

Sealy Independent School District Bus Driver/Transportation Policies



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Drivers should remember that while driving a Sealy ISD bus you are the most visible representative of SISD. Your first responsibility is to take utmost care to keep our district's most precious possession, our children, safe. Your driving habits should reflect this awesome responsibility. All safety rules for drivers will be strictly enforced.

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There is a rider report that must be filled out monthly and returned to the transportation coordinator. This report should be filed in a timely manner.

Transportation Policies

1. Every student is expected to scan their ID card on and off the bus every time they ride. Students who do not have an ID must have a note from the school office before they will be allowed to board the bus.
2. Do not speed. Route bus speed should be 50 M.P.H. on the highway. Drive at the appropriate speed for the road and weather conditions. Delivering students to school and home safely is more important than being on time. See page 4 for regulations concerning speed limits on the different types of roadways. **The use of a cell phone by the driver while the bus is in motion is strictly prohibited. If you receive a call from your director do not answer your phone. Instead pull-over to a safe area and call them back.**
3. The driver will keep his/her bus interior clean at all times.
4. The driver will be responsible for pre and post trip inspections, which will include safety equipment such as first aid kits, reflectors, and body fluid clean-up kits. Drivers will sign off on a daily form indicating that the "Pre-Trip" Inspection has been completed.
5. Report any bus problems or issues to Randall Krchnak or Lloyd Jurecka by completing the forms provided in the "School Bus Driver Vehicle Inspection Book".
6. The bus should not be late to pick up students unless allowances are being made for weather or road conditions.
7. Bus routes should be driven in the direction that is indicated by the "Master Route Sheet" that is located in the "Driver Binders", unless instructed by transportation.
8. Drivers are required to check out and check in on Aesop. Drivers should not arrive at the facility any earlier than 30 minutes prior to their scheduled routes. Drivers should not clock in any sooner than 10 minutes before departing on their scheduled routes.
9. All buses should arrive at school between:
HS 7:15 AM to 7:25 AM
JH - Int. 7:20 AM to 7:30 AM
Elem. 7:35 AM to 7:45 AM
10. The bus should not idle more than 5 minutes per stop with students. If you are going to be stopped more than 5 minutes, turn off the bus.
11. Drivers may be required to take a sobriety and/or drug test at any time as requested by their supervisor or mandated by DOT requirements.
12. Drivers will be sure that all necessary forms which are required for their employment and certification are completed and filed in the transportation's office. If you receive a moving violation ticket you must notify the Transportation Director in writing within 7 days of the violation.

13. Drivers are required to complete a “Note From the Bus Driver” when a minor disciplinary offense occurs, (not sitting properly, standing, excessive noise, littering...) If the “Note from the Bus Driver” does not resolve the issues then the “Bus Conduct Report” will be completed & used for further disciplinary actions. For major offenses, (fighting, verbal abuse, bullying, defacing the school bus, disrespecting the driver...) the driver will then go straight to the “Bus Conduct Report”.

14. The Transportation Director will be responsible for maintaining required driver records including:

- A. Current MVR
- B. Criminal History Check
- C. Physical Examination Records
- D. Bus Driving School Records
- E. Proper Texas Driver License Verification

Bus Speed Limits (Different Types of Roads)

1. U.S. and State Highways (example I-10 or state highway 36), maximum speed limit in good weather 50 mph, speed adjusted downward for bad weather conditions.
2. Paved county roads (example F.M. 1094) maximum speed limit is 50 mph, speed adjusted downward for bad weather conditions.
3. Gravel, dirt, and caliche roads maintained by the county maximum speed limit is 35 mph, speed adjusted downward for the following reasons:
 - a. Weather conditions
 - b. Condition of the road regardless of the weather
4. On gravel, dirt, and caliche roads or driveways that are privately maintained, maximum speed limit is 15 mph, speed adjusted downward for the following reasons:
 - a. Weather conditions
 - b. Condition of the road regardless of the weather
5. Your speed should always be adjusted downward for any road hazard or very rough areas. School buses have extremely stiff suspensions and will bounce to the point that the wheels/tires may leave the ground if a rough area is hit at an excessive speed. Do not allow this to happen.

Why maximum speed recommendations?

1. Student Safety: Excessive speed is dangerous for you and your passengers.
2. The only occasion in school related activities that you can be held personally liable is for your actions as the driver of a school district vehicle. This means that you could be sued personally for accidents that occur while you are driving a school bus or other school vehicle. You could lose your personal money or property should a judgment be levied against you.
3. We are in and will continue to be in a tight budgeting situation. Excessive speed causes premature equipment failure and subjecting school buses to excessive speed on rough roads further increases the chances of equipment failure. We don't have the money to replace buses unnecessarily.
4. You are expected to follow the speed limit guidelines at all times. Periodic checks using the Zonar system will be done to assess compliance.

Regulations Concerning Students (Regular Routes)

Route Trips

1. The driver is in full charge of the bus and students. Students must obey the driver promptly and fully.
2. Students should be courteous to other students and bus drivers.
3. Students must never stand in the roadway while waiting for the bus. They shall wait a sufficient distance from the pavement to allow room for the bus to pull off the pavement onto the shoulder.
4. Students must be on time; the bus cannot wait for those who are tardy.
5. Unnecessary conversation with the driver is prohibited. The driver needs to give his/her full attention to the operating of the bus.
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Students must not throw waste paper or other trash on the floor of the bus.
8. Throwing of anything from the bus is strictly prohibited.
9. Students must not, at any time, extend their arms or heads out of the bus windows.
10. Students must not try to get on or off the bus or move about within the bus while it is in motion.
11. When exiting the bus, students must follow the directions of the driver.

Specific Rules

A. Bus Drivers

1. The driver shall maintain discipline on the bus at all times, and shall report daily any violation or misconduct by the pupils to the school principal.
2. Drivers should dress in proper attire. No see thru garments, short shorts, strapless garments, muscle t-shirts. If you wear sandals, they must have a strap that keeps them securely on your feet. **No flip flops.** This is for the safety of all.
3. Drivers are not to leave their buses unattended unless it is absolutely necessary. A great number of problems arise while the driver is absent from his/her bus.
4. A student should never be put off the bus to walk home. If necessary to emphasize the disciplinary action, the principal and the superintendent may take away the student's privilege to ride the bus. In serious cases a meeting with the student's parents, driver, principal, and possibly the superintendent will be necessary.
5. Never bring a student to the principal having already promised him/her a specific punishment. When you bring a student to the principal, the principal will decide on the corrective measures.
6. Caring for the safety of students is a tremendous responsibility and driving a school bus requires the use of sound judgment.
7. It is the responsibility of the driver to insure all special need students are secured properly while they are on the bus.
8. Always attempt to remedy problems with the person most closely associated to the issue. If that is not successful, follow the chain of command or use the grievance process. Gossip and complaining do not solve problems...they create more. If there is a problem, be a part of the solution. Student safety and a healthy work environment are important to everyone.

B. Students

Students are expected to assist district staff in ensuring that buses and other district vehicles remain in good condition and that transportation is provided safely. When riding in district vehicles, including buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

1. Follow the driver's directions at all times.
2. Enter and leave the vehicle in an orderly manner at the designated stop.

3. Keep feet, books, instrument cases, and other objects out of the aisle.
4. Not deface the vehicle or its equipment.
5. Not put head, hands, arms, or legs out the window, hold any object out of the window, or throw objects within or out of the vehicle.
6. Not possess or use any form of tobacco or e-cigarettes in any district vehicle.
7. Observe all usual classroom rules.
8. Be seated while the vehicle is moving.
9. Fasten their seat belts, if available.
10. Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
11. Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct; the privilege to ride in a district vehicle, including a school bus, may be suspended or revoked.

C. Other Regulations

1. Occasionally there will be a need for non-bus students to ride a school bus. In order that a non-bus student may ride the bus it will be necessary for that student to provide written permission from his/her school principal.
2. Bus students are required to board their bus in the bus-loading zone at their school. Students will not be allowed to get off the bus at other school loading areas.
3. Parents with a problem or question about any regulation, route, or procedures concerning school transportation should contact Randall Krchnak at 885-6787.

Regulations for Activity Trips

It is our desire that an activity trip be a pleasant experience for pupils, sponsors, and bus drivers. In order for this to be possible, certain regulations shall be observed by all parties. These minimum rules are listed for each group.

No vehicle will be assigned without a request made through the Principal's office. If a request is not received or is received with extremely short notice, a vehicle may not be assigned.

A. Bus Drivers

1. A driver should have the vehicle at the designated loading area at **least ten minutes** before departure time.
2. The vehicle should be clean and in good condition.
3. The driver is responsible for driving the vehicle in a safe manner to any place or places that the sponsor may direct. **Yellow Activity Buses can be driven at a maximum speed of 60 mph (If DOT inspected, if not DOT inspected the maximum speed is 50 mph) or the posted speed limit.**
4. **The use of a cell phone by the driver while the bus is in motion is strictly forbidden.**
5. Upon arriving at the destination, the driver is not to leave until he/she has checked with the sponsor to be sure that he/she is not needed at that particular time.
6. When traveling in groups of two or more buses, you need to travel together as a convoy. When traveling in convoy, each driver should maintain a distance of approximately 200 yards from the vehicle in front. A driver is responsible for maintaining a visual contact with the vehicle behind. At night it will be necessary to check the lights of the following vehicle frequently.
7. When traveling in a convoy, should one vehicle stop, all vehicles will stop.
8. **The conduct of the pupils is the responsibility of the sponsor and the driving is the responsibility of the driver.** In the event that pupil conduct becomes unruly to the extent that it creates a hazardous driving condition, the driver shall request the sponsor to correct the situation. If the sponsor will not or cannot correct the situation, the driver may pull off the highway in a safe place until the conduct of the pupils becomes satisfactory. This is a last resort and should be used very sparingly and only if pupils conduct has gotten out of hand to the extent that it creates a dangerous driving situation. Extra loud talking, occasional changing of seats, and incidents of this nature are not sufficient cause for stopping the bus.
9. No tobacco, alcohol, or drug (other than a prescription drug) will be used or possessed by students or adults on the bus.

B. Sponsors and Coaches

1. *Sponsors and coaches* are in charge of pupils and pupil behavior on the bus during activity trips.

2. *Sponsors or coaches* are to see that pupils remain in their seats once the bus is in motion.
3. ***Sponsors or coaches* are to see that all trash, food wrappers and uneaten foods are removed from the bus and placed in dumpsters before the bus is parked for the evening.**
4. Food and soft drinks may be consumed on the bus, but only with the approval of the sponsor, coach, or bus driver. It is the responsibility of the sponsor or coach to see that the remains are placed in the bus trash can. The sponsor or coach is to inspect the bus after pupils have completed the trip to see that all trash has been disposed of on the bus.
5. *Sponsors or coaches* are responsible for seeing that student regulations are carried out.
6. It is a violation of state and federal law for any person to use or possess tobacco, alcohol, or illegal drugs on the bus.
7. *Sponsors or coaches* are to observe the conduct of students at all times. It is suggested that the sponsor position himself/herself in the middle or the back of the bus where he/she may more readily observe the students and their actions.
8. **No electronic devices will be plugged into the auxiliary power supply of the bus.**

C. Students

1. Only pupils who are current students in good standing in the Sealy Schools will be transported in school vehicles to activity events.
2. Students are expected to be at the departure point at least ten minutes before departure.
3. Once the bus is in motion, students are not to change seats or walk up and down the aisles and will be required to wear seatbelts in vehicles that are so equipped.
4. Food and soft drinks may be consumed on the bus with the approval of the sponsor or the bus driver. All trash and remnants are to be placed in the trashcans on the bus. All soft drinks must be in cans or some kind of non-breakable container. No glass bottles are to be brought on the bus.
5. Students on an activity trip are subject to school control just as much as if they were in the classroom. Students who violate school rules or refuse to obey a sponsor will be subject to disciplinary procedures.
6. All students attending an extra-curricular activity who ride the bus must return on the bus unless the parent personally makes special arrangements to pick up the student.
7. Parents requesting special arrangements must go directly to the sponsor or principal to get approval of any changes or alternate arrangements. The sponsor or principal will inform the driver of any changes in the ridership.

8. Throwing anything from the bus is strictly prohibited. **It is hoped that all persons involved in school activity trips will conscientiously observe the above rules in order that each trip taken by S.I.S.D. students may be an enjoyable experience. Violations of the above rules by drivers, sponsors, or students should be reported to the principal or to the superintendent.**

Tips on Student Discipline

1. A bus driver should be aware of the fact that he/she is working for an educational institution whose job is training the minds of students. Too frequently the driver expects his passengers to be a finished product with adult attitudes. When the students have attained such a status, they likely will not be riding on a school bus.
2. A driver should understand child psychology sufficiently well so that he will know that issuing an order does not complete the teaching process. An order must be patiently and constantly repeated.
3. Learn the students' names quickly and pronounce each student's name correctly. No one likes to hear his/her name mispronounced.
4. Be punctual and stay with your time schedule. Drivers take a dim view of tardy students; they are expected to be on time. Are you setting a good example?
5. Reprimand a student in private but praise him/her in front of the other students.
6. Never discipline for an inappropriate behavior one time and ignore the behavior the next time.
7. Be fair; it isn't punishment but injustice that makes a child rebel against you.
8. Be friendly; always show an interest in what students are doing.
9. Do not judge misconduct by how it annoys you.
10. Remember that a sense of humor is extremely valuable.
11. Remember that your attitude toward a student will reflect on that student's attitude toward you. Always avoid personality conflicts or "getting down on a student".
12. Read and study the Texas School Bus Driver Training Course Driver's Handbook.

Absences and Substitutes

All bus drivers who are absent must complete an absence from duty report. The absence from duty report will be in the transportation office. You must sign and return the report to Randall Krchnak as soon as possible. Substitute bus drivers are to be secured by Randall Krchnak.

Use of Car Pool Vehicles

Vehicles are provided for employees use for school business. School business may consist of attendance or transportation of students to extra-curricular events or other school events. Adults may need vehicles for transportation to conventions or for professional development training.

If a request is not received or is received with extremely short notice, a vehicle may not be available to be assigned.

School vehicles should be operated in a safe manner following all traffic safety rules. **Any person driving a school district vehicle should adhere to the posted speed limit. Any traffic violation that is received while driving a school district vehicle is the responsibility of the driver and must be paid for by the driver. Upon returning the vehicles to the district, all trash should be removed from the vehicle and deposited in the trash cans at the bus barn.** Any mechanical problems with the vehicles should be reported to the Transportation Director.

Driver Incentives

1. Perfect attendance
 - a. Perfect attendance per semester is **\$300**
 - b. Perfect attendance both semesters is **\$500** for second semester.
2. Driver finder incentive is **\$400** after driver has completed 60 school days of work.