

TRANSPORTATION POLICIES

2014-2015

Section 9 Transportation

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9.1 CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY

- The Marmaduke School District may provide bus transportation to any student currently enrolled in the Marmaduke School District.
- Buses must be routed to provide the best service for most of the pupils, but routing will also take in effect economic and safety considerations.
- Bus transportation is a privilege, not a right. Transportation may be denied anyone whose conduct becomes unsatisfactory. This is necessary for the safety of the other students riding the bus.
- Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.
- The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated.
- Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.
- Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter.
- The school's jurisdiction starts when the bus comes within view of the students in the morning and ends when the students are no longer in the view of the driver in the afternoon. During this time all regular school rules apply.
- If students are required to cross the road when exiting the bus, they are to cross in front of the bus while it is stopped.
- Students who misbehave on the bus will be written up by the driver. The discipline referrals will be sent to the principals' offices.
- If a student receives three discipline referrals, he/she will be suspended from the bus for five days. If a student receives three additional referrals during the semester, he/she will be suspended from the bus for the remainder of the semester. If the misbehavior is severe enough, the student can and will be suspended from the bus immediately without receiving any referrals.

While on the bus, students should

- Follow the directions of the bus driver,
- Never tamper with the bus,
- Not leave books, lunches, or other articles on the bus,
- Not throw anything inside or outside of the bus,
- Stay in their seats while the bus is in motion, Not extend any part of the body out of the bus,
- Not possess or use tobacco products of any kind,
- Be courteous to fellow pupils and the bus driver,

- Be orderly on the bus with the driver and the bus patrols in control,
- Be absolutely quiet when approaching a railroad crossing.
- Not stop at the mailbox after getting off of the bus.

Students who disobey transportation rules may be subjected to the same consequences as outlined in rules 1 through 40 of the student handbook.

No child under the age of three (3) may ride a school bus.

9.2 Bus Routes:

It shall be the duty of the administrative staff to route the buses and assign bus drivers to routes to provide the best service for the greatest number of students. Routes and driver assignments shall be planned to provide the most economical operation of buses with distances and road conditions being the major criteria for economical routing. Every attempt will be made to get as close to each child’s home as road conditions and time will permit.

The school officials, not the driver, shall have the responsibility of establishing bus stops. Where there are two (2) or more families living within a given area, stops shall be so designated whereby pupils shall be at the designated point for the bus pickup.

Factors such as visibility and traffic amounts are to be considered when planning stops.

A route will not be changed in any manner unless the change is approved by the transportation director. The only exception to this could be dangerous roads or detours.

9.3 Pay Schedule

Bus Drivers’ Salary Schedule

Years	Salary
0	7500
1	7600
2	7700
3	7800
4	7900
5	8000
6	8100
7	8200
8	8300
9	8400
10	8500

Based on 178 day contract

Town route is one half of the amount listed

- Substitute Pay -- A regular route pays \$23.00, a half route pays \$11.50, and a route that is normally over 70 minutes will be the percentage over a full route times the regular bus sub pay. (\$23.00)
- One day trips pay \$8.00 per hour while on the trip.
- The pay for driving a bus to a game is \$25.00.
- Overnight trips pay \$120.00 for the first 24 hours and \$8.00 per hour after the first 24 hours, plus expenses per district rate.
- Routes that take from 50-70 minutes are considered full time routes.
Routes from 15 to 25 minutes pay 50% of a full time route.
Routes from 26 to 39 minutes pay 60% of a full time route.
Routes from 40 to 49 minutes pay 80% of a full time route.
Routes over 70 minutes will be paid based upon the percentage above 70 minutes.

9.4 Absenteeism:

Bus drivers shall be entitled to sick leave according to Personnel Policies with the exception of personal leave. (Leave will be non-accumulative.)

Should a driver be absent for any reason he/she should notify the director of transportation, high school principal, or superintendent.

9.5 Substitute Drivers:

At no time is a bus driver allowed to hire a substitute to make his/her route. The superintendent, principals, and transportation director are the only persons who are authorized to acquire substitute drivers.

9.6 Responsibility of the School Bus Driver:

1. Safety First, when in doubt, do not take chances because human lives are in your hands.
2. The speed limit on all buses, at all times, going to and from school, loaded or empty, is the same as all other highway traffic.
3. The driver is responsible for the conduct of the pupils at all times on the bus.
4. Report immediately to the principal any misconduct.
5. Do not allow any writing or cutting on the buses. Drivers are to check seats after each load.
6. The driver is to operate the door; allow no student to stand between you and the door.

7. When approaching a stop, the driver is to turn on flasher signals 100 yards before making a stop. He should slow down carefully and make no sudden stops unless required to do so by other traffic. When the bus is stopped and the driver is certain that all traffic has stopped, then open the door of the bus and allow the children to get off. **Never allow children to get out of your bus until you are sure that all traffic has stopped.** Be sure when you start up again that the flasher signals are off.
8. The driver is to begin their route each day at the same time.
9. Require children to be ready to get on the bus when you stop in the morning. Have them seated on the bus properly in the afternoons so they can get off easily.
10. Do not allow children to get off anywhere except at their regular stops unless you are notified to do so by a written bus pass supplied by the school office.
11. Do not transport any student who is not listed on your seating chart without a written bus pass supplied by the school office.
12. Visitors are not allowed except in case of emergency and permission is secured from the principal in advance.
13. Bus routes are for the transportation of students only. Any additional bus riders such as school employees or volunteers must be approved by a school administrator. Allow no one else to ride with you.
14. Require children that live close to each other to group themselves at one stop. However, do not require a child to walk in the rain.
15. Drivers are not allowed to smoke on the bus.
16. Profane language is not to be used at any time.
17. Drivers are expected to keep the interior of their bus clean. Drivers are also expected to keep windows and lights clean and free of obstructions.
18. A pre-trip inspection must be performed before **each trip** and the inspection sheet must be turned in weekly.
19. See that your bus will start in plenty of time for you to be on schedule. If the bus will not start, you should contact the bus mechanic immediately.
20. When you have any mechanical or tire trouble, report the trouble to the bus mechanic immediately.
21. In the event of an accident contact the superintendent or transportation director immediately.
22. Any driver drinking on duty will be discharged immediately.
23. Drivers are to stay with their buses when children are on them. **CHILDREN ARE NEVER TO BE LEFT ALONE ON THE BUSES.**
24. Never get out of the bus and leave the engine running while children are on the bus.
25. Come to a complete stop 15 ft. to 35 ft. in front of all railroad crossings whether the bus is loaded or empty. Do not take children's word about a train. Open the doors and look both ways yourself before driving slowly over the crossing.
26. Drivers are not to help drivers of other vehicles. Never use the bus to pull other vehicles.
27. On wet narrow gravel roads, if you are meeting a vehicle, stop and require the other drivers to go around you.
28. A school bus NEVER has the right of way. Where there is any doubt at all, stop and give the other driver the right of way.

- 29. Bus drivers are the representatives of the school to the people out in the community. Drivers should always be courteous, friendly with other drivers, and with parents and others in the community.
- 30. Do not take the problems encountered on your bus to people out in the community. These matters are to be discussed only with the principals, the transportation director, and with the parents of the children involved.
- 31. Bus drivers are required to wear a seat belt at any time that the bus is in motion.
- 32. The administration asks that all drivers be appropriately dressed and well groomed at all times. We do not recommend to adults how to dress, but we do remind you that we have a dress code for students, and unless drivers set an example for students, we cannot expect them to be appropriately attired.
- 33. Regular drivers are required to fill out absence forms on the first day back, substitute drivers are required to fill out the sub-driver form as soon as they return from the route.
- 34. Route drivers are required to complete and submit a route seating chart to the transportation director once per semester.

9.7 Job Description for School Bus Drivers:

9.71 Specific Responsibilities:

- 1. Conduct pre-trip inspection of the school bus prior to every trip.
- 2. Complete route seating charts at the beginning of each semester.
- 3. Notify the transportation director of upcoming absences as soon as possible.
- 4. Complete absence report as soon as the driver returns from absence.
- 5. Attend yearly bus driver training required by Arkansas Dept. of Ed.
- 6. Submit to a pre-employment drug test and random drug test pool.
- 7. Submit to a pre-employment background check.
- 8. Attain a bus driver's physical once every two years.
- 9. Maintain a current CDL license on file with the transportation director.
- 10. Use established routes and designated bus stops.
- 11. Operate bus in approved time schedule.
- 12. Report bus accidents and pupil injuries to authorities.
- 13. Conduct emergency evacuation drill in keeping with school policies.
- 14. Instruct riders regarding being responsible passengers.
- 15. Drive defensively under varying traffic conditions and inclement weather.
- 16. Drive with safety of students as first priority.
- 17. Perform bus housekeeping duties inside and out.
- 18. Fill diesel tank when needed.
- 19. Report bus defects to mechanic.
- 20. Establish favorable working relationships with other drivers, maintenance personnel, teachers, students, principals, and total school staff.
- 21. Exhibit a positive image as a loyal representative of the school district.

9.72 Specific Performance Abilities:

1. Identify with geographic service area of school district.
2. Demonstrate knowledge of rules and regulations promulgated by local, state, and federal authorities.
3. Demonstrate knowledge of state laws and local ordinances.
4. Deal with exuberant behavioral characteristics of youthful riders.
5. Administer disciplinary procedures in keeping with school policies.
6. Be alert and exercise good judgment concerning emergencies, disabled vehicles, and irregular special request by parents of riders.

9.73 Special Legal Requirements to be Met:

1. Meet school bus driver certification requirements:
 - A. Minimum hours of instruction.
 - B. Satisfactory pass knowledge examination.
2. Meet state requirements for appropriate licensing.
3. Meet state physical requirements.
4. Meet local and state standards for driving test.
5. Meet local or state standards for driver record check.

9.8 Drug and Alcohol Testing Policy for School Bus Drivers:

The Marmaduke School Board, in order to comply with Department of Transportation's DOT mandated alcohol and drug testing, hereby directs that all employees required to have a commercial driver's license (CDL) must be tested. This includes all part-time, substitute, activity drivers, and school bus aides. Any violation of this policy shall be considered willful neglect of duty.

9.81 Alcohol:

By use of Evidential Breath Testing (EBT) device operated by a Breath Alcohol Technician (BAT).

The Marmaduke School Board, in order to comply with the DOT's regulations acknowledges three (3) possible test results:

1. Negative (alcohol less than 0.02)
2. Safety sensitive (alcohol only) suspension (0.02 or higher but less than 0.04) removal from duties for 24 hours without pay. Second offense - termination.
3. Positive - (alcohol 0.04 or higher)
Options:
 - A. To continue employment for a positive, while performing a non-safety sensitive duty, must have evaluation by Substance Abuse Professional (SAP) and complete rehabilitation before returning to duty - with minimum of six (6) follow-up tests within twelve (12) months. If charged and found guilty by civil authority, employee shall be terminated.

B. Termination for a 0.04 or greater for alcohol abuse while performing a safety sensitive duty.

C. If (a) above employee pays all cost for SAP and rehabilitation plus return to duty testing.

All alcohol testing to be accomplished using Evidential Breath Testing (EBT) device operated by a Breath Alcohol Technician (BAT). Alcohol testing shall be conducted immediately prior to (60 minutes or less) or immediately after (60 minutes or less) performing safety-sensitive function.

Safety-sensitive personnel shall not consume any alcohol within six (6) hours or on duty and in no incidence consume any alcohol within eight (8) hours after an accident or until after tested.

9.82 Drug Testing:

Split sample urinalysis to be collected under controlled procedures by a qualified individual and evaluated by National Institute of Drug Abuse (NIDA) approved laboratory. Substances to be tested for are marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines.

The Marmaduke School Board, in order to comply with DOT's regulations, acknowledges two (2) possible test results:

1. a. Negative
- b. Positive: split-sample confirmation determined by MRO. Termination after split-sample confirmation reviewed and approved by MRO.
Options:
 - A. To continue employment for a positive while performing a non-safety sensitive duty, employee must have evaluation by Substance Abuse Professional (SAP) and complete rehabilitation before returning to duty, within minimum of six (6) follow-up tests within (12) months. If charged and found guilty by civil authority, employee shall be terminated.
 - B. Termination after split-sample confirmation reviewed and approved by MRO while performing safety-sensitive duty.
 - C. If (A) above approved, employee pays all costs for SAP and rehabilitation. Alcohol and substance abuse testing shall be conducted for all employees required to have a Commercial Driver's License (CDL) and school bus aides.

Alcohol and substance abuse testing will be conducted for the following:

1. Pre-Employment. The Marmaduke School Board must obtain information for two preceding years of previous employment.
2. Post - Accident if one of the following occur:
 - A. there is a fatality
 - B. if driver receives a citation for a moving violation and someone requires medical treatment away from the scene of the accident.
 - C. if the driver receives a citation for a moving violation and one or more vehicles must be towed from the scene of the accident.

3. Reasonable suspicion - observable behavior, based on specific appearance, behavior, speech or body odor of the driver. Document using reasonable suspicion observation form.
4. Random - 50% annual rate for drugs and 25% annual rate for alcohol generated by computer program.
5. Return-to-duty(if applicable)
6. Follow-up (if applicable)
7. Refusal to be tested shall be considered positive test.

Testing for alcohol must be within two (2) hours of accident and for substance abuse within thirty-two (32) hours after an accident.

All drug test results shall be determined by a qualified Medical Review Officer (MRO).

Follow-up testing for a positive may continue for sixty (60) months. Any positive on follow-up testing will result in termination.

Alcohol and Drug test records available:

- A. to driver by written request
- B. to Secretary of Transportation, and DOT Agency, BESE by written request
- C. to National Transportation Safety Board (post-accident) by written request
- D. to arbitration board - workmen's compensation, (if arbitration is result of alcohol or drug test)
- E. to any person(s) requested in writing by driver

Employee Education: All safety-sensitive employees shall have a minimum of 60 minutes instruction on federally mandated alcohol and drug testing. Educational materials outlining testing program shall be distributed to all employees. All employees shall be required to attend training and sign-off roster confirming attendance and receipt of regulations, i.e., board policy, educational materials, and agreement to abide by rules.

Safety-sensitive - any activity, job, or event where a CDL is required to perform that activity, job, or event.

9.83 Supplement Substance Policy

The purpose of this policy is to establish a safe work environment free from the unlawful use or possession of alcohol and drugs for the employees of Marmaduke Public Schools. It is the intent of this school to promote motor vehicle safety that ensures the health and safety of our employees and the students. Moreover, because Marmaduke Public Schools is subject to the provisions of the "Omnibus Employee Testing Act of 1991 " and regulations promulgated there under, the following Policy incorporates the requirements of that act.

This policy was developed to eliminate the abuse of drugs and illegal use or possession of alcohol in the workplace. This policy was developed for the workplace.

The authority for drug and alcohol testing of all employees holding safety-sensitive positions is defined in 49 CFR- Part 382 and 49 CFR, Part 40. Some provisions of this policy are also

based upon 49 CFR -Part 383, 391, 392, and 395. The Marmaduke Public Schools hereby adopts the following policy.

9.831 Drug and Alcohol Testing Program

This policy establishes a drug and alcohol testing program known as the Marmaduke Public Schools Drug and Alcohol Program and hereinafter referred to as the program. This program does not affect the relationship between Marmaduke Public Schools and individual employees and does not create an expectancy of continued employment under any circumstances.

Marmaduke Public Schools continues to be an employment-at-will organization and specifically reserves the right to terminate any employee at any time. The address of the program shall be the same as the administrative offices of Marmaduke Public Schools. The Superintendent shall be the administrator of this program and is designated to answer questions about the policy. Reference materials of detailed regulations not included in the body of this policy shall be provided with the Employee Educational Handbook and pamphlets. A signed receipt is required for these materials before testing is initiated. Let it be known, this policy serves as written notice of the availability of educational materials and other information concerning the Federal Regulations.

9.832 Application

The elements of the program are mandated by federal law for employees holding a commercial drivers license (CDL). Drug testing for other employees are not governed by this policy. All covered employees ("drivers") are expected to adhere to this program during on-time of a safety-sensitive position. Safety -sensitive functions include those set forth in the definition of On-Duty Time outlined in 49 CFR, PART 395.2. Drivers are also subject to the provisions set forth in Marmaduke Public Schools drug free workplace policy.

9.833 Prohibited Conduct

Subpart B of 382, Part 392, and Sec. 391.95 contain the federal regulations of prohibitions. The program enhances prohibitions above minimum federal regulations.

Conduct prohibited by this policy are as follows:

Alcohol:

1. No drivers shall possess, use, or be under the influence of any alcoholic beverage while performing a safety-sensitive function or while on or in property controlled by Marmaduke Public Schools. Refer to 49 CFR , 382 and 392.5.
2. No drivers shall report to duty with an alcohol concentration of 0.04 or greater. An employee with an alcohol concentration greater than 0.02 but less than 0.04 will be removed from a safety-sensitive position for a period of twenty-four hours.
3. No drivers subject to a post-accident breath alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test.

4. No drivers shall refuse to take a required alcohol test. Not cooperating with the Breath Alcohol Technician (BAT) will be considered a refusal.
5. No person subject to a required-breath alcohol test shall adulterate or attempt to adulterate the test.
6. No employee shall consume or use alcoholic beverages within four hours of coming on duty.

Drugs:

1. No drivers shall possess, use, or be under the influence of a controlled substance (marijuana, cocaine, opiates, amphetamines, phencyclidine and all controlled substances in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. sec. 812) and as further defined by regulation at 21 CFR- 1308.11-1308.15.) Possession or use of medication obtained by prescription is not prohibited so long as it remains in the original container in which it was delivered, however, no employee is authorized to operate a motor vehicle owned or controlled by Marmaduke Public Schools while taking such medication unless a physician has advised in writing that such use will not impair or affect the ability to operate a motor vehicle.
2. No drivers shall be tested positive for drugs.
3. No drivers shall refuse to take a required substance test. Not cooperating with the collection site personnel will be considered a refusal. Refusals will be considered a positive test result.

Other:

1. Failure to report an accident to a supervisor responsible for initiating the testing process is prohibited.
2. Responding to "on-call" job related functions when in violation of any provision of this policy is prohibited.
3. Any abusive language or physical abuse displayed before, during, or after testing is prohibited.

Consequences:

Any employee subject to the Federal Motor Carrier Regulations employed by this school who violates any provision of 49 CFR Part 382 and/or 391 or any provision of this policy as related to prohibited conduct of drug use or alcohol misuse shall be subject to disciplinary actions up to and including termination. Minimum DOT requirements for a prohibited conduct violation is immediate removal from safety-sensitive positions, evaluation, and treatment by a Substance Abuse Professional (SAP), and a negative return-to-duty test before the employee can return to a safety-sensitive position. The employee is also subject to a minimum of six unannounced follow-up tests in a twelve month period.

The superintendent will be responsible for determining disciplinary actions. The employee will be relieved of duty without pay during the time between a positive result and a decision on disciplinary action. Refusal to comply with any decision will result in immediate termination. All cost associated with evaluation and treatment will be the responsibility of the employee. All cost of return -to duty test and follow-up tests including lab fees, collection fees, MRO, and breath alcohol fees are the responsibility of the employee, except that any such employee may use any available medical or health insurance provided by Marmaduke Public Schools if such treatment or participation is covered by such medical or health insurance.

Testing Requirements:

Employees will be tested for the following substances:

Marijuana

Cocaine

Opiates

Amphetamines

Phencyclidine

Employees will also be tested for alcohol while performing, immediately prior to performing, or immediately after performing a safety-sensitive function.

Types of Test Conducted:

The following test will be conducted:

Pre-employment: Pre-employment testing applies to new hires and to transfers from non-safety sensitive positions to safety-sensitive positions for controlled substances. Prior to employment an applicant is required to sign a request/consent form releasing substance and alcohol records from previous employers of the past two years.

Post-accident: Post-accident testing applies as soon as possible following an accident involving a commercial motor vehicle. The employee will be tested if the accident involved the loss of human life, a person requires medical attention away from the scene, or if one or more vehicles require towing from the scene. The employee must notify appropriate management and remain available for testing following an accident.

NOTE. - Nothing in this program should be construed as to require the delay of necessary medical attention for injured people following an accident.

Marmaduke Public Schools may substitute a test administered by on-site police or public official using procedures required by their jurisdictions.

Time frame for post-accident testing:

Alcohol - eight hours (8)

Substance - thirty -two hours (32)

Random: Drivers are subject to random testing at any time at a 50% rate for substance testing and a 25% per year for alcohol.

Reasonable Suspicion: Drivers will be subjected to testing when a supervisor determines there is a reasonable suspicion to test the employee based on specific, contemporaneous, articulable observations concerning the employee's appearance, behavior, speech, or body odors.

Return to Duty: Before a driver is allowed to return to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by 49 CFR Part 382, Subpart B, the driver shall undergo a return to duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and a return to duty controlled substance test with a verified negative result. (382.309) All subject employees will comply with the above ruling before reinstatement to his/her job function.

Follow-up Testing: In the event an employee is allowed to return to duty following a

policy violation, he/she must undergo a minimum of six unannounced substance and alcohol tests in a twelve month period. If required by SAP, additional tests may be included.

Supervisors:

Supervisors and other designated officials responsible for reasonable suspicion testing will be trained according to the two hour mandated Federal Regulations which include physical, behavioral, speech, and performance indicators of probable alcohol or drug use.

Due to constant changes in Federal Regulations and changes in school policy, this program reserves the right to add an amendment at any time. These amendments will be distributed to every employee with a signed receipt before implementation into this program.

Marmaduke Public Schools reserves the right to renew contracts or change vendors if necessary.

9.9 Bus Driver Qualifications:

No person physically defective or of unsound mind, known to be a habitual drunkard or of immoral habits, or who has been convicted within the past three years of operating a motor vehicle in a reckless manner or while under the influence of intoxicating liquor or narcotic drugs, who has a general reputation of being a fast and reckless operator of motor vehicles without regard to the rights of others, or who is less than nineteen years of age on June 30 following his or her last birthday shall be permitted or employed to act as chauffeur or operator of any school bus, either privately or publicly owned, operated by public school districts and used to transport pupils to and from the public schools in the State of Arkansas.

All school bus drivers employed as provided herein are exempt from the regular chauffeur's license as heretofore required by law; this does not, however, apply to drivers of buses operated for other purpose or purposes than to transport school children.

9.10 Other School Vehicles:

The use of other school vehicles must be requested through the transportation director. Seat belts must be used by all passengers. The vehicle must be reserved by contacting the transportation director by email. **The vehicle will be available for school business only.**

9.11 Activity and Game Trips

It is the responsibility of the sponsor to turn in a Transportation Request at least one week prior to any trip.

Any trip for which the transportation director can not provide an approved bus driver will be cancelled. Sponsors are encouraged to acquire a Commercial Drivers License in order to insure that they will have a driver for any of their trips.

Sponsors/coaches are required to turn a completed seating chart into the school office before any trip.

The sponsor/coach is responsible for all student behavior while on the trip.

The number of required chaperones is to be determined by the sponsor/coach. Only chaperones identified by the sponsor are allowed to ride the bus to the activity or game.

The sponsor/coach is responsible for cleaning the interior of the bus upon return from the trip.

All disciplinary policies listed in the Student Handbook apply for trips.

It is the responsibility of the bus driver to perform a pre-trip inspection and to make sure that the bus has an adequate amount of fuel.

The bus driver is responsible for the bus while the sponsor/coach is responsible for the students. If the driver determines that the behavior of the students is interfering with his/her ability to safely operate the bus, they may stop the bus in a safe area and require the sponsor/coach to provide an environment in which the driver can safely operate the bus.