release any child to their parent without the Campus Administrator, Department of Public Safety (DPS), or Transportation Office's approval.
  - Once authorized, check and record identification of parent/guardian and student. Students can only be released to their parent/guardian or individual designated by onsite campus personnel.

### **Additional Information Concerning Incidents**

If the driver becomes aware that the other driver is going to leave, attempt to write down the license plate number of the other vehicle and a brief description of driver and vehicle. Facts relating to the accident should be discussed only with investigating officers and school officials. If questions arise, other than basic information exchange, refer all questions to the Director of Transportation.

### **A4 - Assistant Director Role**

The 1<sup>st</sup> - Assistant Director, 2<sup>nd</sup> – Safety, & 3<sup>rd</sup> - Training Supervisor, or Area Supervisor reports to the accident scene to investigate and gather all information from involved parties. She/he will telephone the Executive Director of Transportation at the earliest possible time with all pertinent information

concerning the incident/accident. Within twenty-four (24) hours of the incident, a complete accident report must be delivered to TASB and Risk Management so that the insurance adjuster may be contacted. The transportation center Director will check the accident report for completeness, particularly the narrative description of the accident. A police report must follow as soon as released by investigating agency then be included with the pertinent incident documents for review at the upcoming IRB.

### **B1 - Emergency After-Hours Procedures**

If a driver is involved with an emergency (breakdown or accident) after the Transportation Department facility is closed for the evening or on the weekend, please follow these guidelines:

- If the bus has a radio, attempt to make contact;
- Contact FBISD Police Department;
- If there is not a response, attempt to contact appropriate Transportation Department personnel by telephone. The phone numbers are listed on the field trip ticket sheet. Follow all breakdown/accident procedures; and
- Follow steps in section **A2** of this handbook 'Driver's Role-Accident Procedure Checklist'.

### **B2 - Mechanical Breakdown**

Move bus off roadway if possible to prevent an accident. Secure bus (parking brake engaged; engine in neutral). Turn off ignition switch and remove key. Activate emergency hazard flashers and place reflectors in recommended positions if conditions warrant (Follow steps in section **A2** of this handbook 'Driver's Role - Accident Procedure Checklist').

Turn the key to accessory. Use radio if operating. Communicate the bus location, suspected mechanical failure, number of children on the bus, number of children left to pick up or deliver and schools served. The driver should remain with the bus. Dispatch will notify campus or parents of any delays and arrange to get assistance as needed.

If you have a breakdown after the Dispatch office has shut down for the evening or weekend please follow the same after hours Emergency Procedures as previously stated.

Student safety is the highest priority. Keep students on the bus in most cases. Safety conditions may warrant evacuation of the bus. If students are evacuated, the driver should give precise instructions as to where students should relocate and what they should do.

- ✓ **Student Management tip:** Give students specific duties they must perform during evacuations or daily routes. This works especially well for elementary students and gives them a sense of responsibility and independence.

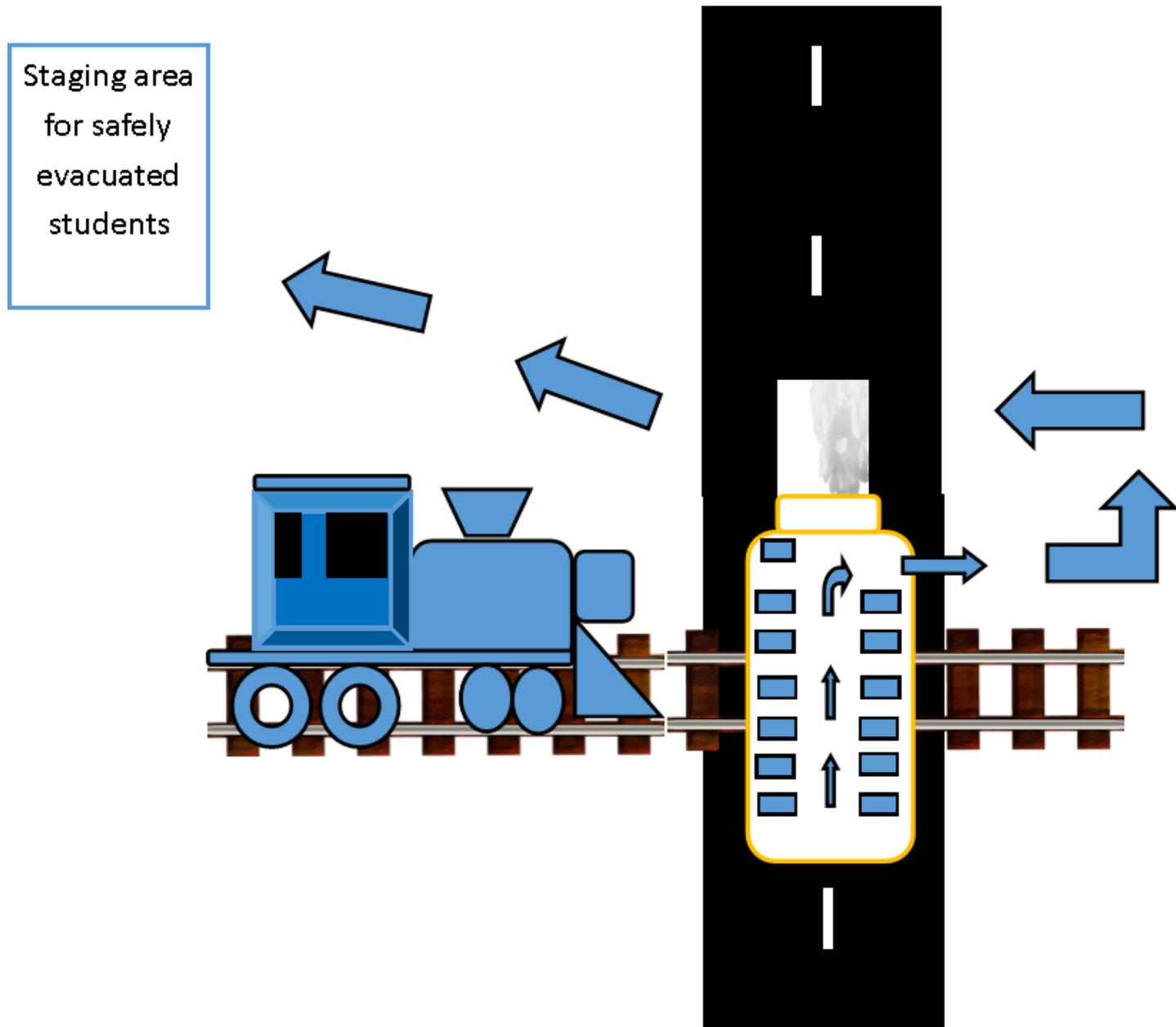
Example:

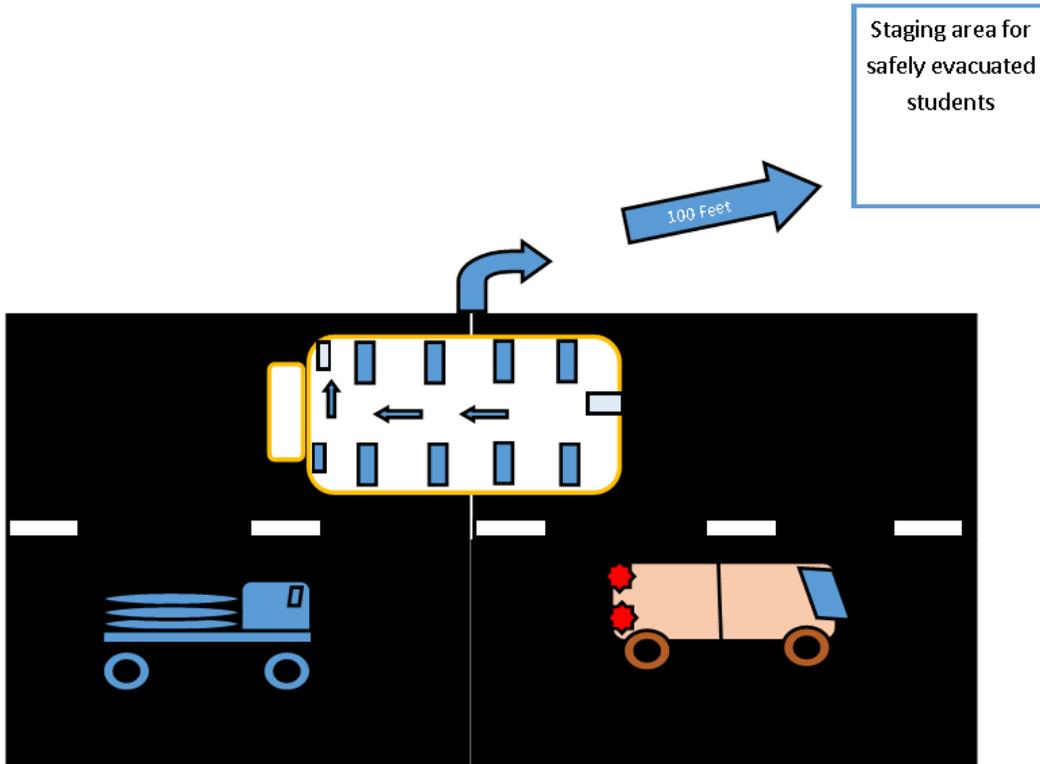
- 1- Count every student as they board the vehicle;
- 2- Close all windows after second to last student disembarks; and/or
- 3- Alert driver of missing student before departing school loading zone.

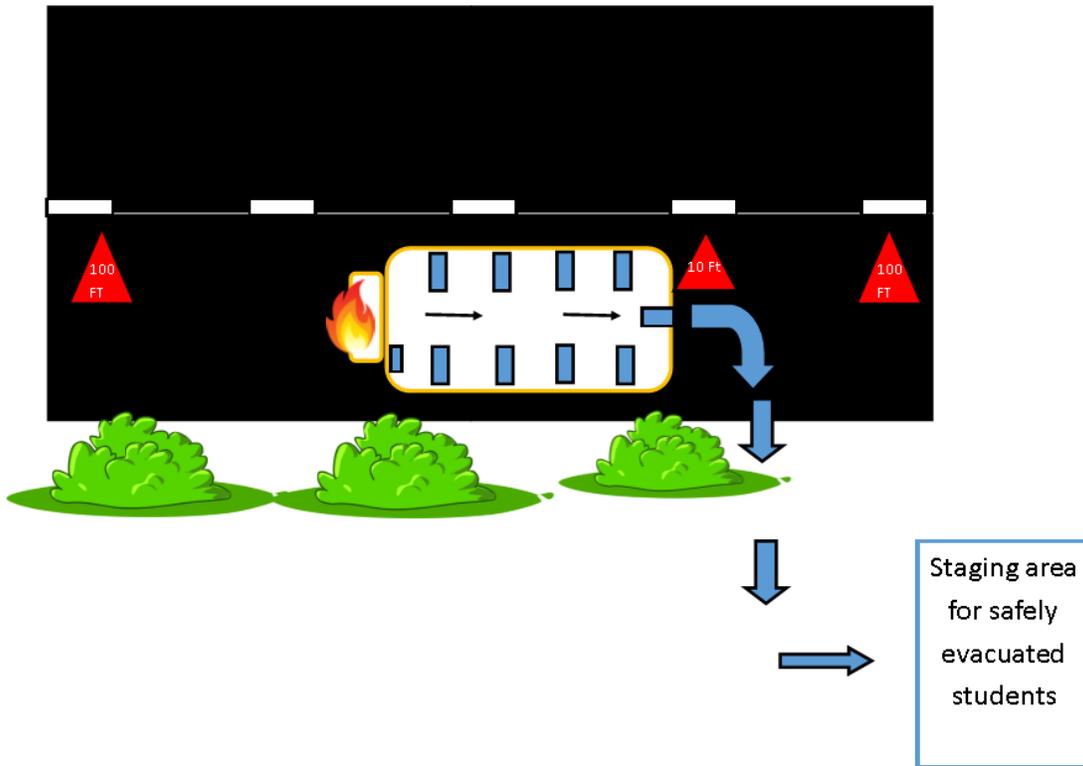
### **Samples of appropriate evacuations:**

- If your vehicle is broken down on train tracks you evacuate in the direction of oncoming train and away from the tracks to prevent being hit by debris after collision or rail cars that leave the tracks.

- If accident/incident leaves your vehicle or others smoking or on fire evacuate as far from the burning vehicle(s) as possible and use solid structures as barriers to debris and explosive concussion.
  - o Do not assume your smoking/burning vehicle will not explode because it is diesel. We use buses/cars that employ several different types of fuels.
- If your vehicle is broken down on a busy thoroughfare and you have good reason to believe your static location will incite a collision that may injure students.







Upon arrival, the relief bus will stop in line with and as close as possible (leaving room to exit without backing) to the rear of the disabled bus. Drivers of both buses will activate the alternating red flasher lights (loading lights) prior to transferring students from one bus to the other.

The driver of the disabled bus will open the door, get out of the bus and stand to the front of the door. The driver of the relief bus will open the door, get out of the bus and stand to the back of the door. The driver of the disabled bus will instruct students to change buses in an orderly manner staying in a single file line. Both drivers are expected to observe the entire transfer of students.

The alternating red flasher lights (loading lights) on each bus should be deactivated as soon as all students are on the relief bus. After all students have been loaded on the relief bus, the regular driver should complete the route. The driver of the relief bus will assist in getting the broken down bus back to the facility unless instructed otherwise.

### **Emergency Campus Evacuation Procedure**

In rare cases, when a campus needs to be evacuated, Bus Drivers will be contacted to assist. Specific instructions will be given to the driver as to the procedures that need to be followed. This will include the alternate site location the driver will be transporting the students. A student roster and drop off location will need to be documented by the driver.

## Emergency Bus Evacuation Procedure

Steps to be used if bus is broken down in an unsafe area or if smoke/fire has been detected:

- Remain Calm;
- Identify danger or location of fire;
- Decide which exit or exits will be used;
- Radio Dispatch Office with location and cause of evacuation;
- Drop radio microphone out driver's window;
- Drop First Aid Kit out window or hand to a student;
- In firm voice instruct children;
- Identify door helpers and line leader;
- Identify exit/s to be used;
- Identify location 100 feet away from bus where students will walk towards;
- Railroad Crossing: 45° angle and toward the direction of oncoming train;
- Instruct students to wait for individual seat dismissal and leave all items behind;
- Dismiss door helper and line leader;
- Dismiss alternating seats while visually checking floor area for hiding or scared students;
- Driver exits bus last and joins students at designated area;
- If time allows, take reflective triangles and student information;
- Check student count; and
- Set reflective triangles to secure site.

## Clear Radio Communication

The radio is for communication that must be handled immediately (i.e. accidents, breakdowns, etc.), not routine communications. Before transmitting, make sure no one else is speaking over the radio system.

- **Power**-Turn on and set volume before leaving the terminal (OFF-ON SWITCH).
- **Volume**- Affects only drivers' reception. It does not change the outgoing signal transmitted.
- **Microphone Button**-When placing a call, pick up the microphone and press the microphone button. Wait one second before speaking. (This turns on the transmitter and cuts off the unit's receiver.) Release the button and listen for response. Remember: PRESS TO TALK- LIFT UP TO LISTEN
- **Transmitting**- Speak clearly and use a normal tone of voice. All messages should be transmitted in as few words as possible. Identify the route or unit number: "This is bus # \_\_\_\_ to base". Remember: Only one person can transmit at a time. Wait until all transmissions are cleared before replying or calling. The word "clear" indicates the end of a transmission.

The best method for the Dispatcher or Shop Personnel to contact a driver is by route number over the radio. Drivers should continually listen to the radio, especially for the route number the employee is driving.

When identifying any student, please give the student's last name and first initial, along with the campus the student attends. Example: "Smith, J attends Johnson Ranch Elementary."

If there is an emergency, keep the airwaves clear unless the Dispatcher calls a route number for assistance.

## Radio Guidelines

- Always keep the radio on and the volume loud enough to hear.
  - ✓ **Student Management tip:** If students are too loud ask them to quiet so you can hear your radio in the case of emergency.
- Do not use the radio to discuss scheduling problems that should be handled upon return to the transportation facility.
- Do not use the radio to document times at stops or “no shows” unless office personnel has specifically asked for this communication.
- All drivers should carry a timepiece daily, not to include a cell phone, and should avoid calling dispatch for times.
- Do not ask the Dispatcher to call the school to check on a student. If there is a question about a student, the driver should ask the campus representative before leaving the campus.
- No profane or abusive language.
- No personal messages.
- Return the radio microphone to the microphone hook after each use. Do not hang the microphone from the mirror or sun visor.
- Communicate with the Dispatcher only, unless special circumstances make it impossible (i.e. out of radio transmission range, outside of regular operating hours or out of area field trips). This will assist in the reduction of lateral communication.

Make sure no student is able to use your radio (unless in an emergency). Listen for traffic updates such as accidents, a congested traffic situation or vehicle breakdowns. By listening, the driver will have knowledge of a possible traffic congestion situation and the driver will avoid an unnecessary, redundant, radio call.

## Dealing With Radio System Violations

Any employee who is violating the radio procedures and/or FCC rules will be reported immediately to the Area Supervisor. Radio transmissions are to be kept for urgent matters only; communication needs to be kept professional. As a tool, 2-way radios are equipped with a caller identification system. Corrective action will be taken on any reported and identified radio violations.

# STUDENT MANAGEMENT

## STUDENT MANAGEMENT

### Tending to Children on Buses

All employees need to be on the bus to greet students prior to the children being dismissed from school. When students are loading or unloading at a campus, it is recommended that all drivers take a knee by placing your right knee on the driver's seat while facing the door and the aisle. This will give the driver clear visibility of students loading and unloading at campuses. **"Child checks"** need to be performed at the end of each run to ensure no student is left on the bus. (Note: Students may fall asleep, even in the morning.)

Check at each campus to make sure all students disembark at the appointed campus. Perform a **"child check"** between afternoon runs (preferably before leaving a subdivision) and after the completion of the final run. A child check could save a student's life. Failure to comply with this procedure will be grounds for disciplinary action, up to and including termination.

### Driver and the Student

The driver and/or bus monitor are usually a student's first contact with school each day. Greet and show interest towards the student. Behavior problems can be reduced when a student feels welcome on the school bus. Some students suffer from physical and/or emotional isolation and low self-esteem. The manner in which the student is treated can determine how the student will behave along with the student's overall attitude.

### Passenger Seat Belts

The district shall require a student riding in a vehicle operated by or contracted for operation by the district to wear a seat belt if the vehicle is equipped with seat belts for all passengers on the bus. The district may implement a disciplinary policy to enforce the use of seat belts by students (*S.B. No. 693 and Texas Education Code 34.013 Bus Seat Belts Policy*). Passenger seat belt use must be enforced. Any passenger who refuses to comply will be redirected and instructed in accordance with our student or staff accountability practices.

### Basic Principles

- Be friendly: Respect other people as persons, regardless of race, color, creed or economic status;
- Exhibit emotional control: "Keep your cool";
- Be punctual and dependable: Show up and be on time;
- Balance honesty and firmness: Part of being honest means recognizing that one develops special feelings "for" or "against" other people. Recognize that this happens, but try to treat everyone fairly and without "favoritism";
- Practice good speech: Driver language should be free of abusive remarks and should be clear, unhurried and calming;
- Maintain good physical condition: Never drive when severely ill or under the influence of alcoholic beverages or drugs;
- Maintain good appearance: Appropriate dress, neat personal appearance and cleanliness make favorable impressions on others and influence positive reactions:

- ✓ **Student Management Tip:** If you want students to perform in a safe and mature manner, you must look the part. What attire garners more respect and compliance with safety instructions from an authority figure?
- Establish and maintain good driving habits: This will create a feeling of security on the part of all the other people within the working environment; and
- Employees should not release their personal cell or home telephone number to parents or students. When a patron needs to contact Transportation Department, please release the Customer Care Line: (281)634-4077.

### **Driver and Student Behavior**

The following are some general guides that can be used to encourage correct behavior on the bus:

- Maintain a clear set of rules and enforce them consistently. Students need to know their boundaries on the bus. Set rules and behavior limits early. Don't wait until misconduct occurs.
- Let children know the reasons for the rules.
- If your bus is equipped with passenger seatbelts, let your students know that they are expected to wear them at all times. Make a friendly announcement to "buckle up for safety" after loading at each bus stop and/or before leaving the school loading zone.
- Stop undesirable behavior as soon as it is noticed. A student often cannot stop "bad behavior" on his or her own and the driver must intercede. The longer negative behavior is allowed to go on, the harder it will be to stop when the behavior becomes intolerable.
- When correcting students, be brief and clear. State the reason for the correction. Praise the student later if they have maintained good behavior.
- Do not belittle or ridicule students, it will only cause resentment.
- Expect a student to maintain high standards. A student will not learn the skills they need or feel good about him or herself if negative and unacceptable behavior is allowed to continue.
- Warning of corrective action should be used sparingly. When used, a warning should be backed up with action. Do not issue a consequence and not follow through. Think before you speak.
- Desired actions should positively and specifically be described (i.e., "give Diane her book and go back to your seat," instead of "cut it out and sit down!")
- Do not "save up" the mistakes a child makes. Work on each one as it occurs.
- Do not judge a child's ability by outward appearance.
- Treat children as individuals. Learn the students' names. Be friendly (but not buddy-buddy). Compliment students when they do well.
- Do not employ sarcasm or vague language when communicating rules and standards to students.
- Be patient.

Safety rules should be strictly enforced. Drivers may use some discretion in the enforcement of other behavior rules. Students will often "test" a new driver; therefore, it is recommended that all rules be strictly enforced.

While explaining to students the reasons for both posted and non-posted rules, it is important for drivers to emphasize concern for safety, which is the overriding factor in all cases. Students deserve to know that bus behavior rules are developed in order to ensure a safe and comfortable trip for everyone on board.

### **Dealing with Unsatisfactory Conduct**

Current procedure requires school bus drivers to request appropriate behavior of students. Drivers should base their actions on a few simple principles: **Safety, Equity, Order, and Rights**. Any student

involved in what the driver considers misconduct, or unsafe behavior, will use the following procedure: Any out of the ordinary situation should be recorded in a daily ledger/spiral notebook. If all went well that day then record "no known incidents." This is done on morning and afternoon routes each day.

### **Use of Conduct Reports**

If student misconduct continues after the driver has exhausted all of their resources, then a conduct report is filled out using the Bus Conduct Form. A progressive disciplinary system is in place. Be specific about what the student has done. (i.e. The student was throwing paper at another student.) Do not use the other student's name on the conduct report, additional information may be included in a note and attached to the conduct report.

### **Bus Conduct Report Procedures**

The bus driver must exhaust every avenue before a report is made using the Bus Conduct Form. The bus driver must first counsel with the student to let him/her know what the infraction is and that there will be consequences if the negative behavior is not corrected. If the negative behavior continues, the bus driver may move the student to another bus seat, and communicate to the student that this step is considered a verbal warning. Record your actions using the Student Management form. Upon addressing three (3) occurrences of Level 1 issues, turn in your form along with a Bus Conduct Report.

- On the first Bus Conduct Report, the bus driver will write the infraction on the Bus Conduct Form, and turn into Area Supervisor. Then, the form goes to the student's home campus. The campus administrator may counsel with student and/or may call parent/guardian to discuss the behavior improvement plan in an attempt to correct conduct.
- On the second Bus Conduct Report, the bus driver will write the infraction on the Bus Conduct Form, and turn into Area Supervisor. Then, the form goes to the student's home campus. The campus administrator may counsel with student and/or may call parent/guardian to make aware of the seriousness of the situation. On the third Bus Conduct Report, the bus driver will write the infraction on the Bus Conduct Form, and turn into Area Supervisor. Then, the form goes to the student's home campus. The campus administrator may call parent/guardian to explain the situation and notify them of corrective measures.

### **Corrective Action by Driver - Scope and Limits**

Drivers are not allowed to punish students, but may require them to sit in assigned seats in order to control behavior problems. Drivers may not require any student to leave the bus before the student has reached his or her destination. However, when conditions on the bus become extremely difficult, it may be necessary for the driver to stop the bus and counsel the students until the situation is safe enough to permit finishing the route. This type of situation must be reported to the Dispatcher. Drivers must promptly report any student who attempts to carry a weapon on board a school bus. Under no circumstances should any student be discharged from a bus except at the student's home campus, authorized stop, or without the Transportation Department Office's specific approval.

A driver should not touch a student except in the case of an emergency or to render the appropriate social greeting.

### **Law Enforcement and Other Support Group Request**

- Weapon Protocol
  - When a student brings a weapon onto the bus, it will need to be reported to law enforcement and the student's home campus. Bus Drivers should use the abbreviation "BID" for "Bus-In-Danger". Upon transmission of the code, the dispatcher will know to implement

the protocol to address such an emergency. You will receive more detail information about the protocol through your bus driver training.

- Code Adam Protocol
  - A “Code Adam” is to inform everyone of a missing student. When dispatch announces such a code, pay close attention to the instructions that will follow. The first inquiry is for the “group” of buses servicing the campus of the missing student. The dispatcher will provide a detail description of the student to include: name, gender, age, grade, ethnicity, color of shirt, pants, shorts, shoes, etc. Once transmission is received, you are to pull over at a safe location, secure the bus, and physically walk the bus asking your students their name and looking for a student that may match the description. After you have walked the bus, call dispatch and clear yourself so you can be marked off the list. The above protocol is to be followed by all buses in the group until the student is found or all buses have been cleared.
  - If the student is not found in any of the group buses, then dispatch will call a “Be On the Look Out” or BOLO and will repeat the detail description of the student. A BOLO engages all buses that are out in the field to be alert for a student matching such a description that may be walking in their neighborhood.
  - Other instances when Law Enforcement officers may be called to assist with problems on your bus is fighting; major disruption; or extreme safety concerns. Request for assistance should only be made if a problem has become out of control and the safety of the students and/or driver is in question. Such request for assistance from any law enforcement agency or other support agency due to student discipline issues must be made through the Dispatcher.

### **Vehicle passenger’s Safety Rules**

Student conduct that distracts the driver, endangers the safety of other students, or demonstrates a willful disregard for transportation rules will be reported for corrective action. Rules and standards of conduct on the school bus include but are not limited to the following:

1. The bus driver is in charge of the bus. Students must follow the driver’s directions and instructions at all times.
2. Students must arrive at least ten (10) minutes early at their bus stop. Drivers will not wait for students who are not on time.
3. It is the parent's responsibility to supervise their children to and from their assigned bus stop.
4. Students waiting for a bus should not stand in the roadway. They should wait ten (10) feet from the edge of the road for safety.
5. Students are to enter the bus in an orderly manner and sit in their assigned seat. If the bus is equipped with passenger seatbelts, the student must make use of such equipment by buckling up at all times. The bus driver will assign seats to all students. Seat assignment is at the discretion of the bus driver and may change at any time.
6. Students are to remain seated, facing forward at all times between the pick-up and drop-off point. All portions of a student’s body are to remain inside the bus. It is unsafe for a student to move around within the bus while it is in motion and it is unsafe for any body part to be out a window.
7. Students are to be silent during any railroad crossings. This ensures that the bus driver can listen for any possible approaching train.
8. Due to the risk of choking and/or allergic reactions (oneself or others), food and drink (excluding water in a bottle) are not permitted to be consumed on the bus.

9. Tobacco, in any form, (i.e. e-cigarettes, lighters, matches or any other item of this nature) is prohibited.
10. Students may not have in their possession any weapon (including toy look-alikes): explosives, fireworks, knives, unsheathed sharp-pointed items, pea-shooters, water balloons, laser pointers or any other articles that might cause pain or injury to others.
11. Skateboards, scooters, bicycles are not permitted on the bus.
12. Bulky objects that cannot be held in the student's lap are not permitted on the bus: school projects, band instruments, etc. No objects may block the aisle or emergency exits.
13. Animals/pets (i.e. lizards, frogs, insects, spiders, dogs, cats, rats, etc.) must be transported by parents. They are not permitted on the bus.
14. Helium filled and/or any other type of balloons are not permitted on the bus.
15. All electronic devices (i.e. videogame consoles, MP3 players, cell phones, etc.) should be safely stored and secured while in transit. If they cause a distraction for the driver in any way, they will be recommended for confiscation.
16. Students should not leave anything on the bus. All valuables are the responsibility of the student. The Transportation Department takes no responsibility for breakage or loss.
17. Throwing, shooting, blowing wads of paper, peas, pins or other articles is unsafe and not permitted.
18. No items are to be propelled or thrown out the window. (The student and parent/guardian shall be held responsible for any damages that result from such an act.)
19. Littering, throwing or propelling objects inside the bus is not permitted.
20. Wrestling, fighting, pushing, scuffling or horseplay is unsafe and not permitted.
21. Defacing or vandalizing, including but not limited to cuts, scratches, and/or marks, a school bus is not permitted. *The parent/guardian may be held financially responsible for the cost of repairs and the student will not be permitted to ride the school bus until restitution is made.*
22. Using profanity, vulgar language, obscene gestures, unnecessary conversation, loud noises, offensive gestures, offensive materials, engaging in verbal abuse (i.e. name-calling, racial or ethnic slurs or derogatory comments) is not permitted.
23. Students riding to school will not be permitted to exit the bus except at their school. Students riding home in the afternoon may not exit the bus except at their designated stop.
24. Students must ride the bus to which they are assigned. Students may not board another bus without written permission from the campus and/or the Transportation Department.
25. There are no on/off privileges. Once a student boards their bus, they may not exit the bus except at their designated stop or school; except if, a parent/guardian is at the bus and their identification is checked.
26. Secondary students participating in after-school activities must obtain a pass from the sponsor of the after-school activity, *daily*, to board the after-school shuttle bus.
27. No one is to stop or interfere with the movement of the bus.

\*Students are permitted to carry their lunches or school permitted snacks while on the bus, however, they must be sealed/closed and inside their closed backpack while on the bus.

### **Student Safety Tips**

- Loading and Unloading the School Bus:
  - Be at the bus stop 5 minutes before the scheduled pick-up time (drivers will not wait);
  - Stand a safe distance (10 feet) from the roadway where you can be seen by the driver;
  - Keep an eye on the traffic and do not play around;
  - Before the bus arrives, form a single file line and be prepared to load;
  - Do not approach the school bus until the driver signals;

- If you miss the bus, go home immediately and notify your parents. **NEVER** chase after the school bus;
  - Do not shove or push;
  - **Always stay out of the DANGER ZONES;**
  - When the driver signals; WALK quickly to the bus, use the handrails and steps, one step at a time;
  - Go directly to your assigned seat. If the bus is equipped with passenger seatbelts, buckle up at all times. The bus will not move until all students are seated;
  - Stay seated until the bus has come to a complete stop (stopped, brake engaged and doors opened);
  - Use the handrail and take one step at a time exiting the bus;
  - Wait for your turn to leave. Pushing and crowding will only slow exiting and cause an accident;
  - ALWAYS cross in FRONT of the bus, NEVER cross BEHIND the bus;
  - Always wait for the driver to signal to cross the street;
  - Always look both ways when crossing the street; and
  - If you drop an item near or under the bus, do NOT go after it. Notify the driver or wait until the bus has pulled away from the stop before retrieving the item.
- Crossing the Street:
    - All students exiting the bus and having to cross to the left side of the roadway shall exit the bus and move to a point 15 feet in front of the right bumper and wait for the driver to signal that it is safe to cross.
    - When crossing to the bus, look both ways after driver signals and when it is safe to do so, cross the road – walk quickly. When exiting the bus, after driver signals, walk to the edge of the bus, look both ways and continue across when it is safe to do so.
    - NEVER run across the road upon exiting. Please remember, NEVER cross behind the bus.
    - **Caution!** Be alert for vehicles that do not stop when the bus is loading or unloading students.
- Accidents or Emergencies:
    - Remain as calm as possible;
    - Follow the driver's instructions;
    - No student or employee may leave the scene of an accident unless released by Emergency or Transportation Department personnel after the investigation is complete; and
    - For evacuation:
      - The student designated by the driver will open the door and hold it open.
      - Evacuation will start with the seat nearest the front door unless otherwise instructed.
      - Exit the bus in a single file line as quickly and quietly as possible.
      - Move a safe distance away from the bus and away from any traffic; at least 100 feet.
- Electronic Devices:
    - Students may use their own personal electronic and telecommunication devices, while on the bus, with headphones. Students are discouraged from sharing their devices with other students. The bus driver may terminate this privilege if the use of these devices becomes disruptive to the bus ride.

- Assigned Seating:
  - Fort Bend ISD requires that all school bus drivers assign student seating to all students riding the bus at all grade levels. It is suggested that male and female students are separated and that students are seated with the youngest to the front of the bus. Students are required to sit in their assigned seat; they are not permitted to refuse the assigned seat. The driver may reassign the student’s seat. The student is not permitted to refuse another student a seat if the other student is assigned to the same seat.

**Student Safety and Corrective Measures**

- Transportation is a privilege
  - That privilege is contingent upon the student following the policies, rules and standards of conduct. Students being transported by Fort Bend ISD school buses shall comply with the Fort Bend ISD Bus Rider’s Safety Rules and the Fort Bend ISD Student Code of Conduct. Any student who fails to comply with the established policies, rules and standards while under the charge of a district employee or using district services shall be subject to disciplinary action and may be denied transportation service. When denied transportation service, the parent is responsible for arranging the student’s transportation to and from school.

| <b>Examples of Infractions</b>   |   |   |   |
|--|---|---|---|
| <ul style="list-style-type: none"> <li>• Standing up while bus is moving</li> <li>• Out of assigned seat</li> <li>• Loud voice</li> <li>• Not seated “on pockets”</li> <li>• Gum</li> <li>• Food</li> <li>• Getting on/off at the wrong stop</li> <li>• Refusing to use passenger safety restraints &amp; proper protective equipment</li> </ul> | <ul style="list-style-type: none"> <li>• Throwing objects on the bus</li> <li>• Arguing/disrespectful towards the bus driver</li> <li>• Profanity</li> <li>• Inappropriate physical contact</li> <li>• Verbal altercation with another student</li> </ul> | <ul style="list-style-type: none"> <li>• Profanity directed at the bus driver</li> <li>• Physical altercation: slapping, kicking, hitting, pushing</li> <li>• Throwing objects out of the bus</li> <li>• Throwing items at or near the bus driver</li> <li>• Vandalism to the bus</li> <li>• Any action that necessitates a delay in completing the route</li> <li>• Threats towards a student</li> <li>• Possession of a knife (less than 5.5 inches)</li> <li>• Bullying</li> </ul> | <ul style="list-style-type: none"> <li>• Possession of drugs, alcohol, or tobacco</li> <li>• Assault of a student</li> <li>• Assault of the bus driver</li> <li>• Threats towards the bus driver</li> <li>• Possession of a knife (more than 5.5 inches)</li> </ul> |

**Possible Consequences**

|  |   |
|--|---|
| Conference with student                | Temporary or permanent seat reassignment        |
| Driver documents behavior              | Inform adult guardian of infraction at bus stop |
| Alert campus personnel in loading zone | Temporary or permanent bus suspension           |

Violations of the following rules may necessitate an immediate suspension of transportation privileges as

well as campus disciplinary actions made in accordance with the student code of conduct:

- Using or possessing alcohol, e-cigarettes, tobacco, or drugs;
- Deliberately disregarding the safety of the other passengers or the driver;
- Destruction of property (i.e. vandalizing the bus);
- Possessing firearms, knives, clubs, or other dangerous objects;
- Physical harassment of driver and/or other passenger(s);
- Verbal or physical threat of driver and/or other passenger(s);
- Racial or ethnic slurs;
- Physical altercations on the vehicle;
- Inappropriate activities relating to clubs, gangs, secret societies, political parties, or fraternities; and/or
- Disruption of Transportation:
  - Parents/Legal Guardians/other adults are not permitted to board the school bus and discuss problems with students and/or bus drivers. Call the Student Transportation Services Office at (281)634-4077 with your concerns. Anyone boarding the bus without authorization, shouting obscenities, or threatening the bus driver or any student on the bus will be reported to local law enforcement.
  - School Administrators, Transportation Department and Emergency personnel may board the bus as needed.
  - The Disruption of Transportation (Education Code 37.126) is a class C misdemeanor. This can be issued to any adult or student for any type of disruption or delay of school bus transportation. Disruption or delay of school bus transportation may result in a fine up to \$500.00.

**Examples include, but are not limited to:**

1. Blocking a Fort Bend ISD vehicle's path of travel with any object or body;
2. Hanging or attaching something or someone to a Fort Bend ISD vehicle;
3. Not allowing an operator to close vehicle doors to continue the prescribed route; and/or
4. Hampering an assigned passenger's ability to board or exit a Fort Bend ISD vehicle.

**Video Cameras**

- Fort Bend ISD may install video cameras (with audio and video capability) on buses to enhance student safety, pursuant to Texas Education Code 26.009(b), which permits schools to videotape students without parent permission for purposes of maintaining order and discipline. Students and staff may be filmed at any time during their ride. Student awareness of the cameras provides an incentive to exhibit appropriate behavior, which in turn, results in a much safer environment while traveling on the bus. Most often, video evidence is used to support transportation department personnel enforcing the appropriate safety policies while dispelling unwarranted accusations.

**\*Cameras continue to record for a period after the vehicle ignition is turned off and keys are removed.**

However, under Family Educational Rights and Privacy Act (FERPA) laws, the parent may only view the video if his or her child is the only student in the video. Typically, the video would contain other students.

The Texas Attorney General has addressed this issue and determined that videotapes made on school

buses, on which the driver addresses students by name and which “show the faces, bodies, and behavior of students of the District” are education records under FERPA and are exempted from disclosure (Texas Attorney General ORD 95-821 (1975)).

# PUBLIC RELATIONS

## Driver and School Personnel

Remember that each employee is a member of the educational team. It is important to be cooperative with all members of the school district. Respect others' positions and responsibilities. Avoid criticizing other school personnel to students, parents, other drivers or the public. Speak to teachers, parents, and Principals for information regarding students. Share information about a student with other school personnel when the student's welfare is at stake. Be aware not to infringe upon confidentiality laws and procedures.

Working with the Principal- The school Principals or Assistant Principals will rarely become directly involved with bus service except in problem situations. Be sure to document behavioral difficulty by using the Bus Conduct Report. If a problem is very serious or involves a large number of students, talk with the Transportation Area Supervisor and/or other pertinent personnel, be specific about what help is needed.

## Driver and Parents

Time permitting, share information with guardians about how their children are doing on the bus. Meet as many parents as possible and establish a good relationship with them. If the driver shows parents that they care about the welfare of the student, parents generally will support the driver.

- Avoid the following pitfalls when approaching parents for help with challenges:
  - Do not make it personal;
  - Do not verbally/physically attack the parent or blame the parent for the child's behavior;
  - Never argue with the parent, always maintain professionalism;
  - Never lose your temper when discussing matters;
  - Do not discuss behavior issues of another student with a parent which is not their own;
  - Do not discuss behavior issues of a specific student with fellow vehicle riders; and
  - Never attempt to discuss or handle behavior or safety issues with a guardian through the open door of a vehicle. If safe, and time permitting, ask the parent to come around to the driver's window.

In the above situation, listen and communicate as long as possible; if there is a time constraint, explain the time schedule must be met and invite them to call the Area Supervisor. Please remain tactful and diplomatic during conversations and requests.

## Driver and the Community

A school vehicle driver is moving a large yellow-and-black sign down the streets of our school district each morning and afternoon. Remember that some patrons have no other contact with Fort Bend ISD except for the transportation vehicles they observe on the streets. The driver, the vehicle, and the students on the route are the only basis they may have to judge the school system. An employee's major responsibility with relating to the community, as an operator or monitor, is to do the job well, and particularly:

- Be an alert and defensive driver;
- Be a courteous driver;
- Observe local, county, city, state traffic laws, and regulations;
- Drive a clean bus: Well-kept and in good mechanical condition; and
- Child Abuse and Neglect (**Refer to FBISD Employee Handbook**):

A person who has cause to believe that a child's physical or mental welfare has been or may

be adversely affected by abuse or neglect by any person shall make such reports that are required by law. (Family Code 34.01)

A person who reports or assists in the investigation of a report of child abuse or neglect, other than a person reporting his own conduct or reporting in bad faith or with malice, is immune from any civil or criminal liability that might otherwise be incurred or imposed. (Family Code 34.03)

- Oral/Written Reports Required:
  - If a professional has cause to believe that a child has been or may be abused or neglected, that person will make an oral report to the appropriate Transportation Department official immediately, then as described above, not later than forty-five (48) hours to Child Protective Services(CPS) after the hour the person first suspects that the child has been or may be abused or neglected **(Refer to FBISD Employee Handbook)**.
  - In all instances, the reporter and pertinent parties will maintain a written report of incidents as well as a copy of the incident case number provided by CPS.
  
- Interview with Students:
  - Authorized officials conducting a child abuse investigation shall be permitted to conduct the required interview with the child at any reasonable time at the child's school. (Family Code 34.05c) **(Refer to FBISD Employee Handbook)**.

# BUS OPERATING PROCEDURES

## **Maintaining the Bus**

The employee is responsible for cleaning and maintaining the interior of the assigned vehicle. The vehicle must be presentable by sweeping the interior on a daily basis. With permission from a supervisor or manager the employee may be allowed extra time to do a thorough cleaning which includes sweeping, mopping, windows and ceiling. Only Fort Bend ISD approved cleaning supplies can be used to clean and maintain the interior of the bus (see Selection of Disinfectants). Cleaning supplies are to be stored and safely secured away from students. Once done, the employee must let their Area Supervisor inspect the unit and sign off on time accrued.

## **Vehicle Condition Reports (VCR)**

The Vehicle Condition Report (VCR) is the form designed to give a record of the maintenance performed on buses in the fleet. This information also helps to document safety sensitive items that are “requested for repair” on the buses at the drivers request.

## **Vehicle Condition Report (VCR) Process**

- DRIVERS:
  - Driver completes form in its entirety; and
  - VCRs are to be placed in collection box accordingly:  
VCR Repairs Needed; or  
VCR OUT, Repairs Addressed.
  
- SHOP:
  - Retrieve VCR request from collection box;
  - Assign and distribute VCR to mechanic/Service Technician;
  - After work is complete, Shop Manager will review that work is done;
  - File shop copy of work order at the respective facility; and
  - Shop Manager will notify of all finished or unfinished work orders (i.e. waiting on parts).
  
- MECHANIC/SERVICEMAN TECHNICIAN:
  - Receives VCR from Shop Manager;
  - Review and notate on VCR the repair status or complete work listed on VCR;
  - Sign completed VCR;
  - Enter work orders into RTA after work is completed;
  - Attach copy of VCR to work order; and
  - Return completed paperwork to Shop Manager for filing.

Every attempt will be made by the supervisor/manager to provide the vehicle operator information/feedback regarding repairs. DO NOT resubmit a VCR for the same outstanding request. Doing so will create erroneous documentation that must be fulfilled or deleted which will take personnel longer to repair the vehicle before returning it to you.

## **Air Brake Inspection**

This inspection must be done every day before moving the vehicle to make sure braking system is operable. Drivers may request assistance from trainers about procedures of air brake testing.

### **Pre-Trip Inspections**

Pre-trip inspections are to be performed on a daily basis by the driver and monitor, prior to departing the yard, and Post-trip inspections after your return back to the yard.

A complete vehicle pre-trip inspection, including the brake check applicable to your vehicle, must be completed before the first run of the day and for each different vehicle driven during your work shift. All drivers are allotted time on their route for a complete vehicle pre-trip inspection and appropriate time for a post trip inspection and cleaning of the bus.

Employee participation is essential in the Preventative Maintenance (PM) program. Each employee operating a Fort Bend ISD vehicle is responsible for making sure the vehicle is properly inspected in accordance with Transportation Department Pre/Post trip procedures as well as state laws before and after each trip. Every driver is responsible for accurately completing the vehicle condition report.

If the driver discovers, in the course of the inspection, that the bus is unsafe to drive, a Vehicle Condition Report (VCR) must be filled out and submitted to the maintenance shop. A Mechanic/Service technician must repair the bus before leaving the shop area or sign off on the VCR stating that the vehicle is safe to operate.

Drivers will complete a VCR checklist before each route is driven. In addition to the checklist, inspect bus for valid license plate, current inspection sticker, and current insurance card. The driver is responsible for reporting expired stickers, etc. on a Vehicle Condition Report (VCR). The driver can be ticketed for operating a bus with an out-of-date inspection sticker, etc. As a courtesy to Shop Personnel, drivers should allow advance notice, using a VCR, of upcoming expirations. All lens covers on lights (i.e. taillights, headlights, warning lights, etc.) need to be clean to allow maximum visibility by the public and on-coming traffic. The back windows need to be clear of dust, dirt, and diesel soot to allow maximum visibility for the driver. Take a good overall look at the bus. Check for oil, gasoline or fluid leaks, and vandalism. Check that battery cables are clean and tight. Shop Personnel will check fluids.

### **Safety and Security Inspections**

For safety and security reasons, during your pre and post-trip inspection, take the time to look for suspicious articles, devices or any tampering to your bus. Observe and assess your vehicle and report any suspicious articles, devices, or tampering done to your bus.

### **Post-Trip Inspections**

After completion of every route, a driver and monitor will complete a post trip inspection of the vehicle. The driver should inspect the vehicle while it is in the "cool down" stage. A diesel bus should be allowed to run, while secured (parking brake engaged and engine in neutral), for approximately five (5) minutes and a gasoline or CNG bus approximately three (3) minutes.

- Close all windows;
- Secure vehicle with parking brake engaged and engine in park or neutral;
- Check for sleeping students by walking to rear of vehicle;
- Inspect interior for proper seat attachment, seat damage, etc.;
- Turn all lights on for exterior light bulb check;
- While walking around vehicle scan for defects such as fluid leaks, defective lights, tires, etc.;
- Locate and pull drain cables (opens the petcocks) only until moisture is expelled, if unit is equipped;
- Turn off all electrical switches;

- If unit is equipped with an air door, release air pressure;
- Shut off engine;
- Perform air tank draining procedure:
  - Release parking (spring) brake (This will help avoid damage to braking components); and
  - Deplete air tank by gently pumping service brake until the parking (spring) brake automatically engages at approximately 20-40 psi.
- Sweep interior and close all windows and roof vents daily;
- Complete Vehicle Condition Report (VCR);
- Lock vehicle door, if so equipped;
- Return keys to assigned key board; and
- Only tear yellow copy from book if you have defects to report.

### **Care of Electrical System**

At idle, alternators only put out enough amperage to charge the battery. Therefore, do not start and leave the bus idling with all the lights and heaters on except to complete daily pre/post trip inspections. Stop engine only after turning off all electrical switches, except emergency flashers during accidents and breakdowns.

### **Bus Idle Time**

FBISD does have a “no idle” policy in place in accordance with state and federal standards. Buses are not to sit idling for any amount of time without students aboard. Upon arrival at a campus or other destination, Engines are to be turned off (this includes field trip locations) unless there is a student on board with a documented requirement for A/C. This documentation must be in the student’s files provided by transportation department supervisors or managers. Buses shall not idle while parked and waiting for students to load. Your vehicle may be started once the first student boards. During cold weather days, do not let bus idle. Idle times are checked weekly via ZONAR software that monitors all vehicle conditions. Those that fail to comply will be addressed accordingly.

**\*DO NOT allow AC or fans to run while bus engine is off. Doing so erodes battery reliability and wastes district funds.**

### **Bus Cameras and GPS**

All vehicles have multiple cameras and GPS (Global Positioning Systems). Drivers may be asked to exchange vehicles at any time throughout the year. As district personnel, while on or operating district assets, or acting in your capacity as a FBISD ambassador, you should not have an expectation of privacy that supersedes the needs of pupils or our mandate to serve them. Tampering with any FBISD equipment will be grounds for disciplinary action, up to and including termination.

### **Fueling and Fuel Receipts**

As of the publication of this Handbook, Bus Drivers and Monitors do not have the authority to fuel FBISD vehicles without express written consent from the appropriate official. Only assigned personnel have the appropriate safety training and fuel codes.

Vehicles must be fueled and ready to go at all times. Never leave a vehicle with less than one-half (½) tank of fuel. It is your responsibility to enter the fuel pits at prescribed times or hang a ‘Needs Fuel’ tag from your hook on the key board before your automobile reaches one-half (½) tank of fuel. Drivers need to know what type of fuel, diesel or gasoline, is used in a vehicle before fueling begins. Passengers, including drivers, monitors, and students are prohibited to be inside the vehicle while it is being fueled. Do not leave vehicles unattended while fueling. Employees must maintain hand contact with the nozzle

to avoid fuel spills due to overfilling. While holding the nozzle, once auto stop engages (clicks off), stop fueling. This will allow for heat expansion, and will keep overflow valve from dispelling excess fuel. Fuel tank caps must be securely screwed on and firmly sealed to prevent leakage. Fuelers should make sure that all pertinent information has been recorded at the conclusion of the above procedure. Compressed Natural Gas (CNG) Fuel cards are for the designated vehicles only. Do not share pin numbers with others. Please remember that fuel receipts are to be turned in accordingly with the following information:

- Unit #;
- Odometer reading; and
- Name of person fueling.

Report lost cards immediately to the Area Supervisor. This will reduce the chances of fraudulent charges to the card.

Fuel spills must be reported immediately to the Shop Manager or your Area Supervisor.

### **Following Distances**

- All buses will maintain a minimum of four seconds following distance behind another vehicle. Additional space may be needed to adjust for weather or roadway conditions.
- When buses are traveling in the same direction for a distance, they are to stay in convoy formation. Use good judgement as to when you need to breakout of formation as to avoid a bus in each lane.
- When a vehicle follows another bus on a highway, expressway or freeway, the driver will strive to maintain a distance of one-quarter (1/4) mile between the vehicles at all times.
- When a vehicle follows another bus on a surface street, the driver will strive to maintain a distance of 500 feet between the vehicles at all times.

### **Passing of Buses**

Students tend to get out of control when another bus pulls up next to them; therefore, buses shall not pass other buses on the road or at loading/unloading zones. Exception is a bus parked at a campus/roadway that has four-way hazards flashing due to a discipline issue or breakdown or when a bus is turning next to a bus going forward.

### **Headlights/Strobe Lights**

In the interest of safety and accident prevention, drive with headlights and strobe lights on at all times.

### **Maximum Legal Speed for School Buses and Traffic Laws**

Drivers must operate the buses within all legal speed limits. The Transportation Department will not pay fines or assist drivers who violate traffic laws while operating a school vehicle. Drivers whose speeding is confirmed (especially in school zones) will be subject to immediate corrective action up to and including termination. The maximum legal speed limit for Fort Bend ISD vehicles is fifty (50) mph on interstate highways and urban areas posted fifty (50) mph or higher unless equipped with a DOT inspection (No school bus yellow FBISD vehicles qualifies to exceed 50 mph). School zones vary by location.

### **Slow Driving**

In many instances, a school bus is the slower-moving vehicle and should be driven accordingly. It is illegal, to willfully drive, a vehicle so slowly as to obstruct or impede the normal, reasonable and safe movement of traffic. A vehicle moving slower than the normal speed of traffic must be driven in the right-hand driving lane or as close as possible to the right-hand curb or edge of the roadway. The shoulder of the road is not a lane of traffic.

### **Unauthorized Use of Vehicle**

Operated vehicles may not be used for any reason beyond the scope of regularly scheduled duties or as assigned by an Area Supervisor. Fort Bend ISD is responsible for the vehicle, operating expenses, insurance and liability for accidents. Therefore, the vehicles may not be used for any purpose other than official Fort Bend ISD business.

Examples:

- Operators are not permitted to deviate from their prescribed route without direct permission from the appropriate official.
- Drivers may not use their vehicles to load or transport items not issued by this department or the appropriate official (i.e. spare student wheelchair, personal furniture, items from a yard sale or store, unassigned students or family members, animals, etc.).

### **Eating and Drinking on a Bus**

Drivers must not eat or drink while bus is in motion. Any beverages transported must be contained in a spill proof container.

### **Music Radio Stations/Compact Disks/Bluetooth/WiFi/USB drive**

Some buses are equipped with a radio/CD player for entertainment. Use of the radio must be of a nature acceptable to a school setting. Obscene, verbally graphic, or vulgar commentaries or music is not acceptable.

If a radio station or CD is in question, the employee is to direct all inquiries to their Area Supervisor for clarification before student/passenger exposure.

- ✓ **Student Management tip:** If you choose to play the radio with students aboard, alert them that if you cannot hear the entertainment radio, they are too loud. You control the radio volume and students have an easy way to measure and control their noise relative to the music.

### **Do Not Plug in Personal Devices**

Vehicle Operators, Monitors, and Passengers are not to insert, link, marry, connect, or plug any personal devices/cords/discs in FBISD vehicles or electronics. When married/linked most electronic devices initiate a downloading/uploading process that may corrupt software or overburden devices. FBISD will not be responsible for the expenses incurred from the inappropriate use of devices.

### **Loose Articles**

All loose articles that have been approved (i.e. bottles, cleaning materials, etc.) will be secured or stored prior to the bus being driven. The bus interior/exterior will be kept free of posters, holiday decorations, and family photographs to ensure optimum visibility for the driver and eliminate flying objects resulting from sudden braking or maneuvers.

### **Seat Belts**

Vehicle drivers must properly use seat belts at all times. Vehicle Monitors riding buses equipped with seat belts must also properly wear seatbelts. All students aboard seatbelt-equipped buses must wear them at all times while bus is under power. It is the responsibility of the Driver and Monitor to alert passengers of the seatbelt requirements then take the appropriate action if passengers do not comply.

- ✓ **Student Management Tip:** Play a game with your elementary students. Tell them in the afternoon that once your loading door closes to depart the campus, the first student to buckle their seat belt and raise their hands high for you to see wins a reward. This may also work in the

morning as students are boarding, for their signal to you that their safety restraint is secure before you pull away from the bus stop.

### **Vehicle Keys**

At the end of each run, bus keys will be returned to the keyboard. This will allow operations to have access to the bus as needed throughout the day. Employees are not allowed to have a duplicate set of keys or take keys home with them. Only vehicle operators are permitted to manipulate and transfer their vehicle keys to and from the keyboard.

### **Vehicle Doors**

Bus doors must be closed while the bus is in motion and are to be operated only by the driver (TX Tras. Code Sec. 55.426). Students are not allowed to enter or leave through an emergency door except during an emergency drill or when loading or unloading large equipment (i.e. band, athletic, etc.). No items are allowed in the aisle, or to block emergency exits.

### **Backing and Turn-Around**

Drivers must get authorization from the Dispatcher for any backing maneuvers that are not done in a pre-authorized location. Turn-around locations must be approved by the Area Supervisor and be part of the existing route. If loading, load students first, then perform backing or turn-around maneuver. If unloading students, perform backing or turn-around maneuvers while students are on board the bus. Once completed release the students. Always keep site of the student's location. If needed, secure bus and remove the key from the ignition; walk to the back to check for clearance and safety. Backing is prohibited in loading/unloading areas without authorization from the Dispatch office.

### **Parking and Vehicle Check-Out**

Buses must be parked in their assigned slot in the parking area. There will be a sticker on the center of the interior mirror indicating slot number. Backing buses have the right of way. Use your hazard lights and honk your horn as you back. Always yield the right of way to the vehicle being backed out of the shop area. Vehicles owned by the district or operated by shop or administrative staff, are the only vehicles allowed in bus parking area. ,

All Field Trip vehicles must be assigned through the Field Trip Supervisor before leaving out of the yard. Unless otherwise instructed, only shop personnel are permitted to move buses from the shop area.

### **Reports**

Drivers will be responsible for completing various reports accurately and on time (i.e. TEA headcounts, mileage, etc.).

### **Driver Mailboxes and District E-mail Accounts**

Drivers and Monitors are required to check their mailboxes every time they clock in and out. They are also required to check their district E-mail account two to three times a day for formal communication and general announcements instructions from staff; and/or special information about routes, new route sheets, etc.

### **Inclement Weather: Early Dismissal or Late Start of School or Closing**

When inclement weather requires late start or early dismissal, both shop and operations personnel must be on duty as directed at all facilities. The severity of the weather will dictate which protocols will be implemented and what personnel will be involved. In all cases, the Superintendent will make the official decision concerning a late start/early dismissal/ or school closure. Employees will be notified using

different forms of communication (i.e. social media, local TV stations, web posting; school messenger, blackboard, etc.).

### **Leaving the Bus: Unattended**

Should a driver have to leave the bus at a campus (i.e. field trip site, etc.), the driver must turn off the ignition, empty the air tanks and take the key. There must be no opportunity for unauthorized personnel to start, move the bus, or use the bus radio. In the event of mechanical difficulty, the Dispatcher may instruct the driver to leave the key in a designated location. Upon return to the bus, you must perform a thorough walk around inspection to ensure no one has tampered with the exterior of the bus. If tampering has been found, contact local authorities and your immediate supervisor.

### **Loading at a School Campus “Take a Knee”**

At the campus, secure bus, remove seat belt, turn around to “take a knee” to observe students loading the bus. If the bus is parked in a fire lane before loading, a driver should remain close to the bus in case it needs to be relocated for an emergency. When possible, safe side loading will be conducted. The average wait time to load a waiting bus at a school is seven (7) minutes. Vehicles should be turned off while in line up at school if wait time will be more than three (3) minutes. Do not restart engine until first student boards. This will avoid exposing students to prolonged periods of carbon monoxide while loading or unloading and reduces fuel waste. A second wave bus will typically have two (2) to three (3) minutes to load, unless released by authorized school personnel. If any bus has to wait longer than ten (10) minutes, driver must notify the Dispatcher to address the problem and develop solutions to expedite the routes. There are no on/off bus privileges for students, once a student is loaded they are not allowed to disembark unless authorized by the appropriate FBISD official.

\*If a parent or guardian you are familiar with, or anyone else for that matter, attempts to retrieve their child from your bus while waiting in the school loading zone, you WILL NOT release said student to that adult without specific instructions from campus personnel.

### **Unloading Students On/Off Campus “Take a Knee”**

When possible, safe side unloading will be conducted. At the campus, secure bus, remove seat belt, turn around to “take a knee” to observe students unloading the bus.

Students must move at least fifteen (15) feet from the school bus. Driver must check the area around the bus to see if it is clear, fasten seat belt, start engine, check the mirrors, and when it is safe to do so, move to parking area or the next campus. Remember:

- Keep bus windows clean for good visibility;
- Set the emergency brake at each stop for loading/unloading students;
- Stop the engine when parked in the school-loading zone (DO NOT allow AC or fans to run while bus engine is off); and
- Slow down to a crawl in school loading zones (observe posted speed limit).

After completion of all assigned runs on a route or field trip, drivers and monitors must proceed directly to the parking facility, except when performing other assigned duties such as waiting for a vocational student, necessary school business, or need an emergency restroom stop. Please do not block school driveways and loading zones while waiting or parked. If the driver must wait or leave the bus for a short period, less than five (5) minutes, activate four-way hazards.

\*Operators are not permitted to deviate from their prescribed route for meals, restroom breaks, or other unassigned activities.

**Stopping Behind Other Loading/Unloading Buses**

When stopping behind other loading/unloading buses, please use the four-way emergency flashers and not the loading lights. The loading lights should only be in use if your bus is loading/unloading students. Please try to stay far enough behind the loading/unloading bus, so others can see the other bus's loading lights. All regular education, special needs, and field trip buses must use red loading lights when loading or unloading students on city, county or state streets, roads or highways. Red loading lights do not have to be used when loading or unloading on a school or private driveway or parking lot. Drivers failing to follow the State Laws are subject to traffic citations or corrective action, up to and including termination.

# REGULAR EDUCATION ROUTES

## Regular Ed-Route Changes

The Transportation Department will make every effort to avoid canceling routes or removing trips from routes, but from time to time and with good reason, it must be done. Please remember that the Transportation Department is in the service industry and must be responsive to the needs of the schools, parents and students.

All stop or time change requests must be submitted on the route description to the Area Supervisor. Once the request is approved or denied by the Area Supervisor and Routing Specialist, they will coordinate the changes and enter the appropriate changes in the database and provide the necessary paperwork for the driver to distribute to inform parents of the impending change. In most cases, notes shall be given to parent/guardian at least seventy-two (72) hours in advance of the scheduled change. No changes are to take place until the driver has obtained written authorization. Drivers making any unauthorized route changes, except under adverse conditions (i.e. detours for accidents or construction), will be redirected accordingly and corrective action taken.

Drivers will receive a student roster, stop sequence report, and map of route. Drivers are expected to load students in the order in which the bus stops appear on the stop sequence report. Before the school year and new route assignments begin, drivers will be allowed to perform a dry run to learn the route. The driver should time the route and compare to the schedule given. After the route has been driven a short period, the driver is expected to review the route and its timing, and submit any recommended changes to the appropriate official(s). This procedure avoids problems when the route is driven by someone else, and allows correct information to be given out to the public. It will allow the route to be the safest and most efficient.

## Backpack Tag Procedures for Elementary Students

For Safety and Security reasons, all eligible elementary student bus riders will be issued a backpack tag to be displayed all year. The backpack tag will be color coded to notify the bus driver and campus of their grade, assigned bus number and stop location. Each color represents the bus number that the student is assigned. K through 2<sup>nd</sup> grade will have a dot on the badge to identify them from the rest of the elementary population because of their age and the drop off procedures regarding these students. Before leaving school and while students are loading, student will be checked for his/her nametag to ride the bus to school in the AM and home in the PM. This will be a requirement for all elementary bus riders unless Campus Administration has issued them a pass. Should the student not have a backpack tag in the AM, the bus driver will contact dispatch for student verification. Should the student not have a backpack tag in the PM, the bus driver will immediately notify campus staff before departing the school for student verification.

**\*If student verification cannot be obtained, the operator and monitor will consult with dispatch about allowing said student to board the bus.**

## Regular Ed-Student Roster

The student roster list is for route documentation and is not to be used to determine who rides or does not ride the bus. Turn in the student's name to the Area Supervisor who will verify it through the student database system.

### **Regular Ed-Assigned Seats**

Drivers are required to have all students assigned to a seat by the end of the third week of school. Assignments should be kept on the seat assignment form and posted in the bus. Assigning seats will assist with student management, safety, proof of vandalism, accountability and in the event of an accident your seating chart needs to be taken as part of the police report. When transporting different grade levels, drivers are encouraged to sit the elementary students in the front, middle school in the middle and high school towards the back of the bus. Seat assignments can change frequently, and the seat assignment form must be updated each time.

### **Regular Ed-Out of District Transfers/In District Transfers**

Out-of-District and In-District transfer students are not eligible for transportation. Parents are responsible for transportation to/from the campus.

### **Kindergarten, First and Second Grade Students**

Each of these passengers will have a specific color I.D., lanyard, or badge sleeve designating how they are to be dropped off at home.

A parent/guardian or designated person must be available at the student's regular bus stop to take responsibility of a kinder, first or 2<sup>nd</sup> grade student. Exception: student may be released with an older sibling or designated student riding the bus. If no one is at home, the driver will radio the Dispatcher for further instructions. Time permitting, the Dispatcher may ask the driver to wait a few moments or make a second attempt at the end of the route. If no designated individual is located by the driver or Dispatcher, the student will be classified as a No One At Home (NOAH) and returned to the home campus.

When a student pick-up/drop off is at a day care location, the day care staff is responsible for escorting the student to the bus. When returning the student to the day care, the day care staff must meet the student at the bus door and escort the student into the day care.

### **Child Checks**

It is imperative that an employee check the bus after the completion of each run for sleeping students or left items, this is a mandated part of the post-trip inspection. A child check must be done after first tier, second tier and third tier, field trips, mid-day run, etc. A student left sleeping on a bus due to a failure to perform the child check is a serious mistake. Failure to do so in the Texas heat could be fatal. Corrective action up to and including termination will be taken with the responsible employee(s).

### **Route Time Schedules**

Routing Specialists will strive to keep ride time to a minimum. Every attempt will be made for first tier routes to begin pick up no earlier than a prescribed time. An earlier pick up time may be required in outer geographical locations. Under normal driving conditions, drivers must not vary more than five (5) minutes from the time scheduled.

\*Drivers can never be ahead of schedule.

Our route tier system is in place to continuously improve safety and efficiency. As an operator, it is your responsibility to report routing errors or inefficiencies immediately after you become aware of them. Our routing officials will review your submission and determine if an official change to the route is appropriate.

If your route or the timing has changed because of ridership or road construction/detours, you must report the change immediately to an appropriate transportation official. Failure to do so on your part will require corrective action, up to and including termination.

### **Route Standards**

Fort Bend ISD Transportation defines “route standards” as the total allotted time and ridership capacity for a particular route. The route standard set ride time is under 35 minutes one-way if possible. The route standard set ridership capacity is set at a minimum of 20 riders, not to exceed 65 riders (excluding special needs). We use driver feedback as a reference/method of measuring the accuracy of the set standards. Audits are performed periodically by comparing the route standard verses actual.

### **Route Design**

Bus routes are created to enhance student safety while maximizing route efficiency. Stops are created that allow students to wait off the main roadway for the bus if possible. Stops are also created to minimize students walking in highly traveled roadways for long distances without a sufficient walk path. It is the parent’s responsibility to supervise their children between their home and the bus stop and while at the bus stop. Stops are spread as far apart as criteria will allow decreasing the number of stops each bus will make on its route thus minimizing riding time for the students. Primary students may be required to walk up to 1/4 of a mile to a bus stop. Secondary students may be required to walk up to 1/2 of a mile. Bus routes are designed to limit student ride time to no more than 40 minutes one-way if possible. The above design criteria are for regular education students only. Students in special programs are subject to different design criteria.

### **Registered Sex Offenders**

If an employee observes or discovers that a bus stop is at or near a registered sex offender’s home, please contact the Routing Specialist at the earliest possible time. The Routing Specialist or Area Supervisor will gather the information needed to verify. If an employee is aware of a registered sex offender observing a bus stop, contact Transportation Department to get authorities involved.

### **Students and the Bus Stop**

Fort Bend ISD guidelines specify the following as appropriate distances for a student to walk to and from the bus stop:

- Elementary students - 0.0 to 0.25 miles
- Secondary students - 0.0 to 0.50 miles.

The Transportation Department has set up the bus stops using the above guidelines.

### **Bus Ridership Capacities**

School buses are rated by manufacturers to have a capacity based on three riders per seat. The Transportation Department has adopted goals for ridership per bus at 67% of the manufacturer’s rated maximum carrying capacity.

While these are our goals, there may be times when ridership exceeds these numbers. However, ridership will not be allowed to exceed the manufacturer's rated maximum carrying capacity.

**Seatbelts:** Rider capacity is also dependent upon mandatory seatbelt use by all passengers.

### **Bus Overloads**

A driver must have knowledge of bus capacity limitations (i.e. 71 passengers). Do not exceed the limit. In

the event an overload occurs, do not move the bus. Radio the Dispatch Office and wait for instructions. After correction has been made for that day of the bus route, driver will need to supply the Routing Specialist a student count, arranged by bus stop. This will allow planning to avoid another overload. (Education Code 34.004)

**Bus Rider Eligibility**

Transportation is available for children who live two miles or more from their assigned school. The distance a student lives from their assigned school is measured using the shortest route that may be traveled on publicly maintained roads between the entrance to the campus and the property line of the student's legal residence. Students residing within two miles of their assigned school may have transportation available if their neighborhood qualifies as hazardous under the district's hazardous transportation rating system. [See CNA] Some students who participate in vocational programs or classes not offered at their school are transported between schools.

**Pick-Up Time Criteria**

Regular transportation attempts to arrive at every bus stop on time. Due to the variances between individual clocks and changing traffic patterns, students are asked to arrive at the bus stop five (5) minutes prior to the scheduled arrival time. Vehicles will load students and depart at the stop. Vehicles will not wait for late students since waiting will likely cause the entire route to become tardy.

In the afternoon, all vehicles will wait at the school for students to board unless a campus administrator releases them sooner. Students are expected to proceed immediately to the buses. Bus drivers are instructed not to stop or open the door for late students due to safety concerns having students too close to moving bus wheels.

**Approved Roads**

The school buses transport students for the purpose of attending school in Fort Bend ISD. They will travel on city and/or county maintained roads and will not deviate from the route unless the Routing Specialist has obtained prior authorization. A driver will not use a private driveway to turn a vehicle around (Special needs routes may be the exception).

The bus is not to proceed into a gated community (exception to some special needs routes).

# SPECIAL NEEDS ROUTES

## **504/IEP Transportation Accommodations**

Students eligible for Special Needs Transportation cannot be denied service. Immediately report any cases where the safety of the student or other riders is questionable to Dispatch and the Area Supervisor.

During school hours, Special Programs can authorize field trips. In the event that you are assigned one of these trips, do not make decisions regarding which children are/are not allowed to ride the bus. The program administrator or teacher will have all information as to what students need to enter which bus.

## **Common ARD Terms**

- AI – Auditory Impairment
- AU – Autism
- BIP – Behavior Intervention Plan
- DB – Deaf / Blind
- ID – Intellectual Disability
- ED – Emotionally Disturbed
- LD – Learning Disability
- MD – Multiple Disabilities
- NC – Non – Categorical
- OH – Other Health Impairment
- OI – Orthopedic Impairment
- SI – Speech Impairment
- TB – Traumatic Brain Injury
- VI – Visually Impaired
- 504 – On Sped Trans for medical reasons

## **Special Needs Student - Loading/Unloading**

When loading or unloading students with special needs, whenever possible, the door of the bus should face the student's home or school. Special needs students must not cross the street without being accompanied by the monitor or parent/guardian when loading or unloading the bus. While loading or unloading students at a school or private parking lot, red loading lights do not have to be activated. In an attempt to reduce traffic congestion while waiting for a special needs student, activate four-way hazard lights until student is seen by the driver, at which time driver will open the door to activate the red loading lights. Bus driver and Bus Monitor must work as a team and share duties to maximize efficiency and student care.

**Never leave children in front of their home or school if there is any question of their ability to enter the building safely under their own power. Please follow the Annual Review and Dismissal (ARD) paperwork.**

If the student is unable to walk, transport him/her to and from the bus in a wheelchair whenever possible.

When lifting, bend your knees and lift with your legs, not with your back. Seek assistance rather than risk injury to yourself or the student.

Do not allow students to operate the lift or ramp on wheelchair buses or to carry other students on or off the bus. Someone should be at home to receive any student who is unable to care for his/her self (follow ARD requirements).

Drivers are expected to load students in the order in which the bus stops appear on the stop sequence report. The driver should time the route and compare to the schedule given.

After the route has been driven a few weeks, the driver will be expected to drive the route under normal driving conditions, and not vary more than five (5) minutes from the scheduled time. This procedure avoids problems when the route is driven by someone else, and allows correct information to be given out to the public. It will allow the route to be the safest and most efficient.

If a Routing Specialist notifies the driver of a route change, the driver should notify parents/guardians/students. The Routing Specialist shall give the driver a note to provide to the parent/guardian, this will indicate loading time(s), bus number, along with the new driver and bus monitor's information. Allow a seventy-two (72) hour notice before implementing route change. Do not request to change the route without good cause. Consistency and reliability are among the most important values a driver can offer. Inform the Routing Specialist, in writing, of any needed changes. When a parent/guardian and driver need to communicate over a telephone line, the calls will be made in the Transportation Department office. If a parent/guardian needs to communicate to the driver that a student may be absent, please ask them to call the main Dispatcher at HBT 281-634-1970 or LOT 281-634-1930.

Any necessary route changes must be reported to the Routing Specialist for approval. Changes or new student additions will be made within 3-5 days or sooner. If a parent/guardian requests a change of address, even if temporary, drivers should have them call the campus. Do not let any student off anywhere except at the address on the route sheet or at their campus. Procedure requires that any change of address concerning pick up or drop off must be approved through the ARD process. Drivers making any unauthorized route changes, except under adverse conditions (i.e. detours for accidents or construction), will be disciplined accordingly.

If late start/early dismissal is not documented in the ARD, students will adhere to regular school start/stop times. Bus drivers or assistants will not request that students be dismissed from school early.

#### **Student with Special Needs - Waiting Time**

When a driver stops to load students, if someone appears or activity such as the porch light is signaled, wait up to two (2) minutes. If no one appears, note the student as a no-show. Only wait if it will not inconvenience the other students on the route by running late. As a general rule, do not wait more than two (2) minutes. Remember, if no one appears, document the time at the stop in the daily journal and proceed with the route. Do not radio the Dispatcher of "no show" students unless specifically asked to do so by staff.

#### **Students with Special Needs - Not Riding**

Drivers shall inform the Routing Specialist or Area Supervisor, when it comes to the drivers attention that a student will be missing for several days. Students who do not ride for three (3) consecutive days need to be reported, so staff can check for long or short-term address changes, etc. Time adjustments may need to be communicated with other riders. Please immediately inform the Routing Specialist or Area Supervisor if any students no longer ride the route, whether on a special needs, vocational, or mid-day route.

### **Students with Special Needs - Delivery with No One At Home (NOAH)**

In the absence of a parent or other responsible adult at the bus stop, keep the child on board and notify the Dispatcher of students last name, first initial, and campus. The driver may be asked to wait a moment, if the schedule permits. Please follow the Dispatcher's instructions and do not make special arrangements between the parents and driver without authorization. Dispatch will then exhaust all resources to reach the student's emergency contacts. If all efforts fail, the driver will be instructed to complete the assigned route and return to the student's residence. If no one arrives within a reasonable length of time, the driver will be asked to take the student back to home campus.

### **Wheelchair Lift Buses**

The use of chairs or stools on wheelchair buses is prohibited. Drivers and bus monitors must be certain that all students are wearing safety belts, strapped securely into the wheelchair or secured in a car seat. Car seats should be secured to the bus seats. Wheelchairs should be securely fastened to braces. All available safety devices will be used at all times.

Bus Monitors will sit in a bus seat secured with a safety belt. If the bus is transporting a student in a wheelchair, the bus monitor will be seated in the bus seat closest to the wheelchair, unless the Area Supervisor has approved other seating arrangements.

### **Medications for Students**

Do not give a student any medication, even if the parent/guardian asks. The transportation of medication must be approved in writing through the Transportation office (this is listed on the ARD). All medication must be in a prescription labeled plastic bottle and placed in a sealed envelope.

Transportation personnel will not administer any medication during transport, unless there is an emergency. In the event of an emergency, the bus driver will radio Transportation dispatch where further direction will be given. Do not let students carry their own medication. Do not allow any student to give another student any type of medication.

### **Emergency Procedures and Equipment**

Each Special needs route must have an Emergency Evacuation plan placed in the route folder and on file in the dispatch office or other designated transportation office by the third (3rd) week of school. The driver must update this plan, as students are added or removed from the route.

Know the evacuation plan. If a driver or bus monitor substitutes on a different bus route, discuss the evacuation plan for each run with the regular route driver and/or bus monitor. Follow the same accident procedures as for regular education routes. Drivers and bus monitors must be knowledgeable with the guidelines to evacuate students with physical and emotional disabilities.

Know where ALL emergency equipment is located including:

- First Aid Kit;
- Fire Extinguisher;
- Emergency Triangles;
- Rubber Gloves;
- Belt Cutter;
- Body Fluid Kit;
- Location and operation of the engine kill switch, emergency/parking brake and two-way radio; and
- Manual operation of hydraulic lift.

### **Review Regular Route Service Regulations**

Many regular route regulations apply also to Special needs routes. Special needs drivers are required to be familiar with all regular route service regulations. Driver must have knowledge of proper installation and usage of all securing devices. Upon completion of loading the student, driver must double check student securing devices before proceeding with the route.

### **Vehicle Monitor**

On some special needs routes and for other special situations, there will be a vehicle monitor riding certain vehicles, to assist students. Monitors will be assigned as student ARD papers dictate. The monitor's duties will be regulated by applicable procedures of the Transportation Department as related to student transportation. As a Monitor, you are the most important person insuring student safety. Your role is vital in assisting the vehicle operator and attending to the needs of the students who ride your bus. The main duty of the Bus Monitor is to assist the bus driver with the safety, movement, management, and care of the children boarding the vehicle, riding it and disembarking. Vehicle Monitors' must assist drivers in management of all grade levels and Special Needs students on the respective route, including student conduct, assisting students entering and exiting the vehicle. Monitors will assist with the securing of student wheelchairs and car seats as well as filling out certain paperwork and/or reports. For these reasons, Monitors are not allowed to sleep or use their cell phones and/or electronic devices while on the clock.

In addition, Monitors do not operate the lift unless a vehicle operator requests their assistance. Monitors should have a firm knowledge of the route in order to assist a substitute driver with driving directions.

### **Vehicle Monitor - Route Responsibilities - Loading Students**

Assist wheelchair students in boarding the bus first. The driver will secure the bus and go outside to open the lift door. The bus monitor will go to the lift area inside the bus to receive the student. When the wheelchair has been raised to floor level, the driver or student will release the wheelchair brakes to allow the monitor to pull the wheelchair inside of the bus. Place the student between the proper floor security devices and set the brakes of the wheelchair. Attach and secure the front wheelchair security straps making sure to tighten the straps to prevent wheelchair movement. Do not cross the straps behind the wheelchair. Release brake to check the wheelchair security by attempting to move the chair. Re-apply wheelchair brakes. Sit as close to the wheelchair as possible during the route.

Assist ambulatory students while boarding the bus. Greet students and parents/guardians outside of the bus door. Stay at the curb. Do not go on the property to get the student without the Supervisor's prior approval. Let the student accomplish as much as their abilities will allow (i.e. let them hold the handrail and enter the bus). Enter the bus behind the student. Be prepared to block the student in case they should trip or fall. Follow the student to their assigned seat. Make sure the student has a seat belt on and let them do it himself or herself, if possible.

### **Vehicle Monitor - Route Responsibilities - Unloading Students**

Assist ambulatory students in departing the bus first. Remind the student to hold the handrail and watch their step. Check for articles left on the bus and seats for damage and security. Assist non-ambulatory students, not in a wheelchair, in departing the bus. Release the student from the seat belt or car seat. If the student is too heavy to safely lift, have the driver, and/or school staff assist with removing the student from the seat. Go down the stairwell in front of student in case of a trip or fall.

Assist wheelchair students in departing the bus next. After the driver has stopped the bus and set the emergency brake, go to the wheelchair. Remove the front security straps first, then back straps, and then release the wheelchair brakes. When the lift is level with the bus floor, push the wheelchair onto the lift. The driver or student will lock both wheelchair brakes on the lift. Watch the student on the lift. After the student is lowered on the lift, return to the wheelchair area and remove security straps from the floor by securing them in the pouch on the wall to avoid any tripping incidents and check for sleeping students.

### **Vehicle Monitor - Student Management**

If the bus is transporting a student in a wheelchair, the bus monitor will sit in the bus seat closest to the wheelchair, unless the Area Supervisor has approved prior seating arrangements. The bus driver and bus monitor are responsible for maintaining a safe environment on the school bus. If a situation presents serious safety concerns, the Area Supervisor needs to be notified. If a bus monitor needs to correct the negative behavior of a student, the monitor will move (attempt to only move seats while the bus is stopped) and sit with the student that needs attention. Give clear verbal instructions on correct behavior. Communicate with the parents and school personnel concerning any changes in a student's behavior and let the Area Supervisor know of any behavior changes. Make sure every student has an individual student management program, designated by the parents or the school. A bus monitor needs to be prepared to control any behavioral problems.

- Model the behavior you desire;
- Be positive and praise often;
- Keep bus rules simple, reasonable and enforceable;
- Set positive expectations early;
- Give clear directions - one or two steps;
- Ignore attention seeking behaviors;
- Redirect, redirect, redirect;
- Be consistent;
- Know your students and their disability;
- Choose a seating arrangement that will promote positive outcomes;
- Each day is a new day;
- Do not take behavior as a personal affront;
- Avoid power struggles;
- Handle discipline issues calmly and professionally; and
- Consult with teacher to extend behavior management program from the classroom to the school bus.

The transfer of responsibility whether at the campus or the residence takes place at the curb. In some special cases/circumstances, we may allow the parent/guardian/teacher to board the bus if it will benefit the student.

### **Special Needs Team – Additional Duties**

Drivers and Monitors work together as a team, clocking in and out at the same time as well arriving to the bus at the same time. Both driver and monitor should participate in the pre-trip inspection. The driver will perform their routine Pre-Trip inspection as well as check that the wheelchair straps are in the proper position (there must be a set on every bus.)

Seat belts and fire blanket must be in the appropriate bag. While moving to the front of bus unit, check seat belts and make sure that seat cushions and any other special equipment are secured. Check the lift from the inside of the bus.

Drivers and monitors each have specific responsibilities during the daily bus checkout. The driver retains the normal responsibilities as specified by the Employee Handbook. Both the driver and the monitor are responsible for the cleanliness of bus. In general, the driver is responsible for the driver's area and the monitor is responsible for the passenger area. Monitor is to assist the driver in adjusting mirrors and checking outside lights as requested by the driver. Monitors are not authorized to start or operate the buses. Monitors are also responsible for special equipment (i.e. safety vests, tie-downs, etc.), and for making sure each is in good repair. Monitors are responsible for supplies as indicated in the monitor checklist.

The Driver and Monitor are responsible for reviewing all official student paperwork provided by their direct supervisor and updating it as necessary. This will also require the Special Needs (SN) Team to complete physical and electronic documents as directed by the appropriate official.

Drivers and monitors are to include students in conversations on the bus when possible.

PERSONAL CONVERSATIONS BETWEEN DRIVER AND MONITOR SHOULD BE AVOIDED WHEN STUDENTS ARE ON THE BUS. Make no remarks about other students, teachers, aides, etc., in the presence of students. Maintain a professional attitude toward students. Be friendly, but also authoritative. Drivers and monitors must show respect for each other at all times.

Total cooperation is required between driver and monitor at all times. Should any differences arise, the decision of the driver is final. Differences of opinion should be resolved privately. If agreement cannot be reached, then the Special Needs Supervisor should be consulted at the end of the route. The Supervisor will resolve any problems where necessary.

House Bill 684 requires all Texas school personnel to be trained to recognize seizures and be able to administer seizure first aid. You will be exposed to such training as a new employee and on a yearly basis during the monthly safety meetings.

# FIELD TRIP PROCEDURES

Procedures governing Field trips can be found in the 2020-21 Field Trip Manual. This manual should only be in the possession of those who have attended Field Trip In-service. Consult with your supervisor or manager for details.

## **Assignment**

Extra work will be assigned by available hours for each individual according to the number of hours available without creating an overtime situation.

**For personal safety, always look and be aware of the surrounding area before exiting the bus unit or vehicle. If the driver is the last employee in the parking facility, always close and lock any gates.**

# SHOP-PERSONNEL DUTIES AND RESPONSIBILITIES

Our goal is to ensure safe, quality and efficient transportation for our students and staff through meticulous inspections, regular preventive maintenance and quality repairs to all district vehicles.

## **Working Environment**

Vehicle Mechanics/Mechanic Helpers work in repair shops that can be noisy, greasy, and dirty. Sometimes the work may be outdoors and, at times, even on the road, in all types of weather. The work required can include considerable physical activity, including some heavy lifting as well as standing, stooping, kneeling, and crouching for extended periods.

## **Important Skills, Knowledge, and Abilities**

- Equipment Maintenance — performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Troubleshooting — determining causes of operating errors and deciding what to do about it.
- Equipment Selection — determining the kind of tools and equipment needed to do a job.
- Repairing — repairing machines or systems using the necessary tools.
- Reading Comprehension — understanding written sentences and paragraphs in work-related documents.
- Installation — installing equipment, machines, wiring, or programs to meet specifications.
- Mechanical — knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Transportation — knowledge of principles and methods for moving students over the road, including the relative costs and benefits.
- Safety and Security — knowledge of relevant equipment, policies, procedures, and strategies to promote effective local security operations for the protection of employee and student data and property.
- Problem Sensitivity — ability to tell when something is wrong or is likely to go wrong .
- Manual Dexterity — ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Multi-limb Coordination — ability to coordinate two or more limbs (i.e. two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- Near Vision — ability to see details at close range (within a few feet of the observer).

For further information, please refer to the Job Description for your position.

## **Shop Personnel**

- All shop personnel report to the Shop Manager. In the absence of the Shop Supervisor, the Director is automatically the go to person. Mechanics will be given a specific work assignment and are expected to perform those assigned tasks.
- Problems of any nature that may arise in the shop should first be discussed with the Shop Manager. Should you not agree with the decision, your next line of appeal is with the Director.
- All shop personnel will be required to clock-in accurately at the beginning of their scheduled shift. Shop personnel will also be required to clock in and out for their lunch times and at the end of their shift. You may not clock-in for anyone else. Work hours, lunch breaks, shall be adhered to, without exception, unless otherwise authorized by the Shop Manager.

- It is a job requirement that full time hourly employees must “clock in and out” with the designated approved program. Employees should not clock in earlier than five (5) minutes before their scheduled starting time, unless the employee has the Shop Manager’s approval. Employees are expected to clock in by their scheduled start time. Employees should clock in and out at their designated workstation for their department. Employees who must leave their assigned campus or workstation, for any reason, must clock out and in before returning to work.
- The Director or Shop Manager must approve all overtime.
- If you are ill and unable to report to work, you are expected to notify your Shop Manager by phone or text at least one hour prior to your scheduled work time.
- Vacation times will be determined on a first-come-first-serve basis. If request for vacation is received at the same time, then seniority will be used with the one highest on the roster having the first choice followed in seniority order by the next one down.
- Vacation time will be limited to one individual at a time while school is in session. No vacation will be allowed during the month of August.
- Mechanics should limit the time they spend in the office areas. Should some of your job duties or personnel needs require your presence in the office, they should be completed in a timely fashion. Then you should return to your normal duty station.
- Employees are not allowed to work on personal vehicles within the district facilities or using district equipment.
- Shop personnel shall park their vehicles within a marked parking slot of the employee’s parking lot. At no time will an employee be allowed to park in an area that blocks any shop bay.
- Uniforms are provided for full time shop personnel and must be worn. It is the responsibility of the employee to follow the cleaning schedule of uniforms. Report any damage to uniform immediately to the Shop Manager. Damages beyond regular wear and tear including lost items are at the employee’s expense. Upon completion of employment with Fort Bend ISD, the employee must return all assigned uniforms. If the uniforms are not returned the amount owed will be deducted from the employee’s last paycheck.
- Personal communications via landline, cell phone, text message and/or visitation while on duty are discouraged and should be exercised only in the case of an emergency.
- When position vacancies occur, position notices will be posted in accordance with district policy.

### **General Tasks and Safety Regulations**

- Shop personnel are required to attend monthly Tool Box meetings. Tool Box meetings will provide important information such as injuries, potential hazards, and means to prevent potential safety hazards. Unexcused absences to these meetings may result in corrective action.
- Shop personnel should report to their Shop Manager any potential or actual safety hazards in the shop area. To avoid spontaneous combustion, greasy or wet rags should not be allowed to accumulate in containers or lockers without proper ventilation. Always use proper equipment when performing jobs and/or use proper protective equipment (PPE) for certain shop machinery (i.e. use jack stands when changing tires or tire cage when inflating tires as well as eye protection when using grinders, welders and drill press)
- When appropriate and can be done safely, test drive buses to diagnose malfunctions or to ensure that vehicles are working properly.
- Inspect, test, and listen to defective equipment to diagnose malfunctions, using test instruments such as handheld computers, motor analyzers, chassis charts, and pressure gauges.
- Raise buses, trucks, and heavy parts or equipment using hydraulic jacks or hoists.
- Perform routine maintenance such as changing oil, checking batteries, and lubricating equipment and machinery.

- Inspect brake systems, steering mechanisms, wheel bearings, and other important parts to ensure that they are in proper operating condition.
- Use hand tools such as screwdrivers, pliers, wrenches, pressure gauges, precision instruments, as well as power tools such as pneumatic wrenches, lathes, welding equipment, jacks, and hoists.
- Adjust brakes, align wheels, tighten bolts and screws, and reassemble equipment.
- Examine and adjust protective guards, loose bolts, and specified safety devices.
- Inspect and verify dimensions and clearances of parts to ensure conformance to Factory specifications.
- Material Safety Data Sheets (MSDS) - The Transportation Department maintains MSDS for hazardous materials that are used in the operations of the department. Follow all safety guidelines to avoid on the job injuries. Protect yourself and fellow co-workers. All injuries, regardless of seriousness, will be reported immediately to your Shop Manager.
- All major components (i.e. engine, transmissions, axle assembly, etc.) disassembled for repairs will be stored in such a manner as to make work areas clear. Large components, (i.e. radiators, hoods, drive lines, etc.) when not being repaired, will be stored on the sides of the unit, underneath, in an "out-of-the-way" portion of the stall, or in an area designated. They are not to be left scattered or left loose on the floor.
- No open engines, transmissions, rear axle third member, etc. will be left uncovered when not being repaired.
- Each technician will be responsible for the return of all specialty shop tools after use. Specialty shop tools, stands, jacks and equipment will be returned to designated areas after each use.
- Large equipment and tools (i.e. jacks, transmissions, hoists, welders, jack stands, ladders, etc.) will remain in their designated areas when not in use.
- Welding cart will be stored in designated area when not in use. Empty and full welding tanks will be stored with caps intact, in "chained" area when not on cart.
- Welding cables, hoses, electrical lines are to be rolled-up or reeled and stored.
- All air hoses, drop lights, welding cords, etc. will be coiled and stored or reeled when not in use.
- Assigned work stalls, areas, and workbenches will be kept clean, free of litter and in an orderly condition.
- Special equipment (i.e. brake lathe, drill presses, bench grinders, parts wash vats, band saws, etc.) will be cleaned after each use or serviced as required.
- All transportation vehicles and buses are to be kept in designated parking areas when not in use.
- Any area that is kept under lock and key will remain locked except when in actual use.
- Road calls will be made promptly with toolbox and parts as necessary.
- Floor should be clean, swept and clear of any spills at all times.
- Shop tools and equipment should be cleaned and put away after each use or at the end of each shift. Reasonable care should be practiced when using any tool. Any broken, damaged or worn tools/equipment or hazardous/unsafe conditions should be reported immediately to the Shop Manager.
- Shop tools are for district use only. Mechanics using district tools will be assigned a tool box and will be responsible for replacements of lost or misplaced tools.
- Safety glasses, goggles and/or protective equipment must be worn when grinding, sanding, welding, or performing any operations creating sparks, dust, dirt or other foreign materials that may cause eye damage or bodily injury.
- At no time will asbestos or asbestos type material be removed by air pressure (i.e. brake mechanisms, clutch assemblies, etc.).
- All shop aisles and passageways will be kept open at all times.

- Wooden blocks and bracing will not be used at any time to support frame, front and rear axles, transmissions, suspensions, etc. Supporting and blocking will be supported by jack-stands, transmission jacks and appropriate air/hydraulic jacks only.
- Creepers should be stored standing upright when not in use. Creepers are not to be left lying down other than when in actual use.
- All drop lights, water and air hoses, etc. will be rolled up and stored in respective places when not in actual use.
- No vehicles – bus, trucks, or autos will be operated (driven) with vehicle doors open.
- The individual(s) involved will clean up all oil, grease, or fluid spills immediately.
- Unless otherwise instructed, only Shop Personnel are permitted to move buses from the shop area.
- All vendors and visitors must register at front office.
- Always read instructions before operating any equipment.
- Use proper lifting techniques.
- Use mechanical lifting equipment for heavy loads.
- Use safety vests when working alongside the roadway.
- Check all electrical equipment for damage before using.
- Make sure all containers are marked and labeled properly.
- Store hazardous chemicals in fire proof cabinets when not in use.
- Check ladders before using for damage.
- Never stand on the top two rungs of a ladder.
- Use proper safety equipment when working with batteries.
- Always disconnect batteries when working on electrical items.
- Wear seat belts at all times in district vehicles.
- Fill shop vehicles when fuel gauge reads ½ a tank.
- Use proper safety equipment when using torch, electric welder, etc.
- Use wheel chocks to secure vehicle if a set of wheels are on floor.
- Always use jack stands when vehicles are raised with a jack.
- Follow safety procedure while doing tire work (i.e. safety glasses and ear plugs).
- Dispose of waste products properly.
- Be familiar with exits, fire extinguisher locations, and electrical boxes.
- Put a red tag on any tool/equipment that is broken.
- If you don't know how to operate something always ask or read manual.

### **Shop and Premises Cleanliness**

- Master Mechanic/Servicemen Technicians will clean up stalls upon completion of each job. All damaged, used, and unsalvageable parts will be properly disposed of upon completion of repairs. Trash, debris, etc. will be disposed of in proper receptacle.
- All coffee cups, lunch bags, drink cans, etc. will be disposed of in trash receptacles. NO glass containers will be allowed in the shop area.
- All oil and grease drain pans will be dumped immediately upon utilization. Filter cartridges, filter elements, etc. will be removed and disposed of properly. Technician will dump coolant pans immediately. The ONLY EXCEPTION is when coolant is to be retained for reuse; it should be covered and stored underneath the vehicle being repaired.
- Dirty shop towels are not to be left on the shop floor, in buses, or in the bus parking lot. Shop towels will be returned to dirty-towel barrel and picked up from towel storage on an even one for one basis. Mechanics should not have more than twenty (20) towels in his/her possession at any time.

- After repairs, all workbenches and shop floors will be cleaned of all trash, debris, parts, etc.
- Shop Floor should be clean, swept, and clear of any spills at all times. The entire shop is to be cleaned thoroughly once a month.
- Locker area will be kept clean and orderly at all times.

### **Personal Requirements**

- All dirty uniforms will be stored by individual in designated areas. No uniforms will be left out in any portion of the shop area.
- All personal gear (i.e. clothing, shoes, lunches, etc.) will be kept in personal toolboxes or designated areas.
- All shop personnel will present themselves in a clean, specified uniform.
- Shop personnel should wear work boots with non-skid, oil resistant soles that are of sturdy construction.
- Changing into or out of work uniforms will not be done on the clock.
- Shop personnel are expected to conduct themselves in a professional manner in the presence of fellow employees and the general public. Conduct should be in such a manner as not to bring discredit upon themselves, their fellow employees, or the Fort Bend Independent School District.

### **Repair Orders**

- Upon completion, repair orders will be returned to the shop desk with details of the repairs performed written on the order and entered into the district's vehicle maintenance software, RTA.
- Any shop consumable materials (i.e. differential grease, motor oils, chassis grease, welding rod, etc.) will be included and entered on hard-copy portion of repair order by the technician.
- When more than one technician completes individual repairs on a repair order, the order should be denoted with each technician's number.
- All repair orders (hard copies) are to be returned to technician's hard-copy rack when not being utilized or at end of shift.
- All parts will be ordered on parts requisition.
- All warranted parts and materials will be tagged with Request Order (R/O) number, date, vehicle number (V.I.N.), unit number, and returned to parts department for disposition.

# EMPLOYEE STANDARDS OF CONDUCT SEARCHES AND ALCOHOL/DRUG TESTING

## Hiring and Retention

Upon hire, all personnel in a safety sensitive role must register with the Drug and Alcohol Clearinghouse and submit to the mandated drug and alcohol tests in accordance with Fort Bend ISD board policy, Texas Department of Public Safety, Department of Transportation, and National Highway Traffic Safety Administration.

## Controlled Substance Abuse and Alcohol Misuse

Transportation Department maintains a drug-free workplace. The use of controlled substances (drug) and alcohol is highly detrimental to the safety and productivity of employees in the work place. Because the abuse of controlled substances and misuse of alcohol is a significant safety issue, there is a mandatory drug and alcohol testing policy. Anyone offered employment with the Transportation Department, is required to take a drug test at a Fort Bend ISD health designated facility. In addition to pre-employment drug testing, employees may be required to submit to drug and alcohol testing if involved in any of the following circumstances:

- Return to work from a leave of absence;
- Motor vehicle accident as required by DOT;
- Preventable third-party injury;
- Employee work-related injury/illness;
- Random selection;
- Reasonable suspicion;
- Return-to-duty; and/or
- Follow-up.

The above list is provided for your reference.

**Fort Bend ISD is not required and does not provide an evaluation by a substance abuse professional or any subsequent recommended education or treatment for an employee who has violated a drug and alcohol regulation of the DOT.**

## Reasonable suspicion searches - DHE (LOCAL)

The District reserves the right to conduct searches when the District has reasonable suspicion to believe that a search will uncover evidence of work-related misconduct. The District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on District premises or worksites or used in District business. Searches that reveal a violation of the District's standards of conduct may result in disciplinary action. [See DH]

## Federally Required DOT Testing Program - DHE (LOCAL)

In accordance with DOT rules, the District shall establish an alcohol and controlled substances testing program to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by the drivers of commercial motor vehicles, including school buses. The primary purpose of the testing program is to prevent impaired employees from performing safety-sensitive functions.

The Superintendent shall designate a District official who shall be responsible for ensuring that information is disseminated to employees covered under this testing program regarding prohibited driver conduct, alcohol and controlled substances tests, and the consequences that follow positive test results.

### **Drug-Related Violations - DHE (LOCAL)**

The following constitute drug-related violations under the DOT rules:

1. Refusing to submit to a required test for alcohol or controlled substances.
2. Providing an adulterated, diluted, or a substituted specimen on an alcohol or controlled substances test.
3. Testing positive for alcohol, at a concentration of 0.04 or above, in a post-accident test.
4. Testing positive for controlled substances in a post-accident test.
5. Testing positive for alcohol, at a concentration of 0.04 or above, in a random test.
6. Testing positive for controlled substances in a random test.
7. Testing positive for alcohol, at a concentration of 0.04 or above, in a reasonable suspicion test.
8. Testing positive for controlled substances in a reasonable suspicion test.

An employee who operates a commercial motor vehicle, including a bus, and commits a drug-related DOT violation as defined above shall not be eligible for reinstatement as a driver.

### **Alcohol Results Between 0.02 And 0.04 - DHE (LOCAL)**

In accordance with DOT rules, a driver tested under this policy and found to have an alcohol concentration of 0.02 or greater, but less than 0.04, shall be suspended from driving duties for at least 24 hours.

[In the event of a subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, see the disciplinary consequences at DISTRICT-IMPOSED CONSEQUENCES, below].

### **Reasonable Suspicion DOT Testing - DHE (LOCAL)**

Only supervisors specifically trained in accordance with federal regulations may, based upon reasonable suspicion, remove a driver from a safety-sensitive position and require testing for alcohol and/or controlled substances. The determination of reasonable suspicion shall be based on specific observations of the appearance, behavior, speech, or body odors of the driver whose motor ability, emotional equilibrium, or mental acuity seems to be impaired. Such observations must take place just preceding, during, or just after the period of the workday that the driver is on duty.

The observations may include indication of the chronic and withdrawal effects of controlled substances. Within 24 hours of the observed behavior, the supervisor shall provide a signed, written record documenting the observations leading to a controlled substance reasonable suspicion test.

### **District-Imposed Consequences - DHE (LOCAL)**

In addition to the consequences established by federal law, a District employee confirmed to have violated the District's policy pertaining to alcohol or controlled substances, including a second or subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, shall be subject to District-imposed discipline, as determined by his/her supervisor and the Superintendent. Such discipline may include any appropriate action from suspension without pay during the period of removal from safety-sensitive functions, up to and including termination of employment. [See DF series]

In cases where a driver is also employed in a non-driving capacity by the District, disciplinary action imposed for violation of alcohol and controlled substances policies shall apply to the employee's functions and duties that involve driving. Additionally, upon recommendation of the employee's supervisor, disciplinary measures up to and including termination of employment with the District may be considered.

### **Other Employees Subject To DOT Testing - DHE (LOCAL)**

Under its own authority, the District shall apply the DOT testing regulations to the categories of employees listed below who are in positions where safety of students or staff is a concern:

1. All District peace officers; and
2. All positions involved in the operation or repair of any motor vehicle, regardless of whether the vehicle is on district or private property, and regardless of whether students or other employees are to be transported.

### **District Drug and Alcohol Testing of any Employee - DHE (LOCAL)**

Under its own authority, the district shall conduct drug and alcohol testing of any employee based on reasonable suspicion as described below.

Department directors, principals, and other administrators, in consultation with the chief human resources officer or designee, may remove an employee from duty and require testing for drugs and/or alcohol based upon reasonable suspicion.

Reasonable suspicion shall include but not be limited to:

1. The occurrence of an accident or incident that results in damage or loss of district property or injury to any person;
2. Articulable observations of appearance, behavior, speech, or body odors; and
3. Reports or complaints about the use of alcohol or illegal substances during work hours from other employees or members of the public.

Within 24 hours of the removal, the supervisor shall provide a signed, written record to the office of human resources documenting the information leading to an employee's removal and/or testing based on reasonable suspicion.

Testing positive for any amount of alcohol or drug, or an employee's refusal to comply with a directive to submit to a reasonable suspicion test shall be a basis for disciplinary action, up to and including termination.

### **Workers' Compensation Claims - DHE (LOCAL)**

The District shall make arrangements for a drug and alcohol test after each work-related accident experienced by an employee. [See CRE]

### **Searches - General Rule - DHE (LEGAL)**

Citizens, including district employees, have a right to be free from unreasonable searches and seizures. *U.S. Const. Amendment IV; Tex. Const. Art. I, Sec. 9*

A district may search an employee or an employee's property if:

1. There are reasonable grounds to believe that the search will turn up evidence that the employee is guilty of work-related misconduct; and
2. The search is reasonably related in scope to the circumstances that justified the interference in the first place.

*O'Connor v. Ortega, 480 U.S. 709 (1987); New Jersey v. T.L.O., 469 U.S. 325 (1985)*

In addition, a district may search an employee's workplace for non-investigatory, work-related purposes, if there are reasonable grounds to believe that the search will turn up evidence that the employee is guilty of work-related misconduct. *O'Connor v. Ortega*, 480 U.S. 709 (1987)

#### **Random Drug/Alcohol Testing - DHE (LEGAL)**

A district may conduct drug tests, without a warrant and without individualized suspicion, when the test serves special governmental needs that outweigh the individual's privacy expectation. *Skinner v. Railway Labor Executives Ass'n*, 489 U.S. 602 (1989); *Nat'l Treasury Employees Union v. Von Raab*, 489 U.S. 656 (1989)

#### **Safety-Sensitive Positions - DHE (LEGAL)**

Random alcohol and drug testing of employees in "safety-sensitive" positions may be permissible when the intrusiveness of the search is minimal and a board is able to demonstrate that the drug-testing program furthers its interest in ensuring the physical safety of students.

"Safety-sensitive" positions include those that involve the handling of potentially dangerous equipment or hazardous substances in an environment including a large number of children. *Aubrey v. Sch. Bd. of LaFayette Parish*, 148 F.3d 559 (5th Cir. 1998)

#### **Testing Of Drivers - DHE (LEGAL)**

A district shall conduct testing, in accordance with federal regulations, of commercial motor vehicle operators for use of alcohol or a controlled substance that violates law or federal regulation. 49 U.S.C. 31306; 49 C.F.R. Part 382

#### **Commercial Motor Vehicle Defined - DHE (LEGAL)**

A commercial motor vehicle is defined as a motor vehicle used to transport passengers or property that:

- 1.) Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
  - 2.) Has a gross vehicle weight rating of 26,001 or more pounds; or
  - 3.) Is designed to transport 16 or more passengers, including the driver.
- 49 CFR 382.107

#### **Testing Procedures - DHE (LEGAL)**

A district shall ensure that all alcohol or controlled substances testing conducted under 49 C.F.R. Part 382 complies with the procedures set forth in 49 C.F.R. Part 40. 49 C.F.R. 382.105

U.S. Department of Transportation (DOT) tests must be completely separate from non-DOT tests in all respects. DOT tests must take priority and must be conducted and completed before a non-DOT test is begun. 49 C.F.R. 40.13

#### **Test Required - DHE (LEGAL)**

Required testing includes pre-employment, post-accident, random, reasonable suspicion, return-to-duty, and follow-up testing. No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substances test, or a return-to-duty or follow-up alcohol or controlled substances test. A district shall not permit a driver who refuses to submit to such tests to perform or continue to perform safety-sensitive functions. 49 C.F.R. 382.211, .309

### **Education and Treatment - DHE (LEGAL)**

A district is not required to provide an evaluation by a substance abuse professional or any subsequent recommended education or treatment for an employee who has violated a drug and alcohol regulation of the DOT.

However, if a district offers an employee an opportunity to return to a safety-sensitive duty following a violation, before the employee again performs that duty, the district must ensure that the employee receives an evaluation by a substance abuse professional and that the employee successfully complies with the professional's evaluation recommendations.

### **Return-to-Duty Testing - DHE (LEGAL)**

If a district permits an employee who has violated a DOT drug and alcohol regulation to return to safety-sensitive functions, the district must ensure that the employee takes a return-to-duty test. This test cannot occur until after the substance abuse professional has determined that the employee has successfully complied with prescribed education and/or treatment. The employee must have a negative drug test result and/or an alcohol test with an alcohol concentration of less than 0.02 before resuming performance of safety-sensitive duties.

A district is not required to return an employee to safety-sensitive duties because the employee has met the conditions described in the preceding paragraph.

Return-to-duty is a personnel decision that the district has the discretion to make subject to legal requirements. *49 C.F.R. 40.305(a)-(b)*

### **Educational Materials - DHE (LEGAL)**

A district shall provide educational materials that explain the federal requirements and the district's policies and procedures with respect to meeting these requirements.

The district shall ensure that a copy of these materials is distributed to each driver before the start of alcohol and controlled substances testing under this policy and to each driver subsequently hired or transferred into a position that requires driving a commercial motor vehicle. Written notice to representatives of employee organizations of the availability of this information shall also be provided. The materials shall include detailed discussion of at least the items listed at 49 C.F.R. 382.601. *49 C.F.R. 382.601*

### **Reports - DHE (LEGAL)**

A district required by federal safety regulations to conduct alcohol and drug testing of an employee who holds a commercial driver's license shall report the following information to the Department of Public Safety:

1. A valid positive result on an alcohol or drug test and whether the specimen producing the result was a dilute specimen. "Valid positive result" means an alcohol concentration of 0.04 or greater on an alcohol confirmation test, or a result at or above the cutoff concentration levels listed in 49 C.F.R. 40.87 on a confirmation drug test. "Dilute specimen" means a specimen with creatinine and specific gravity values that are lower than expected for human urine.
2. A refusal to provide a specimen for an alcohol or drug test.
3. An adulterated specimen or substituted specimen, as defined at 49 C.F.R. 40.3, on an alcohol or drug test.

For purposes of this requirement, the term "employee" includes applicants for employment subject to pre-employment testing. *Trans. Code 644.251-.252; 49 C.F.R. 40.3*

**Post-Accident (DOT)**

As soon as it is practical following an occurrence involving a commercial motor vehicle, the District shall test each surviving driver:

- 1.) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
  - 2.) Who receives a citation under state or local law for moving traffic violation arising from the accident and at least one of the following occurs:
    - a. any involved vehicle requires towing from the accident scene; or
    - b. any involved person(s) requires immediate medical treatment away from the accident scene.
- 49 CFR 382.303(a)*

*This table depicts the circumstances under which an employer is required to perform a post-accident alcohol or controlled substances test, in accordance with 49 CFR 382.303 (a).*

| <b>Type of Accident</b>   | <b>Citation Issued to CMV driver</b> | <b>Test must be performed by employer</b> |
|---|--------------------------------------|---|
| <i>Human Fatality</i>   | Yes<br>No                            | Yes<br>Yes                                |
| <i>Bodily injury with immediate medical treatment away from the scene</i> | Yes<br>No                            | Yes<br>No                                 |
| <i>Disabling damage to any motor vehicle requiring tow away</i>           | Yes<br>No                            | Yes<br>No                                 |

A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the district to have refused to submit to testing.

However, this provision shall not be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

*49 CFR 382.303(c)*

The District shall provide drivers with necessary post-accident information, procedures and instructions, prior to the driver’s operating a commercial motor vehicle, so that drivers will be able to comply with these requirements.

*49 CFR 382.303 (d)*

The result of a breath or blood test for the use of alcohol or a urine test for the use of controlled substances, conducted by federal, state, or local officials having independent authority for the test, shall be considered to meet the requirements of this policy, provided such test conform to applicable federal, state or local requirements, and that the results of the test are obtained by the District. *49 CFR 382.303 (e)*

**Random (DOT)**

A third party vendor will randomly select individuals working in a safety sensitive capacity with no

influence from Fort Bend ISD personnel. The District shall randomly select a sufficient number of drivers for alcohol and controlled substances testing during each calendar year to equal an annual rate not less than the minimum annual percentage rate of random alcohol and controlled substances testing determined by the Federal Highway Administration (FHWA). *49 CFR 382.305 (j)*

If the District conducts random testing for alcohol and/or controlled substances through a consortium, the number of drivers to be tested may be calculated for each individual employer or may be based on the total number of drivers covered by the consortium who are subject to random alcohol and/or controlled substances testing at the same minimum annual percentage rates under these requirements. *49 CFR 382.3059 (j)*

The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method, such as a random number table or a computer-based random number generator that is matched with drivers' Social Security numbers, payroll identification numbers, or other comparable identifying numbers. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made. *49 CFR 382.305 (l)*

The district shall ensure that random alcohol and controlled substances test conducted under this policy are unannounced and that the dates for administering random alcohol and controlled substances test are spread reasonably throughout the calendar year. *49 CFR 382.305 (k)*

A driver shall be tested for alcohol only while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions. *49 CFR 382.305 (m)*

Each driver who is notified of selection of random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification. The district shall instead ensure that the driver ceases to perform the safety-sensitive function and proceeds to the testing site as soon as possible. *49 CFR 382.305 (l)*

#### **Alcohol (DOT)**

The District shall require a driver to submit to an alcohol test when there is reasonable suspicion to believe that the driver has violated the prohibitions of this policy concerning alcohol. The district's determination that reasonable suspicion exist to require the driver to undergo an alcohol test must be based on specific, contemporaneous, articulate observations concerning the appearance, behavior, speech, or body odors of the driver. *49 CFR 382.307 (a)*

Reasonable suspicion alcohol testing may occur only if the required observations are made during, just preceding, or just after the period of the workday that the driver is required to be in compliance with this policy and the driver is performing safety-sensitive functions, is about to perform safety-sensitive functions, or has just ceased performing such functions. *49 CFR 382.307 (d)*

#### **Controlled Substances (DOT)**

The district shall require a driver to submit to a controlled substances test when there is reasonable suspicion to believe that the driver has violated the prohibitions of this policy concerning controlled substances. The district's determination that reasonable suspicion exist to require the driver to undergo a controlled substances test must be based on specific, contemporaneous, articulate observations concerning the appearance, behavior, speech, or body odors of the driver. The observation may include

indications of the chronic and withdrawal effects of controlled substances. *49 CFR 382.307 (b)*

A written record shall be made of the observations leading to a controlled substance reasonable suspicion test, and signed by the one who made the observations, within 24 hours of the observed behavior or before the results of the controlled substances test are released, whichever is earlier. *49 CFR 382.307 (f)*

#### **Follow-Up DOT**

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the district shall ensure that the driver is subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional.

Follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

*49 CFR 382.311*

#### **Alcohol DOT**

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater. If the District has actual knowledge that a driver has an alcohol concentration of 0.02 or greater, the driver shall not be permitted to perform or continue to perform safety-sensitive functions.

*49 CFR 382.201*

No driver shall use alcohol while performing safety-sensitive functions. If the District has actual knowledge that a driver is using alcohol while performing safety-sensitive functions, the driver shall not be permitted to perform or continue to perform safety-sensitive functions. *49 CFR 382.205*

No driver shall perform safety-sensitive functions within four hours after using alcohol. If the District has actual knowledge that a driver has used alcohol within four hours, a driver shall not be permitted to perform or continue to perform safety-sensitive functions. *49 CFR 382.207*

No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first. *49 CFR 382.209*

#### **Controlled Substances DOT**

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.

If the district has actual knowledge that a driver has used a controlled substance, the driver shall not be permitted to perform or continue to perform a safety-sensitive function.

The district may require a driver to inform the employer of any therapeutic drug use. *49 CFR 382.213*

No driver shall report for duty, remain on duty, or perform a safety-sensitive function, if the driver test positive for controlled substances. If the district has actual knowledge that a driver has tested positive

for controlled substances, the driver shall not be permitted to perform or continue to perform safety-sensitive functions. *49 CFR 382.215*

#### **Removal from Safety-Sensitive Functions DOT**

No driver shall perform safety-sensitive functions, including driving a commercial motor vehicle, if the driver has engaged in conduct prohibited by this or other district policy regarding use of alcohol or controlled substances.

The district shall not permit any driver to perform safety-sensitive functions, including driving a commercial motor vehicle, if the district has determined that the driver has violated this policy. *49 CFR 382.501*

#### **Required Evaluation and Treatment DOT**

No driver who has engaged in conduct prohibited by this policy shall be permitted to perform safety-sensitive function, including driving a commercial motor vehicle, unless the driver has been referred for evaluation and treatment.

*49 CFR 382.503 382.605 (b)*

#### **Other Alcohol-Related Conduct DOT**

No driver tested under the provisions of this policy who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions for the district, including driving a commercial motor vehicle, nor shall the district permit the driver to perform or continue to perform safety-sensitive functions, until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

Except as provided above, the district shall not take any action under this policy against a driver based solely on test results showing an alcohol concentration less than 0.04. This does not prohibit the district from taking any action otherwise consistent with law based on its own authority. *49 CFR 382.505*

#### **Other Penalties DOT**

Except as expressly provided in this policy, nothing in the federal regulations shall be construed to affect the authority of employers or the right of driver, with respect to the use or possession of alcohol, or the use of controlled substances, including authority and rights with respect to testing, rehabilitation, and other penalties. *49 CFR 382.111*

[See DH (LOCAL) and DI (EXHIBIT) for provisions regarding the Safe and Drug-Free Schools and Communities Act, the Drug-Free Workplace Act, and the Texas Workers' Compensation Act].

#### **Records**

The district shall maintain records of its alcohol misuse and controlled substances use prevention programs as provided in *49 CFR 382.401*.

The records shall be maintained in a secure location with controlled access. *49 CFR 382.401 (a)*

#### **Reports DOT**

Upon request by the Secretary of Transportation, any Department of Transportation agency, or any state or local official with regulatory authority over the district or any of its drivers, the district shall prepare and maintain a summary of the results of its alcohol and controlled substances testing programs performed under this policy during the previous calendar year. *49 CFR 382.403*

**Consortium**

With specific Board approval, the Superintendent may contract on behalf of the district with outside consultants and contractors and work with a consortium of other local governments to secure the testing services, educational material, and other component elements needed for this program.

Under such contract, the consortium shall be responsible for implementing, directing, administering, and managing the alcohol and controlled substances program within the U.S. Department of Transportation guidelines. The consortium shall serve as the principal contact with the laboratory and for collection activities in assuring the effective operation of the testing portion of the program.

Failing to submit to a drug/alcohol test immediately following notification from a designated official will be interpreted as your immediate resignation of employment and admission of substance abuse. The appropriate report will be made to Human Resources, Department of Public Safety, National Highway Traffic Safety Administration, and the Drug and Alcohol Clearinghouse Registration.

# EXHIBIT A



Re: Drug and Alcohol Clearinghouse Registration (**Mandatory Requirement**)

Transportation Employee,

Beginning January 6, 2020, all school districts and all CDL holders (includes school bus drivers and white fleet drivers that hold a CDL) will be required to register in the Drug and Alcohol Clearinghouse.

The Clearinghouse is a secure online database that will give employers, The Federal Motor Carrier Safety Administration (FMCSA), state driver licensing agencies, and state law enforcement personnel real-time information about commercial driver's license (CDL) and commercial learner's permit (CLP) holders', drug and alcohol program violations.

The Clearinghouse will contain records of violation of drug and alcohol prohibitions in 49 CFR Part 382, Subpart B, including positive drug or alcohol test results and test refusals. When a driver completes the return-to-duty process and follow-up testing plan, this information will also be recorded in the Clearinghouse database.

If you do not need assistance with the registration process, you may register at <https://clearinghouse.fmcsa.dot.gov/Register>. Please contact a trainer if you need assistance in completing this registration process.

Transportation Management

# EXHIBIT B



Re: Drug and Alcohol Clearinghouse Registration (Mandatory Requirement)

FBISD Employee,

Beginning January 31, 2020, non-transportation department school district employees who hold a valid CDL and whose job duties require use of the CDL, must register in the Drug and Alcohol Clearinghouse.

The federal Clearinghouse will contain records of violation of drug and alcohol prohibitions in 49 CFR Part 382, Subpart B, including positive drug or alcohol test results and test refusals. When a driver completes the return-to-duty process and follow-up testing plan, this information will also be recorded in the Clearinghouse database.

The Clearinghouse is a secure online database that will give employers, the Federal Motor Carrier Safety Administration (FMCSA), state driver licensing agencies, and state law enforcement personnel real-time information about commercial driver's license (CDL) and commercial learner's permit (CLP) holders', drug and alcohol program violations.

You may register at <https://clearinghouse.fmcsa.dot.gov/Register>.

Please contact Mr. Isaac Malbrough at [Isaac.malbrough@fortbendisd.com](mailto:Isaac.malbrough@fortbendisd.com) if you have any questions about completing the online registration. Notify your Athletic or Fine Arts Director after you complete this process.

Respectfully,  
Transportation Management

*Detach this proof of completion then deliver it to your supervisor:*

|   |
|---|
| I _____ I.D.# _____ e-mail: _____<br>Campus/Facility: _____ Sport/Activity: _____ followed the instructions above by<br>completing the Clearinghouse on Date: __/__/__. |
| <b>Expiration dates (if applicable)</b><br>License: __/__/__<br>Driver certification card: __/__/__<br>CDL operator physical: __/__/__                                  |
| Signature: _____ Date: __/__/__   |

Fort Bend Independent School District Transportation Department  
• 281-634-1970 or 281-634-1973 • [www.fortbendisd.com](http://www.fortbendisd.com)

# EXHIBIT C

Fort Bend ISD  
079907

EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

DHE  
(EXHIBIT)

FORT BEND INDEPENDENT SCHOOL DISTRICT  
ACKNOWLEDGMENT OF RECEIPT OF  
DRUG AND ALCOHOL ABUSE POLICIES AND PROCEDURES

|

I, \_\_\_\_\_ hereby state that I have received a copy of Fort Bend Independent School District's Drug and Alcohol Abuse Policy, Employee Substance Abuse Testing Procedures, and DHE(LEGAL) and (LOCAL). I acknowledge that I have read and understand these policies and procedures. I also understand that employees found in violation of the District's Drug and Alcohol Abuse Policy are subject to immediate discharge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# EXHIBIT D

## Transportation Employee Handbook Receipt

Employee Name:  
Employee ID #:  
Campus/Department: TRANSPORTATION

I hereby acknowledge receipt of the Fort Bend ISD Transportation Handbook, which I may access through electronic format using the District's Intranet, or receive a hard copy upon request. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document, which includes a copy of the District's Drug and Alcohol Policy and Confidentiality and Privacy Policy.

Please indicate your choice by checking the appropriate line below:

I choose to receive the employee handbook in electronic format and accept responsibility for accessing it on the District Website at [www.fortbendisd.com/Domain/135](http://www.fortbendisd.com/Domain/135).

I choose to receive a hardcopy of the employee handbook via my district e-mail account.

The information in this handbook is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this booklet. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that this handbook intends no modifications or alterations of at-will relationships.

If I do not understand any part of this handbook, I will contact my Supervisor for clarification. I agree to abide by these procedures and I understand failure to do so will be grounds for disciplinary action.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

EMPLOYEE COPY

# EXHIBIT E

## Transportation Employee Handbook Receipt

THIS PAGE GOES IN EMPLOYEE'S PERSONNEL FILE

Employee Name:  
Employee ID #:  
Campus/Department: TRANSPORTATION

I hereby acknowledge receipt of the Fort Bend ISD Transportation Handbook, which I may access through electronic format using the District's Intranet, or receive a hard copy upon request. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document, which includes a copy of the District's Drug and Alcohol Policy and Confidentiality and Privacy Policy.

Please indicate your choice by checking the appropriate line below:

I choose to receive the employee handbook in electronic format and accept responsibility for accessing it on the District Website at [www.fortbendisd.com/Domain/135](http://www.fortbendisd.com/Domain/135).

I choose to receive a hardcopy of the employee handbook via my district e-mail account.

The information in this handbook is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this booklet. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that this handbook intends no modifications or alterations of at-will relationships.

If I do not understand any part of this handbook, I will contact my Supervisor for clarification. I agree to abide by these procedures and I understand failure to do so will be grounds for disciplinary action.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

THIS PAGE GOES IN EMPLOYEE'S PERSONNEL FILE