

EAST CHAMBERS I.S.D.

TRANSPORTATION

HANDBOOK

2026 - 2027



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**ENDORSED BY SCHOOL BOARD
ON 08-11-2025**

INTRODUCTION

You are now a member of our Transportation Team. We would like to give you a warm welcome to our team. It takes a dedicated effort on each member's part to make a good team and we will appreciate your help in continuing to make ours a great team.

We hope this handbook will answer questions you may have about our Transportation system and how you fit into our team. If all of your questions are not answered, please contact your Transportation Director.

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ORIENTATION

(What do we do?)

- Purpose: Our purpose is to provide the safest, most efficient, and effective transportation of East Chambers students to and from school and all school related functions (i.e. extracurricular and co curricular)
- Goal: Our goal is to have the best Transportation System in the state of Texas.
- Scope: Driving, scheduling, and maintaining the safest and most cost-effective Transportation fleet of vehicles we can.
- Reminder: **We must remember to obey all state laws first.** This handbook is meant to give additional guidance not to conflict with the existing laws and policies. Each employee must also follow all District policies and Transportation procedures, which are covered in this Transportation Handbook and the District's Policy Book.

**If you have any questions or concerns regarding this matter
you must contact the Transportation Director.**

TRANSPORTATION DRESS CODE

Drivers shall come to work looking clean and neat, wearing clothing and exhibiting grooming that will not be a health and safety hazard to the driver or others. The district prohibits pictures, emblems, or writing on clothing that are lewd, offensive, vulgar, obscene, or that depict or advertises tobacco products, alcoholic beverages of any kind, drugs, or any other substance prohibited under policy. **The district prohibits sandals, backless, or open toed shoes from being worn while driving a school bus.** It prohibits any dress or grooming that in the Supervisor's judgment may reasonably be expected to interfere with normal school operations.

THESE RULES ARE IN EFFECT FROM THE FIRST DAY OF EMPLOYMENT THROUGH THE FINAL DAY OF EMPLOYMENT.

WORK HOURS

Drivers\Aides

A.M. and P.M. – 15 min. prior to departing Transportation lot – till
Exception set by Transportation Director

TARDIES:

1. In the **A.M. and P.M.**, drivers will be considered tardy if not present fifteen (15) minutes prior to route departure. **Habitual or repeated tardiness will result in day(s) of suspension without pay and can lead up to and/or include termination of job duties.**

ABSENCES:

2. Report absences to the Transportation Dept. or Assistant Director as early as possible. No later than one hour prior to departure time to allow sufficient time to obtain a replacement driver.

A. All A.M. ~ to report off, you need to call in between 5:30 – 6:00 am. No later than 6:00am.
The number to be called is: 409-277-4466 Mr. Bull or 409-267-1056 Mr Richard **THESE NUMBERS ARE FOR THE AM and PM ROUTES**

B. All P.M. ~ Call ins need to be made no later than **1:00 P.M., OR** for Special Needs Routes 1 hour before your sign in time for the PM routes.

3. If any employee is going to be late or absent that day, the following day or returning to work after being absent, **the employee is to call in every day at least one hour before employee's designated sign in time.**

4. A **NO CALL/NO SHOW**, (within the appropriate time as listed above in #1 and #2), is an automatic **FORMAL WRITE UP** for the first, (1st), offense. Further offenses will result in **Suspension without pay, and can lead up to and/or include Termination of job duties.**

***NOTE:** If you have any questions on the above, discuss with the Transportation Director.

BUS DRIVER'S DUTIES

THE BUS DRIVER SHALL:

1. Report any and all accidents, no matter how minor, to the Transportation Director, at time of accident. **This means any time you hit anything at all, or if anything or anyone hits the vehicle you are driving.**
2. Be assigned routes and trips, **(SUPERVISOR WILL ASSIGN DRIVER AND BUS TO ROUTES).**
3. Keep assigned vehicle in safest possible condition following an established checklist for daily safety.
4. Perform Pre- and Post-trip inspections each and every time a bus departs on a trip, run, etc.
5. Use all installed safety equipment as directed.
6. Insure vehicle is equipped with serviceable reflectors, fire extinguisher, first-aid kit and body fluids kit.
7. Report and fill out proper forms for all mechanical problems, and turn in to Delbert Bull or Ryan Richard.
8. Turn in bus conduct reports and all trip reports to Delbert Bull or Ryan Richard.
9. Report to work at specified time. This will ensure enough time to allow for vehicle inspection prior to departing on route or trips.
10. Report absences to the person in charge by the allotted time ~ Description of allotted times can be found on page #7.
11. **Maintain all student and route accountability forms with 100% accuracy.**
Example: Register of Eligible Rider, Route Description, etc.
12. Maintain driver qualifications, current at all times: Physical, TB Test, Driver's License and Record, and Certifications. (It is your responsibility to report any changes to the office immediately).
13. **The First Wednesday of each month on PM route, the riders will be officially counted by Roll Call.**
14. Drivers will be responsible for keeping their assigned bus clean. (This means sweeping and washing the inside and outside of the bus assigned to you, including a sub bus).
15. There will be no open containers on buses. Due to problems with drinks being spilled

and shorting out equipment, only water will be allowed on buses and only if it is in a container with a screw lid that can be sealed.

16. All drivers will check their bus before continuing on their next route (or before returning to the Transportation lot) for article left on board or sleeping students. Immediately call in and notify the office of a situation and bring the student(s) to the Transportation office.
17. All objects left on a bus or taken up from a student on a bus must be tagged and turned In to the office immediately after routes.
18. **IF AT ANY TIME A DRIVER'S CHILD/CHILDREN ARE FOUND TO BE CAUSING PROBLEMS ON A ROUTE, AND IT IS NOT THAT CHILDS/CHILDRENS ASSIGNED ROUTE TO RIDE, THE DRIVER WILL BE RESPONSIBLE FOR PLACING THE CHILD/CHILDREN ON THEIR REGULARLY DESIGNATED ROUTE.**
19. Throughout the school year, and subsequent summer, The Transportation Department will hold **Driver Meetings, and Training Classes**. These meetings and classes are held for the benefit of each driver. This includes all the training that is necessary to help each driver promote safety when transporting students. **(A NOTICE and/or EMAIL WILL BE POSTED PRIOR TO EACH MEETING OR TRAINING CLASS, IT IS MANDATORY THAT YOU ATTEND EACH AND EVERY ONE).**
20. **AT NO TIME ARE DRIVERS TO BUY, SELL, OR TRADE CARDS, TOYS, CANDY, ETC., WITH ANY STUDENT (S) ON THE SCHOOL BUS, OR WHILE A DRIVER IS ON THEIR ASSIGNED WORKING HOURS.**
21. **IT IS THE RESPONSIBILITY OF EACH EMPLOYEE TO CHECK HIS/HER ASSIGNED BOX AND EMAIL FOR MEMO'S, NOTICES OR MESSAGES BEFORE AND AFTER EACH ROUTE.**
23. **REPORTING OF MEDICATIONS AND HEALTH CONDITIONS:**
 - A. **IT IS THE RESPONSIBILITY OF EACH EMPLOYEE TO PROVIDE A LIST OF ANY AND ALL MEDICATIONS TAKEN FOR A PERIOD OF 7 DAYS OR LONGER.**
 - B. **IT IS ALSO THE RESPONSIBILITY OF EACH EMPLOYEE TO PROVIDE A LIST OF ANY AND ALL SIDE EFFECTS OF EACH MEDICATION TAKEN FOR A PERIOD OF 7 DAYS OR LONGER.**
 - C. **IT IS THE RESPONSIBILITY OF EACH EMPLOYEE TO NOTIFY THE SUPERVISOR IMMEDIATELY OF ANY HEALTH AND/OR MEDICAL PROBLEM(S), THAT HE/SHE MAY HAVE, WHICH COULD AFFECT HIS/HER JOB PERFORMANCE.**
 - D. **ANY AND ALL INFORMATION REGARDING MEDICATIONS SHOULD BE GIVEN TO THE DIRECTOR IN A TIMELY MANNER.**

******FAILURE TO REPORT ANY OF THE ABOVE CAN BE GROUNDS FOR SUSPENSION WITHOUT PAY, (SEVERITY WILL DEPEND ON THE SITUATION INVOLVED).**

24. THERE ARE CAMERAS ON ALL ECISD SCHOOL BUSES. DRIVERS MUST TURN ON CAMERAS BEFORE STUDENTS ENTER THE BUS.

If a driver or aide has a problem with a student(s), the driver is to follow proper procedures on written referrals. There will be **NO** harassing of students by a driver or aide in order to accelerate the number of referrals to any student, causing that student to be suspended from bus riding privileges.

- 25. Drivers will allow students to board a.m. routes without a note, record students name and school and report the incident to the Transportation office after a.m. routes. On p.m. routes, students are required to have a note signed by the school office allowing them to ride to a different destination other than their designated stop.
- 26. All students will be kept on buses while waiting for schools to dismiss. This will enable a driver to better supervise the students in a contained area. Students will not be let off the buses at other campuses to go to the bathroom. Keep students on buses for their safety.
- 27. Drivers shall not allow students authority over other students or to perform duties assigned to the driver. (i.e. supervision, seating directives, door operation, etc.)
- 28. Perform other tasks as assigned.
- 29. Drivers shall remain in their seat while loading in the afternoon at both the Elementary and INT/JH/HS **OR** if you must get up to perform a duty, the bus engine must be turned off and the key must be taken out of the ignition.
- 30. There shall be enough space between buses while loading and/or unloading to allow a rear exit emergency evacuation.
- 31. Route drivers shall perform a weekly air brake test and log it on the pre-trip inspection form on the first day of the week.
- 32. Seating charts shall be made for each and every route to and from school and all co/extra-curricular trips. Consult with the Transportation Director for more information.

NOTE: It is important for the bus driver to check the bus each day. As the buses are serviced with water, oil, and gas on a daily or trip basis, the mechanic should inspect and at minimum, check under the hood. This will provide precautionary measures for the safety of our students and employees.

PERFORMANCE: Performance will be evaluated by the Transportation Director.

Drivers will notify the Transportation Director in writing upon receipt of a traffic violation in which a citation is issued by a law enforcement authority. Notification will be made within 24 hours or immediately upon return if the time frame includes a weekend or holiday.

WHAT THE DRIVER MUST DO IN CASE OF AN ACCIDENT

1. If the bus is involved in an accident while students are on it, the driver must stay with the bus and the students. The driver should contact the proper emergency personnel, and the Transportation Director Toby Kahla 409-795-0919, or Assistant Operation Director Ryan Richard 409-267-1056 or office personnel immediately. If the bus is wrecked or stalled on the roadway, the driver should determine the safest course of action regarding the safety of the students, and set out reflective triangles in proper positions around the bus.
2. The driver should comply with all state and city traffic regulations. Listed below are several sections taken from the state law entitled "Uniform Act Regulating Traffic on Highways."

ARTICLE IV - ACCIDENTS Accidents Involving Death or Personal Injury

Section 38. (a) The driver of any vehicle involved in an accident resulting in injury to or death of any person shall immediately stop such vehicle at the scene of accident or as close thereto as possible but shall then forthwith return to and in every event shall remain at the scene of the accident until he has fulfilled the requirements of Section 40. Every such stop shall be made without obstructing traffic more than is necessary.

(b) Any person failing to stop or to comply with said requirements under such circumstances shall upon conviction be punished by imprisonment in the penitentiary not to exceed five (5) years or in jail not exceeding one (1) year or by fine not exceeding five thousand dollars (\$5,000) or by both such fine and imprisonment.

ACCIDENT INVOLVING DAMAGE TO VEHICLE

Section 39. The driver of any vehicle involved in an accident resulting only in damage to the vehicle which is driven or attended by any person must immediately stop such vehicle at the scene of such accident or as close there to as possible but shall forthwith return to and in every event shall remain at the scene of such accident until he has fulfilled the requirements of Section 40. Every such stop shall be made without obstructing traffic more than is necessary. Any person failing to stop or to comply with said requirements under such circumstances shall be guilty of a misdemeanor.

DUTY TO GIVE INFORMATION AND RENDER AID

Section 40. The driver of any vehicle involved in any accident resulting in injury to or death of any person or damage to any vehicle which is driven or attended by any person shall give his name, address, and registration number of the vehicle he is driving and shall upon request and if available exhibit his Class A or B, license to the person struck or the driver or occupant of or person attending any vehicle collided with and shall render to any person injured in such accident reasonable assistance, including the carrying or the making of arrangements for the carrying, of such person to a physician, surgeon, or hospital for medical or surgical treatment if it is apparent that such treatment is necessary or if such carrying is requested by the injured person.

DUTY UPON STRIKING UNATTENDED VEHICLE

Section 41. The driver of any vehicle which collides with and damages any vehicle which is unattended shall immediately stop and shall then and there either locate and notify the operator or owner of such vehicle or shall leave in a conspicuous place, or securely attached to and plainly visible, on the vehicle struck a written notice giving the name and address of the driver and of the owner of the vehicle doing the striking and a statement of the circumstances thereof.

DUTY UPON STRIKING FIXTURES UPON A HIGHWAY

Section 42. The driver of any vehicle involved in an accident resulting only in damage to fixtures legally upon or adjacent to a highway shall take reasonable steps to locate and notify owner or person in charge of such property of such fact and of his name and address and of the registration number of the vehicle he is driving and shall upon request and if available exhibit his Class A or B license, and shall make a report of such accident when and as required in Section 44 thereof.

IMMEDIATE REPORT OF ACCIDENTS

Section 43. The driver of a vehicle involved in an accident resulting in injury to or death of any person shall immediately by the quickest means of communication give notice of such accident to the local police department if such accident occurs within a municipality, otherwise, to the office of the county sheriff or the nearest office of the Texas Highway Patrol.

Section 44. (a) The driver of a vehicle involved in an accident resulting in injury to, or death of any person, or total property damage to an apparent extent of twenty-five dollars (\$25.00) or more, shall within ten (10) days after such accident forward a written report of such accident to the Department. Any person who shall fail to make such a report shall be guilty of a misdemeanor and upon conviction shall be punished as provided in Section 43. The venue for the prosecution of such offense shall be in the county where the accident occurred.

(b) The Department may require any driver if a vehicle involved in an accident of which report must be made as provided in this section to file supplemental reports whenever the original report is insufficient in the opinion of the Department and may require witnesses of accident to render reports to the Department. (c) Every law enforcement officer, who, in the regular course of duty investigates a motor vehicle accident of which report must be made as required in this section, either at the time or and at the scene of the accident or thereafter by interviewing participants or witnesses shall, within ten (10) days after such accident, forward a written report of such accident to the Department.

Section 45. (a) The Department shall prepare and upon request supply to police departments, coroners, sheriffs, garages, and other suitable agencies or individuals, forms for accident reports required hereunder; appropriate with respect to the persons required to make such reports and the purposes to be served. The written reports to be made by persons involved in accidents and by investigating officers shall call for sufficiently detailed information to disclose with reference to a traffic accident the cause, conditions then existing, and the persons involved in the accident.

b) Every accident report required to be made in writing shall be made on the appropriate form approved by the department and shall contain all of the information required therein unless not available.

ACCIDENT REPORT CONFIDENTIAL

Section 47. All accident reports made by persons involved in accidents, by garages, or peace officers shall be without prejudice to individual so reporting and shall be for the confidential use of the department or other state agencies having use for the records for accident prevention purposes, except that the department may disclose the identity of a person involved in an accident when such identity is not otherwise known or when such person denies his presence at such accident.

In all accidents involving another vehicle, the following must be obtained from the other driver: (a) his name, (b) his address, (c) type and number of his driver's license, and (d) the license number of the vehicle he was driving. Drivers are required by law to exchange the above information. In case the other driver does not stop or refuses to give the above information, as much information should be obtained as possible including the license number of the vehicle he was driving.

ALL ACCIDENTS SHOULD BE REPORTED TO THE DIRECTOR OF TRANSPORTATION AS SOON AS ALL LEGAL REQUIREMENTS HAVE BEEN TAKEN CARE OF.

GUIDELINES FOR DEALING WITH ACCIDENTS ON STUDENT TRIPS AT THE LOCATION OF THE ACCIDENT

Personnel in charge: **Driver of Vehicle**

1. Check passengers.
2. Administer first aid if needed.
3. Organize other personnel.
4. Make sure that traffic can move.
5. Notify police or highway patrol.
6. Stay with people who need help.
7. Notify school (Transportation Director).
8. Make sure you have all information needed.
9. **DO NOT** give information to media or other unauthorized individuals.
10. **DO NOT** give out information to just anybody.
11. Stay with bus and uninjured students.

Chaperon or Chaperons **WILL**:

1. Assist driver.
2. Get students off bus, if necessary.
3. Move to a safe site.
4. Administer first aid, if needed.
5. Accompany injured students to hospital.
6. **DO NOT** give information to news media or other unauthorized individuals.

Other Chaperon **WILL**:

1. Remain with uninjured students at scene of accident.
2. Chaperons **WILL NOT** give out information to news media or to unauthorized persons.

AT THE HOSPITAL:

Personnel in charge – chaperon(s) **WILL**:

1. Make a list of injured and injuries.
2. Call building principal, if no answer, call secretary(s), if no answer call superintendent.
3. Give list of names of injured and extent of injuries to person contacted so that he may notify parents of the injured.
4. Remain with students until relief arrives.
5. **DO NOT** give information to media or unauthorized individuals.

Because of concerns about personal liability when first aid is involved, the “Good Samaritan Law” is inserted here for your benefit and knowledge. The law is as follows:

Under the State of Texas Laws, Revised Civil Statutes, Article 1a (R.D.S. Art. La), or Vernon’s Annotated Civil Statutes, Article 1a (V.A.C.S. Art. La), is stated:

“No person shall be liable in civil damages who administers emergency care in good faith at the scene of an emergency for acts performed during the emergency unless such acts are willfully or wantonly negligent; provided that nothing herein shall apply to the administering of such care where same is rendered for remuneration or with expectation of remuneration or is rendered by any person or agent of a principal who was at the scene of the accident or emergency because he or his principal was soliciting business or seeking to perform some services for remuneration.”

American Red Cross adds: “...if you render first aid in good faith, in accordance with Red Cross techniques and make no request or accept any form of remuneration, you can not be held liable. It must be pointed out that if you are personally involved in an accident you are required by State Law, R.C.S. 6701 d; Section 40, to stop and render aid.

(Course Guide for School Bus Driver Training in Texas, Pg. 63.)

EAST CHAMBERS I.S.D. POLICY INFORMATION

Questions concerning East Chambers I.S.D. policy may be addressed to the Transportation Director and/or answered by reviewing the handbook or the East Chambers I.S.D. policy manual.

The policy manual is available in the Transportation Office and online for your review.

GUIDELINES FOR SAFE DRIVING PRACTICES

Requirements have been determined by local needs and conditions. These should be adhered to by all employees:

1. The driver **must** carry his/her driver's license, insurance card, your School Bus Driver's Certification Card, and D.O.T. physical card at all times. Failure to do so can result in suspension and also the possibility of a traffic fine to the driver.
2. East Chambers I.S.D. is not responsible for fines resulting from driving infractions.
3. Drivers must check the bulletin board, their assigned box, and email each morning and afternoon for any communication they may receive.
4. The driver **MUST** use the seat belt properly (as define by law).
5. **The maximum speed in Texas for any vehicle bearing the words "SCHOOL BUS" is 50 mph. In residential areas it is 30 mph or as posted.** The driver must also obey posted speed limit in all **School Zones**. *The speed limit on all ECISD property is 15 mph on the roads and 5 mph or less in parking lots.*
6. The driver must stop at all railroad crossings and proceed with caution. Stay to the curb when stopping. The caution lights should be activated from the switch located on the steering column when the bus is within 100' of the tracks. All railroad crossings, regardless if there are signals or not, must be approached with the same procedure. Slow the bus in advance of the crossings, use your emergency flashers (on the steering column) to warn traffic behind you of your stop. Stop no closer than 15' from the track, and no further than 50'. Look both directions at least twice.

REMEMBER: It is almost impossible to judge the speed of a train, much less the direction it is moving.

***Follow these procedures with or without students aboard.**

All drivers are required to signal each time, before a turn is made from a direct course on the roadway, where lanes are changed, or where a turn is made to the left or right. Turn signals should be given continuously for at least 100' before turning. A minimum of 300' is recommended.

8. If the driver leaves the bus at any time, the keys must be taken with him/her. Keys are never to be left in ignition while the driver is out of the bus (except in the Transportation Compound without students aboard).
9. **Drivers are not to back up except at authorized route turn around.**
10. The driver shall not operate his/her bus with a trailer or other vehicle attached nor shall he/she permit bicycle riders to use his/her bus to hitch rides.
11. The driver shall not transport animals, live or dead on his/her bus.

12. The driver shall keep the interior of his/her bus well ventilated at all times to prevent the students from being overcome by carbon monoxide gas. He/she shall check the floorboards regularly for holes.
13. Emergency roof hatches, when used in route, may be opened towards the rear of the bus. Never open them completely, or pop hatches to face the front of the bus. Emergency roof hatches are expensive to replace and using them incorrectly can cause damage to them or the roof of the bus.
14. It is the driver's responsibility to see that the parking brake is set and the air tanks are drained before leaving the area of the bus.
15. The driver must see that all doors are closed and securely fastened **at all times and all children seated before the bus is placed into motion**. No one will be allowed to stand in the door well or near the door opener lever. The driver will not allow students to open or close the door at any time.
16. The bus must not be used for personal use. The driver is subject to termination if violation occurs.
17. Cellular phones are provided for driver and student safety. Phones are to be used for ECISD business only and not for personal use by drivers or passengers and should not be used when the bus is in motion.

SAFE DRIVING PRACTICES

1. The driver must position himself/herself for comfort, for good vision, and to be within reach of all driver compartment controls.
2. The driver must become familiar with the entire instrument panel and know where each gauge, dial, and switch is located.
3. The brakes, lights, horn, interior and exterior mirrors, and other safety devices must be in good working order and checked by the driver before proceeding.
4. The driver must adjust all mirrors for the most advantageous use.
5. **The driver will use the spring brake when loading and unloading students at all times.**
6. Unless unavoidable, you should never be in the fast lane of traffic on the freeway.
7. **Headlights and clearance lights will be used at all times.**
8. Buses are not to be crowded beyond seating capacity. The number of students should not exceed 3 students per seat.
9. **Drivers are not to pass other school buses in a loading zone unless flagged by the other driver.**

10. In cases of emergency, such as an accident or mechanical failure, the bus driver must stay with the students, if possible. Students should not be allowed to walk home.
11. The driver should drive with both hands on the steering wheel and with both feet on the floor – This will enable the driver to ensure their seat is properly adjusted.
12. Each driver is required to put their bus through the mirror grid at least once every two weeks, **(or after someone else has driven the assigned bus)**, to ensure the mirrors are properly adjusted.

RESPONSIBILITIES OF BUS DRIVERS

1. Keep the bus serviced. (In the event that the driver would, through neglect, cause the destruction of the equipment, termination may result. There is little excuse for allowing an engine to burn up for lack of oil; a transmission to be destroyed for lack of transmission fluid, or a tire to be destroyed for lack of the proper amount of air. **Treat the bus as personal property. Keep the interior clean and the windows closed, (when not in use.)**
2. Before the AM/PM runs and trips, the driver is required to examine the bus for any signs that could indicate mechanical trouble and complete the Pre-trip Inspection Form. All reports should be placed in the designated location. If further examination is needed, the report will be given to Mechanics. After repairs are completed, it will be the responsibility of the *Maintenance Section* to declare the bus safe and roadworthy.
3. **Keep physically fit and alert at all times.** The successful driver must be emotionally stable, have a friendly personality, practice good hygiene, and **have a professional attitude toward his/her role as a school bus driver.**
4. Operate the bus skillfully and safely by obeying all rules of the road and by reporting to the Transportation office any other drivers who may be in trouble.
5. **All duties or responsibilities as assigned or changes in driving assignments, routes, times, pickups, etc., shall be accepted as part of the position of being a driver.**
6. **Consult the Transportation Director for any problems or questions that may arise pertaining to the assignment.**

*** * * M E M O R A N D U M * * ***

Everyday, questions come up concerning many aspects of the job and this department. The Transportation Director is available to you for answers to these questions at all times. However, there are some questions that require immediate answers and some that require some research in order to answer them completely.

**Please contact the Secretary or Director with any questions or problems you may have.
Please follow established channels with any problems.**

QUESTIONS REQUIRING IMMEDIATE ATTENTION:

- Accidents--one that has just happened
- Vehicle Safety Problems
- Personal Emergencies/Illness
- Behavioral Problems
- Parental Problems
- Daily Work Schedule
- Daily Work Assignment
- Trip Changes
- Pay Record Keeping

QUESTIONS NORMALLY REQUIRING APPOINTMENTS:

- Accidents (**Theoretical**)
- Payroll Questions (**Reviewing previous time sheets/payroll checks**)
- Sick Leave
- Policies/Practices/Laws
 - What is it?
 - How does it affect you?
- Work Status Questions (**call-in, full-time, Sp. Ed., etc.**)
- Complaints (**Work Environment**)
- Compensation, Benefits, and Salary
- Improvements/Suggestions
- Employee Relationships
 - Employee/Supervisor
 - Employee/Employee
 - Personal Relationships
 - Job related
 - Non-job related--to include kin
- Employee-Parent/Student

EAST CHAMBERS INDEPENDENT SCHOOL DISTRICT TRANSPORTATION DEPARTMENT

BUS DISCIPLINE PHILOSOPHY

It is the intent of the East Chambers Independent School District to provide bus transportation services to all students who qualify and want to ride school buses to and from school. Every effort will be made to operate the bus fleet in the safest and most efficient manner possible with the resources available.

Parents, drivers, and students are expected to cooperate in helping to maintain good discipline and safety practices on the school buses. Acceptable student behavior is paramount to the safe operation of the buses and all students that ride the buses are expected to conform to the bus safety rules and the instructions of the drivers.

Responsibilities of Students, Parents, and Administrators:

Students shall:

- Be on time to the bus stop and stand a safe distance from the street.
- Be aware of all rules and regulations for student behavior and conduct himself or herself in accordance with the Bus Discipline Procedures.
- Exhibit an attitude of respect toward individuals and/or school personnel and conduct himself or herself in a responsible manner.
- Refrain from making profane statements, insulting, threatening or inflammatory remarks to bus drivers or others.
- Refrain from engaging in disruptive conduct.
- Cooperate with school staff in investigation of disciplinary occurrences and volunteer information should he or she have knowledge relating to a bus incident.
- Maintain the same high level of conduct on the bus and show the same respect for drivers as they would for teachers.

Parents shall:

- Have students ready and waiting at the bus stop at least ten minutes before the estimated time of arrival.
- Strive to prepare the child emotionally and socially to ride the school bus.
- Teach and encourage their child to obey the bus driver and observe the bus riding rules.
- Cooperate with school officials in helping to maintain proper student behavior on the bus by reporting to the bus driver or other school staff unsafe conditions or serious behavioral problems on the bus.
- Sign and return conduct reports and communications with school officials regarding their child's problems on the bus.

Administrators shall:

- Provide appropriate support for bus drivers in dealing with student discipline problems.
- Promote effective discipline based upon fair and impartial treatment to all students.
- Keep in regular contact with bus drivers and encourage parental participation in bus related conferences.
- Promptly act on Level II bus discipline reports in accordance with bus regulations in order to assist students to learn self-discipline.
- Develop a cooperative working relationship with bus drivers and other transportation staff.
- Ensure students' safety through maintaining proper bus loading and unloading procedures on individual campuses including appropriate staffing.

Transportation Employees shall:

- **Ensure good student discipline by being in regular attendance, on time, and prepared to perform duties.**
- Respect other individuals, their property, and conduct themselves in a respectful and responsible manner.
- Stay within District and Transportation policies, rules, regulations and directives.
- Maintain an orderly bus atmosphere conducive to safe driving conditions.
- Drive safely in accordance with the standards established by the District, as well as State and Local laws.
- Establish rapport and an effective working relationship with parents, students, and other staff members.
- **Employees shall not be-little or harass students, parents or other employees.** If this situation arises, disciplinary actions will be taken.

PROCEDURES FOR DEALING WITH DISRUPTIVE BEHAVIOR

LEVEL I AND LEVEL II

The bus driver is responsible for discipline on the bus in order to insure safe, efficient operation of the vehicle.

Bus drivers will fill out conduct reports. Reports are filled out by the driver and turned in to the Transportation Director or Campus Principal. It is the student's responsibility to have a conduct reports signed by their parents and returned to the bus driver or campus principal.

A continuation of Non-Destructive or Abusive infractions will result in the suspension of bus riding privileges.

BUS CONDUCT

For minor infractions of bus conduct rules, parents shall receive a bus conduct Level I report directly from the bus driver, indicating specific rules violated. The parent shall be asked to speak to their child about bus behavior and return the signed form to the bus driver the following day. If this action does not correct the violation, the bus driver shall submit a Level II bus conduct report to the principal.

When a principal receives a bus report, the principal generally has a conference with those involved: investigating the details of the reported incident. A copy of the discipline report is sent home to the parent (s), to be signed and returned. Repeated offenses may necessitate that more severe disciplinary action be taken. As a parent, your attitude concerning bus behavior will have an influence on whether your child obeys the rules or gets into difficulties on the bus. Parents should help their children become aware of the rules and the necessity for following them.

Students shall observe the following school bus rules of conduct.

GENERAL RULES

1. The bus driver is in full charge of the bus and riders. Pupils must obey the driver promptly. Disobedience and disrespect shall not be tolerated.
1. The use of obscene or profane speech or gestures is prohibited.
1. The possession of alcoholic beverages or dangerous drugs is not allowed.
1. The use or possession of tobacco products is not allowed.
1. The possession of a knife or any dangerous instrument is prohibited.
1. The driver has the authority to seat pupils in assigned seats and to change this assignment as needed.
1. When a student receives a conduct report or suspension notice, he/she must have this notice signed by parent/guardian and return it to the bus driver on the next date the student rides a bus or the student will not be permitted to ride.
1. Students who do not return the signed notice to the bus driver, or school office, shall be referred to the Campus Principal.
1. In the event the conduct report is lost, the parent must write a note to this effect and send it to the driver.
1. Infractions on the bus shall be handled through the Discipline Management Plan. Serious or repeated rule infractions may be grounds for suspension of bus riding privileges by the principal.

RULES FOR LOADING THE BUS

1. Be at designated school bus stop on time. The driver cannot wait for late pupils.
1. Pupils should wait off of the road for their bus at designated stops only.
1. Do not move toward or attempt to enter the bus until the bus comes to a complete stop.
1. Students shall enter the bus only when the driver is present and has given permission.
1. Students must load and unload from the front door only.
1. Before a student can ride a bus home other than the regularly assigned bus, a written request from the student's parents must be submitted to the school office for approval and signature. This approval must be presented to the driver before boarding the bus. **However, if this causes overcrowding, permission may be denied. Standees are not allowed.** In emergency conditions, drivers may permit additional students to ride, resulting in temporary overcrowding, but no standees.

RULES FOR STUDENT WHILE ON THE BUS

1. General behavior rules for the classroom shall be followed on the bus. Students are permitted to carry on normal conversations.
1. Students must sit down in their assigned seat as soon as they get on the bus.
1. Students are responsible for any vandalism to their assigned seat. The driver may change seating arrangements at any time.
1. Students must keep all parts of their bodies inside the bus and their feet on the floor.
1. Keep aisle clear of books, packages, band instruments, etc.
1. Do not throw anything on or out of the bus.
1. All students must remain seated while the bus is in motion.
1. Students shall not talk with the driver while the bus is in motion, except when necessary.
1. Students must be absolutely quiet while the bus is approaching and stopped at a railroad crossing.
1. In the event of a road emergency, students must remain in the bus unless directed by the driver to leave the bus and then students shall follow the instructions of the driver.

RULES AFTER UNLOADING FROM THE BUS

1. Cross the road in front of the bus only after checking traffic and after receiving a signal from the driver to proceed.
1. Do not attempt to re-board the bus after leaving it.
1. Be alert for danger signals from the driver.
1. The driver is not permitted to let students get off the bus at any place other than their regular bus stop, at home, or at school unless he/she receives proper authorization from the school office upon written request from the parent.
1. The bus emergency door is not to be used except by direction of the bus driver.

SCHOOL SPONSORED TRIPS

1. All the above rules and regulations apply to any school-sponsored trip, with the exception of certain extra-curricular trips.
1. The bus driver is charged with the full responsibility for the safe operation of the bus while on extra trips and is to follow an assigned route for the trip.
1. The driver shall expect the full cooperation and assistance of both assigned sponsors and students while in route. The sponsor is responsible for behavior of students. **The driver is responsible for the entire bus, students and sponsors alike.**
1. The bus emergency door is not to be used except by the direction of the bus driver.

CONSEQUENCES OF VIOLATING RULES

1. A Level I conduct report shall serve as a warning.
1. A Level II conduct report shall result in appropriate disciplinary action by the principal. Consequences will be determined by the individual campus principal.
1. In the case of **serious** misconduct that **endangers** the safety of other passengers or the driver; the driver has the authority to put the student off the bus at the Transportation Department or campus at which the student attends school to the proper school officials, or to call for law enforcement assistance. Parents will be notified of the situation as soon as possible. The student will **not** be provided bus service again until a conference involving persons listed above has been held and a determination has been made by the principle regarding the appropriate disciplinary action and whether or not to continue providing bus service.

VIDEO CAMERAS ON BUSES

East Chambers ISD has placed video cameras on all of its buses. The purpose is to provide safety for students and drivers alike. Our goal is to transport students to and from school in the safest possible manner. If students follow bus safety rules, they will not be subject to disciplinary actions. Videotapes may be used in disciplinary matters. Cameras may also be used to verify or disprove driver issues.

VIDEO CAMERAS:

Video cameras are mechanical equipment, and may be pulled from routes from time to time for repairs and/or maintenance.

SCHOOL TRIPS

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exceptions may be made if the student's parent or guardian personally requests that the student be allowed to ride with the parent or presents a written request to the principal before the scheduled trip that the student be allowed to ride with an adult designated by the parent. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.

SERVICING SCHOOL OWNED VEHICLES

1. The bus must be empty of children and the motor shut off before tank is refueled (inclusive of Field Trips).
2. The **Driver** shall check the lights on his/her bus before starting on the AM/PM routes and before departure and return from any trips.
3. The **Driver** shall report any defect or damage to the bus immediately. Should the defect make operation hazardous, (such as defective brakes) the bus should not be moved until repaired.
4. Care and cleanliness of the bus is the **DRIVER'S** responsibility. The driver shall not permit students to damage the bus. Things that definitely should be avoided are (a) racing the motor, especially when it is cold; (b) excessive speed over rough roads; and (c) rapid acceleration in any gear. Improper operation of a bus may cause damage in a few minutes that could be done in months of ordinary driving.
5. Make sure windshield, mirrors and back glass of your bus is clear of ice, dirt, dew, etc.
6. The fuel tank of the bus should be kept no less than three-fourths full at all times or filled daily.
7. No smoking while on School Property (**grounds for termination**).

ROUTES CHANGES / DEPARTURES / WEATHER

1. The driver should keep the route schedule as consistent as possible. He/she should leave on time and try to arrive at each stop approximately the same time. **NOTE: NEVER SACRIFICE SAFETY FOR TIME!!!!**
2. Bus routes may **NOT** be changed without the permission of the Transportation Director.
3. In extreme inclement weather, the driver should be alert for bulletins through the news media from the School District.
4. The driver is not to stop, delay or detour from the assigned route in order to buy drinks, candy, etc., for the students or themselves.
5. Any changes for AM or PM route departure time will be determined by the Transportation Director with input from the driver. (Consistent late arrival at school, road construction, weather, etc.,)
6. Routes must operate on schedule; time changes are necessary only when there is a change in route assignment.
7. The driver should report any route detours or delays due to road construction so that **temporary** adjustments can be made in the route.

ROUTE ASSIGNMENT

Route assignments are to be given out by the Transportation Director, as they become available. Routes may **NOT** be traded between drivers. Route binders will be housed in each bus, including route description, up to date seating chart and student lists. Conduct reports and other daily checklists must be turned in to the Transportation Department daily. **Conduct reports are not to be on buses.**

TRIPS

Assignment for extra curricular trips will be on a rotation of approved full time route drivers. Not all full time drivers are eligible for all extra curricular trips. There is no guarantee that drivers who take extra-curricular trips will receive either the same number of trips or the same amount of time for trips throughout the year.

PAPERWORK

The driver is responsible for keeping and remitting paperwork concerning his/her route. This paperwork is an integral part of your job. **ALL PAPERWORK WILL BE TURNED IN WHEN DUE. (This includes conduct reports).**

When a copy of your route description, seating chart, or other paperwork, is received in the office a copy will be made. The original shall be kept in your route book on your assigned bus. The copy in the office will be placed in your route folder. All paperwork should be kept up to date at all times, and turned in when due.

CONDUCT REPORTS:

Conduct reports are to be filled out at the Transportation Department and cleared through the office **BEFORE** handing them out to students. **At NO time are copies of these reports to be kept on a bus, or taken out of the offices and off of the Lot.**

Remember:

- All paperwork is due when specified.
- You must keep an up-to-date route description and route sheet in your route book on your assigned bus at all times along with an up to date seating chart.
- Making your pre-trip inspection could prevent a flat tire or mechanical breakdown during your route or trip. **THIS IS TO BE DONE BY THE DRIVER BEFORE ANY BUS DEPARTS FOR ANY TRIP.**
- Make a walking inspection of your bus at the end of each route (at last school in the morning, after last rider unloads in the afternoon) to check for articles left behind, vandalism, sleeping student.
- Time Sheets:
All drivers are to sign in and out themselves, no one else is to sign in or out for you. Each employee needs to make sure they are signed in before leaving on route or trip and signed out before leaving the transportation lot after completing route or trip.
- If any mistakes are made signing in or out, you must bring it to the attention of the Human Resources Director or Transportation Secretary **immediately**.
- THE SAFETY OF OUR SPECIAL PASSENGERS RIDES WITH YOU.

GUIDELINES FOR EXTRACURRICULAR TRIPS

1. Assignment for extracurricular trips will be on a rotation of approved full-time route drivers.
2. DRIVERS WILL BE ALLOWED TO TRADE TRIPS.
3. Drivers will not be assigned to two trips requiring them to be two places at the same time or date; or to drive two buses at the same time; or any other duplicate assignment. Drivers assigned to a full time special education route will be assigned to special education trips first, before they are assigned to regular trips. Trip requisitions received late or turndowns will not change trip assignments that have already been made; but will be assigned to the next available driver.
4. All cancellations will constitute a make up trip.
5. Trips extending past times on requisitions or returning before times on requisitions will not change original assignment.
6. If a driver does not report for their trip, or does not call to report off for that trip, that driver will be disciplined accordingly. **(All reports to be off must be made to the Director prior to the trip).**
7. If there is a problem on a trip and the driver is at fault, the driver will be pulled off of the trip roster as determined by the Director. **A trip is not the place or time to deal with a problem between the driver and sponsor. Report problems to your Director first.**
8. Questions or complaints concerning how trips are assigned or were assigned will be handled as follows:
 - **Write it down and give it to the Director or send it via email**
9. Any errors made in assignments will be corrected as directed by Transportation Director.
10. Drivers will be allowed to report for trips thirty (30) minutes prior to the departure time on the trip requisition. Fifteen minutes of this time is to perform pre-trip inspection. The other fifteen minutes to arrive and load bus so trip departs on time.
11. Drivers are responsible for the bus during trips and should make every effort to position themselves so that the bus can remain in sight.
12. Drivers are not to leave the trip site, except in emergency situations or upon approval by the Transportation Director.
13. All buses that are taken on a trip **MUST** be cleaned before being sent out on a route. The trip driver of that bus will be responsible for seeing that the bus is swept out and the trash has been emptied before leaving the lot after a trip. If anything has been spilled, the trip driver will be responsible for cleaning the bus floor with soap and water.



SPECIAL EDUCATION DRIVER/AIDE

GUIDELINES

SPECIAL EDUCATION

It is the purpose of this handbook to educate special education drivers and aides in meeting the needs and dealing with the problems of special transportation passengers. You, as an E.C.I.S.D. employee, are the vital link between the public and the school administration. It is the driver and aide's responsibility to be professional at all times. This includes being courteous, dependable, punctual and cooperative. Both are key participants in our goal to make the ECISD's Special Transportation Program the very best.

I. TRANSPORTING SPECIAL STUDENTS

A. Pick-up and Delivery of Students

1. Special transportation passengers require door-to-door service. Drivers should stop in front of the student's house, honk, and wait three (3) minutes for the passenger. If after three (3) minutes the student does not come out, continue on with your route.
2. Board and unload students ONLY on the curbside. Under no circumstances should the passenger have to cross the street.
3. If a student requires the use of a seat belt, it is the driver's responsibility to belt the passenger in his seat. (If buses are equipped with seat belts they must be used.)
4. When picking up students after school for delivery home, make sure you have ALL your assigned passengers before you leave the school. If you are missing a student, check with school officials to find that student.
5. It is the parent's responsibility to assure that someone will be at the delivery point to accept the child when he/she arrives. The driver should WAIT to be certain that the child is safely inside.
6. Make a walking inspection of your bus at the end of each route (at the last school in the morning, at the last drop-off or at the bus compound in the evening) to check for vandalism, sleeping students, forgotten articles, etc.
7. Drivers/Aides need to know passengers' names, addresses, and certain information that is furnished by the Co-Op on IEP papers. The Director will provide (relevant information).
8. ALWAYS be courteous to parents and school personnel and make every effort to be on time every day.

B. Route Changes and Additions

1. Throughout the school year, we receive changes on pick-up or delivery addresses, changes of school assignments and new students to add to our special transportation routes. These will usually be sent to you on a standard form. Sometimes the Transportation Director or Secretary will notify you directly.
2. It is extremely important that accurate, detailed records be kept regarding which students are on a route, where each student is picked up in the morning and delivered in the afternoon, and which school each student attends. You can imagine the chaos that could result if a substitute driver/aide were assigned to cover a route for which we had incorrect information.

a. Keep updated Route Information in bus at the Lot

Drivers are required to keep an up-to-date route description route sheet, student list, and seating chart in their route book on their assigned bus at all times. Drivers are given a journal to keep up with different changes and information that is given to them. The journal is also to record who rides daily and any vital information that may be needed in the future.

- a
3. It is equally necessary for a driver to service only those students assigned to his/her bus and to pick up and deliver each student only to the address on record with the Coop office and the Transportation office. Please notify your Transportation Director at once should changes occur on your route. Make changes on your route ONLY with written or verbal authorization from your Transportation Director. Only authorized personnel will be allowed to ride the bus.
4. Drive your route the same way every day. Should changes occur on your route, be sure to inform all your students and parents if there is a change in pick-up or delivery schedules.
5. Under no circumstances is the driver ever authorized to deny student transportation.
 - a. Suspended Students - Only the building Principal or Transportation Director can suspend a student from the bus. When a student is suspended, you must have written documentation of the suspension and when the student will be able to resume riding the bus. Turn this document in to the Transportation Director as soon as possible. Do not take the word of any student regarding suspension. If you receive no notification, you must continue to transport the student.
 - b. **Communicable Health Disorders - Students with communicable health disorders will not be transported. Notify your Transportation Director of any such condition on your bus.**

C. Behavior Management

Behavior is situational; that is, reactions are stimulated and determined by that particular situation. Behavior management is necessary to assure safe transit, orderly loading and unloading of passengers.

1. Basic procedures for dealing with behavior:
 - a. Define the appropriate behavior you want to encourage the student to perform.
 - b. Consistently reinforce the appropriate behavior.
 - c. Define the inappropriate behavior you want to discourage.
 - d. Report any behavior that is self-destructive to others, directly affects the health and welfare of others or affects safe operation of the bus in transit.
 - e. Steps in dealing with serious behavior problems:
 - (1) Conduct Report -take to the Transportation Director.
 - (2) If undesirable behavior persists, continue turning in Conduct Reports and keep in close communication with this office.
 - f. Drivers are prohibited from using any form of physical punishment in managing student behavior.
 - g. Rules and behavior expected of students should be observed by the driver.

2. **Managing Exceptional Students**
Managing a busload of exceptional students requires a tremendous amount of cooperation and teamwork between the bus driver, parents and school personnel. Communication between parent, school, student and the driver is the key to effective behavior management.

Special Needs Drivers/Aides need to provide a positive example and set the tone for the entire school day.

Since special transportation buses generally carry a mix of Special Needs and different age groups, each student must be dealt with very much on an individual basis, both in communication and in behavior management.

The following are some general guidelines for identifying and dealing with various types of special students.

For all special students, however, remember these simple guidelines:

1. Establish simple, consistent rules for bus behavior.
2. Remind student often of bus rules. Be positive!
3. Remember that school can be very frustrating to all students just as your job will sometimes frustrate you.

I. **ADAPTIVE TRANSPORTATION GUIDELINES**

A. **Characteristics of Exceptional Students**

1. **Learning Disabled (LD)**
Learning-disabled students usually have slightly below average intelligence in one or more areas. They may have problems in using and understanding written or spoken language. In some cases, LD students may be mistakenly considered "normal", leading bus personnel to expect behavior and understanding beyond their level.

LD students may be placed in Resource Rooms (RR) or Self-Contained (SC), or Content Mastery (CM) classrooms.

2. **Mentally retarded (MR)**
There are varying degrees of mental retardation. Most MR students are not as mentally, verbally and socially mature as "normal" students of the same age. They may have trouble listening and understanding what is said and expressing themselves verbally.

They can learn to follow simple rules, but directions must be consistent and repeated often because their memories and attention spans are so short.

MR students may be found in Self-Contained Units (SC), or Developmental Centers (DC).

a. Daily living Skills (DLS)

Daily Living Skills classes are made up of even lower functioning MR students. Although they may not understand much of what is going on around them, these students do respond to smiles and kind words.

Special care must be taken with DLS students because, in addition to their low mental abilities, they often have a variety of physical limitations. They walk at a slower pace or may use crutches, braces, etc. Many cannot talk or have a very limited vocabulary. They will often have medical problems, too. If you have questions about dealing with DLS students, contact your supervisor.

DLS students require seat belts or other equipment. An aide will sometimes be assigned to buses transporting these special students.

3. Emotionally Disturbed (ED)

Emotionally disturbed students have difficulty dealing with life in general. Behavior problems are the trademark of these passengers. ED students resist authority, such as the driver/aide. They crave attention – positive or negative – and will go to great lengths to get it. Fighting, cursing, obscene gestures, deliberate rule breaking and rebellion are typical ED behaviors.

Managing behavior of this nature is challenging with these children. It is important to consistently maintain a set of clear-cut rules. These children need to know exactly what is expected of them and exactly what will happen if they disobey the rules. Do not make threats (such as telling Mom or Dad, or written referrals) that you will not or cannot follow through. If you fail to reinforce the misbehavior with consequences, you hurt the student as much as you damage your control on the bus. Immediate consequences for misbehavior are the only way to survive on the ED bus.

It is equally important to acknowledge when they have done a good job in obeying the rules, not only to the students, but also to his parents, teachers, etc. These children need to know that they are liked, so a smile and some informal conversation are useful in establishing a relationship with them, you need to remain firm and consistent in correcting inappropriate behavior.

Assigned seating is mandatory – try to separate more aggressive students from another type of ED student, who often feels inferior and depressed.

4. Autistic (AU)

Autistic students are some of the most unusual passengers because they do not respond to smiles, kind words or other attempts at communication. Living in their own little world, they need and are very protective of their space. They are usually unaware of consequences for their actions, for example, an AU student would not realize he was in danger if he jumped out the back door while the bus was in motion.

AU children very often engage in uncontrollable, self-stimulating behaviors, such as hand flapping, rocking, eye blinking, etc.

Because each AU student is so very unique, it is important to treat each child individually and get specific suggestions for dealing with them from parents, teachers or your supervisor. Always expect the unexpected from AU students.

These students need a very strict routine. They are upset by any change in route, driver, seating arrangement, etc. Seat belts or other equipment are mandatory; a monitor is usually assigned to these students.

5. Early Childhood (EC)

Any and/or handicaps previously mentioned may be present in Early Childhood Units. These children range in age from 3 to 5 years. Be sure these students wear seat belts at all times.

6. Vision/Hearing Impaired (VH/HI) Other Health Impaired (OHI)

Visual impaired (VI), hearing impaired (HI) and other health (OHI) students may have other mental and/or physical limitations besides what their labels imply. Or their labels may list their only qualifications for special transportation.

Seat HI students close to the driver or aide so they can hear verbal directions. VH students also need an assigned seat. Although some VH students may function independently, others may need assistance or guidance when getting on or off the bus.

Students labeled OHI usually have some type of special health problem, such as cerebral palsy, heart disease, diabetes or many other conditions. These students may also suffer seizures. Deal with these students on an individual basis, gathering as much information as possible concerning each specific condition and how to best deal with whatever arises. Inform your supervisor immediately.

These students may be placed in a regular classroom, or in any of the units described before.

B. Drivers/Aides

These personnel are usually assigned to buses carrying DLS, ED, AU, and EC students to assist in ensuring student safety. They may also be placed on other buses as necessary. It is necessary for the driver and aide to be aware of the following “Guidelines”.

1. Drivers are not to sign aides in or out on the computer. Aides are responsible for signing themselves in and out.
2. **Drivers are to respect that the aide’s primary responsibility is to maintain order and discipline on the bus. Allow your aide to do his/her job.**
3. **Drivers and aides are both responsible for cleaning the bus, and completing all paperwork.**
4. Drivers and aides shall assist pupils on and off the bus from the down side, or following students up the stairs.
5. The aide shall supervise the use of seat belts on the bus.
6. Drivers and aides shall work together to notify parents, school officials, and responsible persons of bus arrival and /or other bus concerns.

Paperwork

The driver and aide are responsible for keeping records and remitting paperwork concerning their route. These reports are an integral part of your job. ALL PAPERWORK IS DUE AS PER DATE ON WORKSHEETS (ex: daily, weekly, ASAP)

- a. Route descriptions are turn-by-turn descriptions of how the route is to be run. Be sure to note the address and name of each student on the route. Ideally, a sub-driver should be able to run the route exactly as you do from your route description. Descriptions of both A.M. and P.M. routes are required. Along with seating charts.
- b. Route descriptions will be updated as changes occur. When we receive your updated route description, we will make a copy to keep in your route file in the office and return a copy to be kept in the route book for your assigned bus and kept in the Operations Training Center.

REMEMBER

- All paperwork is due as assigned.
- Each and every driver is responsible for keeping his/her assigned bus (whether route bus or sub bus) clean, inside and outside. This includes the floor, seats, windows, driver's panel, dash, and etc.
- **You must keep an up- to-date route description and route sheet in your route book for your assigned bus and at the Transportation Department at all times. Route descriptions must be updated at each change, such as new students, student moves, ARD committee changes, and time changes.**
- **You must log your beginning and ending mileage on your Daily mileage form and transfer that hand-written copy to a spreadsheet and forward it to the Transportation Director at the end of each month.**
- Making your pre-trip inspection each time bus leaves could prevent a flat tire or mechanical breakdown during your route or trip. (EACH **DRIVER** IS RESPONSIBLE FOR PRE-TRIPPING THEIR ASSIGNED BUS).
- Make a walking inspection of your bus at the end of each route (at last school in the morning, after last rider unloads in the afternoon) to check for articles left behind, vandalism, and sleeping student.
- **THE SAFETY OF OUR SPECIAL PASSENGERS RIDES WITH YOU!**

LISTED BELOW ARE SOME SAMPLE INFRACTIONS AND THE CONSEQUENCES THAT WILL FOLLOW:

1. LATE, NO CALL/SHOW:

1ST OFFENSE - FORMAL WRITE UP

2ND OFFENSE - 5 DAY SUSPENSION – WITH OUT PAY.

3RD OFFENSE - WILL RESULT IN FURTHER SUSPENSIONS – LEADING UP TO AND/OR INCLUDING TERMINATION.

2. ALTERING ROUTES WITH OUT PRIOR AUTHORIZATION, OR OMITTING STREETS AND STOPS:

1ST OFFENSE - FORMAL WRITE UP

2ND OFFENSE - 5-DAY SUSPENSION – WITH OUT PAY.

3RD OFFENSE - WILL RESULT IN FURTHER SUSPENSIONS – LEADING UP TO AND/OR INCLUDING TERMINATION.

3. LATE FOR TRIPS (OTHER THAN DUE TO ROUTE ASSIGNMENTS), OR MAKING UNAUTHORIZED STOPS DURING TRIPS, OR LEAVING TRIP SITE. (MUST BE APPROVED BY DIRECTOR) NOT BEING AVAILABLE FOR SPONSOR AT ALL TIMES:

1ST OFFENSE - OFF TRIP LISTS FOR NEXT TWO TRIPS/FORMAL WRITE UP

2ND OFFENSE –OFF ALL TRIP LISTS FOR 30 DAYS/FORMAL WRITE UP.

3RD OFFENSE – 3 DAY SUSPENSION WITHOUT PAY

4th OFFENSE- LEADING UP TO AND/OR INCLUDING TERMINATION.

4. NOT TURNING IN ALL ASSIGNED PAPER WORK AND/OR NOT KEEPING ASSIGNED BUS CLEAN,(WEEKLY INSPECTIONS WILL BE MADE):

1ST OFFENSE - FORMAL WRITE UP

2ND OFFENSE - 1 DAY SUSPENSION WITH OUT PAY.

3RD OFFENSE –3 DAYS SUSPENSION WITH OUT PAY

4th OFFENSE--WILL RESULT IN FURTHER DISCIPLINARY ACTION.

5. NOT REPORTING ACCIDENT(S), AS SPECIFIED IN 2024-2025 TRANSPORTATION HANDBOOK:

1ST OFFENSE - FORMAL WRITE UP/3 DAY SUSPENSION WITH OUT PAY.

2ND OFFENSE - 10 DAY SUSPENSION WITH OUT PAY

3RD OFFENSE – POSSIBLE TERMINATION

6. NOT HAVING CURRENT CDL LICENSE/CERTIFICATE ON PERSON WHILE DRIVING A SCHOOL VEHICLE. NOT SIGNING IN AND OUT PROPERLY ON PAYROLL RECORDS.

1ST OFFENSE – FORMAL WRITE UP

2ND OFFENSE – 3 DAYS SUSPENSION WITH OUT PAY.

3RD OFFENSE – 5 DAYS SUSPENSION WITH OUT PAY.

7. EXCESSIVE ABSENTISM MAY RESULT IN A DRIVER BEING SUSPENDED WITH OUT PAY, OR BEING MOVED TO A SUB STATUS,(RELIEF OR CALL-IN), AND PAY SCHEDULE. CONTINUATION OF THIS OFFENSE WILL LEAD TO TERMINATION.

8. RUNNING RED LIGHTS/STOP SIGNS:

CAN AND WILL BE ANYWHERE FROM A WRITE UP, THROUGH DAYS OF SUSPENSION WITH OUT PAY UP TO AND/OR INCLUDING TERMINATION.

9. TARDINESS

1st OFFENSE—Informal Reprimand

2ND OFFENSE—Formal Reprimand

3rd OFFENSE—1 - Day Suspension, without pay

4th OFFENSE—3 - Day Suspension, without pay

5th OFFENSE—Supervisor review, may include termination

10. LEAVING A CHILD ABANDONED ON YOUR BUS AFTER A RUN AND LEAVING THE LOT, MAY RESULT IN TERMINATION

ANY AND ALL INFRACTIONS OF THIS HANDBOOK WILL RESULT IN FORMAL WRITE-UPS TO INCLUDE SUSPENSIONS, (WITH OR WITHOUT PAY), UP TO AND/OR INCLUDING TERMINATION.

EAST CHAMBERS I.S.D.

2026 – 2027

I understand that this handbook is a general guide and that the provisions of this handbook do not constitute an employment agreement (contract) or a guarantee to continue employment.

I further understand that (the employer) reserves the right to change the provisions of this handbook at any time.

I also understand that if I should separate from employment with the East Chambers I.S.D. Transportation Department, that I will return this handbook, intact to a supervisor of the East Chambers I.S.D. Transportation Department.

I agree to abide by the guidelines listed in the 2026-2027 East Chambers I.S.D. Transportation Handbook.

My signature acknowledges that I have read and understand the provisions of the handbook.

Employee Signature

Date

