February 2016

Dear Galion Bus Drivers:

This handbook is issued to promote exceptional performance and safety in the Galion City School District transportation operation. It is designed to assist you as a driver, provide you with information to be successful in meeting district requirements and achieve your personal goals in your driving profession. It contains policies, procedures, guidelines and instructions for drivers, but is not intended to be an exhaustive recitation of terms and conditions of employment. It is not intended in any way to supersede the Negotiated Agreement between Galion City School Board of Education, but instead to clarify policies, guidelines and instructions. Issues already covered by the Negotiated Agreement, will be referenced as they appear in this handbook. As a driver for the Galion City School District, you are expected to read this handbook and request clarification of any procedure or policy that is not understood. This handbook will be updated regularly in order to reflect the most current information possible. This handbook is not to be construed as a guarantee or an expectation of continued employment. Board policy, the Negotiated Agreement between Galion City School Board of Education, applicable state and federal laws and regulations govern employment as a bus driver in the Galion City School District. The information contained in this handbook is applicable to both regular and substitute drivers. Please keep this handbook readily available for reference as needed.

Respectfully

Jim Grubbs

Superintendent

**GALION CITY SCHOOL DISTRICT**

**MISSION STATEMENT**

Partnering with our communities to deliver innovation and excellence in education by providing real skills and real knowledge for real world success

***Vision***

"For Every Graduate, a Salable Skill"

**TRANSPORTATION DEPARTMENT**

**GOALS**

**1) Deliver safe, effective and efficient transportation and fleet maintenance services.**

2) **Provide outstanding customer service to school personnel, parents, students, peers,**

**employees and members of the community.**

**Strategies:**

· **Partner and collaborate with parents, administration and school staffs.**

· **Respond with solutions to concerns of parents and school personnel as quickly as**

**possible.**

· **Continue to work from the district Continuous Improvement Plan (CIP) and work**

**toward meeting district vision statements relevant to transportation.**

· **Develop and implement a departmental continuous improvement plan in support of the**

**district Mission, Vision and CIP.**

· **Develop and measure performance goals and indicators in support of district mission,**

**vision and continuous improvement plans.**

**TRANSPORTATION CUSTOMER SERVICE PHILOSOPHY**

**All employees of the Transportation Services Department are expected to treat**

**customers, peers and staff with courtesy, dignity and respect. We are to perform**

**with professionalism, be tactful when correcting a situation and kindly respond**

**to customer concerns.**

**STAFF GENERAL RESPONSIBILITIES AT A GLANCE**

1. **The Supervisor of Transportation is responsible for the overall administration of transportation and fleet maintenance; ensures compliance with state laws and board policy; develops and implements departmental policies and procedures; provides leadership to secure, maintain and improve the operation of the transportation organization including its budget and personnel.**
2. **The Transportation Supervisor is responsible for transportation delivery services from Galion including efficient operation, route coverage, T-reporting, radio dispatching and oversees fleet maintenance at Galion.**
3. **The Transportation Supervisor is responsible for coordinating execution of the daily plan, staff training activities, inventory, development of purchase orders, fleet record keeping, pre-trip record keeping and directly supports the Superintendent.**
4. **The maintenance will be performed by a certified mechanic he will coordinate the work of the fleet with the Transportation Supervisor & maintenance staff, processes repair requests, and repairs district buses.**
5. **The Transportation secretary handles all phone calls and occasional radio calls; updates student records; communicates with our associate schools.**

ABSENCES / LEAVES

If calling off work, please call the Transportation Supervisor.

Drivers are to complete the online (sick) leave form no later than the day they return to work.

**ABSTRACTS**

Galion City School District require a driver’s abstract for all school employees that may drive a school vehicle at any time throughout the school year. The employee must complete a driver’s abstract form annually. Once completed it must be submitted to the Board office for processing. The abstract form is used to requests the information from the Ohio Bureau of Motor Vehicles. Driving records are also available to us through the Ohio Department of Driving records are also available to us through the Ohio Department of Education’s online system. Reports will be reviewed at least twice per year.

If you receive a traffic violation for any reason throughout the school year, it is important that you relay that information to the board office.

Violations resulting in points may cause a driver’s license to be suspended. No employee can drive a school vehicle with a suspended driver’s license. Driving without a valid license may result in disciplinary action.

**ACCIDENTS**

Damage to any motor vehicle or property, regardless of how minor, is considered an accident. A bus shall be considered involved in an accident, even though there was no physical contact with another vehicle, if the bus driver’s actions contributed directly or indirectly to the accident.

If involved in an accident, **DO NOT MOVE THE BUS** unless directed to do so by a law enforcement officer or the Transportation Supervisor.

**Drivers shall report any and all accidents to the Transportation Supervisor as soon as possible.**

Any damage done to personal property while on your route (damage to a mailbox, lawn damage, etc.) must be reported to the Transportation Supervisor immediately.

**The Transportation Supervisor will decide on a case-by-case basis whether to make a police report**. Drivers must obtain the following information if another driver is involved:

a) The name, address, and home and work phone numbers of the other driver/s.

b) The name, address, and home and work phone numbers of the owner of the other vehicle/s.

c) The make, year and license tag number of the other vehicle/s.

d) The insurance company of the other person’s involved.

e) The exact time, location and a detailed explanation of the accident.

f) Drivers are directed to **NOT** make statements as to guilt.

**Accident reporting should be done “by the numbers” in the following order:**

1) **STAY CALM. You** are the one person who is responsible for the safety of the students on the bus. You must stay calm in order to keep them calm. Chaos or panic at such a time could be disastrous. You must maintain control of the situation regardless of the severity of the situation. Your students will be relying on you to get them through this kind of ordeal.

2) All accidents must be reported. Call the Transportation Supervisor as soon as possible. The Supervisor will notify the appropriate policing agency. Do not leave the accident scene until told to do so by Transportation Supervisor.

3) Check all students for injuries and, if necessary, administer first aid.

4) Place warning devices into position, if needed, as quickly as possible.

5) Have the list of students onboard the bus at the time of the accident and the student seating chart available for the reporting law enforcement officer.

6) Complete the State Transportation Department accident report upon return to Galion.

For accidents resulting in severe damage, injury or death, a drug and alcohol test may be required of the driver.

**BUS DRIVER JOB DESCRIPTION**

**Position:** Bus Driver

**Time Schedule:** various

**Salary Rate or Ratio:** Hourly

**Reports to:** Transportation Supervisor

**Employment Status:** Regular/Full-Time

**FLSA Status:** Non-Exempt

**Description:** Transport students to and from Galion and/or school sponsored events and activities in a safe and timely manner; maintain accurate required records; ensure bus is clean; maintain control over students.

**Qualifications:**

High school diploma or equivalent

Valid CDL with appropriate endorsements S & P

Safe driving record

Insurability

Successful passing of a physical and drug test

At least five years of driving experience

Alternative to the above qualifications as the superintendent and/or board of education may find appropriate

**Required Knowledge, Skills, and Abilities:**

Basic first-aid

Knowledge of relevant Ohio laws and regulations

Knowledge of traffic rules

Ability to listen for mechanical defects, view engine compartment for defects and distinguish the color of lights

Ability to work effectively with others

Ability to communicate ideas and directives clearly and effectively both orally and in writing

Effective, active listening skills

Organizational and problem solving skills

Ability to read and understand verbal and written instructions, written warnings and labels

**NOTE:** The lists below are not ranked in order of importance:

**Essential Functions:**

Ensure safety of the students

See to the safe and efficient transport of students to and from Galion or school related events

Follow prescribed and assigned bus routes and schedules

Maintain records/reports and any other information that is required by statute or board policy or the immediate Transportation Supervisor

Report any mechanical problems to the bus mechanic

Keep the assigned vehicle neat and clean

Maintain positive control over the students transported on the school bus

Maintain an up-to-date knowledge and awareness of changes in the driving laws as they regard to transporting school children

Exercise responsible leadership when on school trips

Obey all traffic laws

Observe all mandatory safety regulations for school buses

Maintain pupil control and report any violations to the proper authorities as prescribed

Notify the Transportation Supervisor in case of mechanical abnormalities of the vehicle in which the driver is assigned

Discharge students only at authorized locations

Transport only authorized students

Report all accidents and complete required reports

Enforce applicable Galion board policies

Complete established pre-trip inspection

Follow the proper procedures for cold weather operation of the assigned bus

Report any hazardous conditions along existing route to the Transportation Supervisor

Attend bus meetings as required

Make reasonable efforts to remain available in the event of an emergency dismissal

Notify the Transportation Supervisor prior to absence due to illness

Periodic transportation of students for school sponsored trips

Conduct emergency evacuation drills

Maintain respect at all times for confidential information

Interact in a positive manner with staff, students, and parents

Make contact with the public with tact and diplomacy

Promote good public relations by personal appearance, attitude, and conversation

Respond to routine questions and requests in an appropriate manner

**Other Duties and Responsibilities:**

Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings

Instill in students the belief in, and practice of ethical principles

Perform other duties as assigned by the Transportation Supervisor

**Equipment Operated:**

School bus

Two-way radio

Cellular telephone

**Additional Working Conditions:**

Occasional exposure to bodily fluids

Occasional operation of a bus or vehicle under inclement weather conditions

Occasional interaction among unruly children

Occasional evening/weekend/summer work

Lifting bus supplies up to a maximum of 50 pounds

Occasionally lifting students

Pushing/pulling up to a maximum of 50 pounds

Ability to climb steps

Stooping, kneeling, and crouching during inspections

Balancing skills when adjusting side mirrors

Extensive sitting, up to two hours at a time

Frequent exposure to high levels of noise

Repetitive hand motion associated with opening a bus door and turning a steering wheel

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent’s supervisor, appointing authority.

**PERFORMANCE GUIDELINES**

Safe and efficient pupil transportation is an essential function of the Galion City School District and the ultimate goal of the Transportation Department. As employees of Galion we should be proud of the essential service that we provide and conduct ourselves in a manner that merits the public trust.

To ensure that all drivers understand what is expected in the performance of the job of bus driver, the following guidelines are established.

In addition, all employees are expected to perform all duties satisfactorily and maintain good attendance.

**General Duties and Responsibilities**

1. Drivers shall secure and maintain a current CDL license with passenger endorsement. Failure to do so is cause for termination.

2. Drivers shall know, observe and comply with all State Vehicle Laws and Regulations.

3. School bus drivers shall obtain a complete physical examination prior to the opening of each school year.

4. All drivers must maintain their insurability under the Board’s insurance policy.

5. Pre-trip inspection shall include, in order, the following:

a) Check under the bus for leaks.

b) Check around the bus for damage, vandalism or hazards.

c) Check under the hood for belts, wiring, leaks and fluid levels (steering, coolant and oil). Engine oil must be checked while the engine is cool.

d) Check the brakes—four step brake check.

e) Check the cab area—switches, horn, wipers, heaters, master/override, service door, emergency equipment and adjust mirrors.

f) Turn on lights, walk to the back of the bus and check seats, emergency exits, open the back door, check lights on the back of the bus and remove the “bus empty” sign.

g) Walk around the bus to check for damage, vandalism, the tires, check under the bus for fluid leaks and make sure everything is secure under the bus.

h) Start the engine and warm up the bus.

i) Don’t forget the post-trip inspection.

6. Pre-trip inspection sheets are to be turned in daily or monthly for career tech instructors. Any and all irregularities or deficiencies shall be called to the immediate attention of the transportation supervisor and a decision shall be made regarding bus substitution. Drivers should continue their inspection of all systems throughout the day, realizing that the conditions could change as the day progresses.

7. Buses should be swept once a day. Buses are to be policed for paper, debris and vandalism after each individual run. The interior should be dusted and the floor mopped if necessary. When mopping the floor, keep water to a minimum. Excessive water under the mats will rust the floor of the bus. Please see “Bus Cleaning” below for details.

8. Drivers should be mindful of the fact that Ohio State Troopers visit the bus garage for the purpose of spot inspections. Therefore, buses should be ready for inspection at any time.

9. Drivers are to follow as accurately as possible the exact route and time schedule set forth by the Transportation Supervisor and approved by the Board. Any deviation from the route must be approved by the Transportation Supervisor.

a) Drivers must report all traffic convictions to the Transportation Supervisor as soon as practical even though the violation may have occurred in their private vehicle. The Transportation Supervisor must be made aware of any points on the driver’s license of all school bus operators employed by Galion.

b) Drivers shall wear seatbelts at all times while operating the school bus or school-owned vehicle.

c) No school bus shall be stopped or turned around on a curve or upon the approach to the crest of a grade where the driver of any approaching vehicle cannot see the bus from either direction from a minimum of 500 feet.

d) No bus shall pass another bus while in a loading/unloading zone without specific direction to do so by the other driver or the Transportation Supervisor. Detained buses must turn on their hazard lights to indicate that others are to proceed around them.

10. A driver has the responsibility and authority to maintain student behavior on the bus. Reasonable conversation should be permitted on the bus. Drivers are to report students who misbehave or fail to follow reasonable driver instructions promptly to a supervisor, in writing on the discipline forms provided in the bus garage office.

11. Drivers shall not allow the students to use tobacco, alcohol or narcotics in any form. Drivers themselves shall not be addicted to, operate a bus while using, or be under the influence of alcohol, narcotics or any form of sedative.

12. Drivers will not permit students to eat or drink on the routes or field trips unless medical or other reasons exist and have been approved by a supervisor.

13. Pursuant to Board policy, drivers may not smoke on school property, in a school-owned vehicle or while on a school fieldtrip.

14. Per Ohio revised code 3301.83.20 (j) a clear aisle to the exit door MUST be maintained at all times.

15. Drivers shall drive safely at all times in order to avoid accidents.

a) Always drive defensively!

b) Never “tailgate” another vehicle.

c) Control student behavior on the bus.

d) Drive with extreme CAUTION when entering or leaving the school grounds. The speed limit on school grounds is 15 MPH.

e) Reduce your speed in loading zones to 10 MPH.

f) Yield the right-of-way rather than have an accident.

g) **THERE IS NO EXCUSE FOR SPEEDING**. Conviction of speeding in a school bus may result in disciplinary action.

**BUS CLEANING**

The bus driver job description lists “keeping the vehicle neat and clean”. During the annual Ohio Highway Patrol inspections, the inspectors look closely at the following list of criteria for cleanliness. Therefore, it is the expectation of the Transportation Department to maintain cleanliness according to the following standards. You will “take ownership” of your bus in the fall with it meeting these standards and it is expected you will return “your bus” in the same condition at the end of the school year.

**The following items will be checked but not limited to, during inspections** (by the OHP and administrators):

Remove all trash between the seat cushions and the side walls

Remove all gum

Sweep debris from the floor

Clean the dashboard and driver’s area including

o Emergency equipment

o Fans

Remove all personal items—make sure pouch is empty

Empty the trash can and wipe clean

Ensure that there holes, cuts, or writing on the seats—**report any damage to the seats** **immediately**

Wash the exterior of the bus using a brush and soap

Clean the windows

Clean the roof hatches

Clean all ledges and flat surfaces

**GENERAL RULES INFRACTIONS**

Infractions of the above and following general rules may result in disciplinary action. Discipline may be progressive for repeated violations of these rules.

A single incident in violation of a General Rule is cause for disciplinary action. Galion retains the discretion to determine when and what type of disciplinary action is appropriate in each particular instance and in accordance with the Negotiated Agreement. The nature of the discipline will vary depending on the circumstances involved including the employee’s prior disciplinary history. In some cases, the immediate termination of an employee may be appropriate.

**General Rule Infractions are the following (not all inclusive):**

1. Failure to be in assigned work area/location when scheduled for work

2. Leaving a bus stop before the scheduled arrival or departure time, unless instructed to do so by supervisory personnel.

3. Involvement in a preventable accident.

4. Exchanging work assignment without approval.

5. Negligence (failure to exercise reasonable care and/or failure to observe prescribed policies, procedures, notices, work methods or systems).

6. Failure to call off prior to the start of the work shift at a time specified by your supervisor.

7. Absence from work without notice or approval of supervision (AWOL). Threatening and/or intimidating other employees, motorists or the general public.

8. Insubordination (i.e. noncompliance, defiance, failure to follow a directive, unruliness).

9. Deviation from scheduled routing; unauthorized departure from the shortest or quickest routing between two (2) work locations/destinations.

10. Violation of written health, safety and environmental rules, policies and/or procedures.

11. Violation of posted speed limits, signals or signs, while operating any Board-owned vehicle.

12. Failure to promptly and verbally report an accident, occurrence, or injury and complete the prescribed written reports prior to leaving the scene of the accident or bus compound.

13. Failure to report for duty in proper attire.

14. Talking on a cell phone, with or without an earpiece, while operating a bus or supervising students.

15. Improper radio use and/or excessive chatter.

16. Unsafe acts and horseplay.

17. Conduct unbecoming a professional driver for Galion.

**MAJOR RULE VIOLATIONS**

**THE FOLLOWING RULE VIOLATIONS ARE CONSIDERED SUFFICIENT CAUSE FOR IMMEDIATE TERMINATION OF EMPLOYMENT:**

1. Willful interference with work and/or service.

2. Taking, diverting, receiving, selling, or possessing without authorization, property belonging to Galion and/or others.

3. Failure to perform bus walk through to check for students resulting in a child being left on a bus.

4. Willful damage to the property of the Galion City School District and/or others.

5. Abandonment of a Galion vehicle and/or students without proper authorization.

6. Unauthorized use or abuse of Galion vehicles or equipment.

7. The manufacture, distribution, act of dispensing, possession, use, or a positive test for a controlled substance which may impair safety or job performance while on duty or on Galion property.

8. Inappropriate behavior toward students.

**BUS IDLING**

The continued release of diesel fumes and the rising cost of fuel present several concerns to the Transportation Department. Unnecessary release of diesel emissions pollutes the air which negatively impacts the health of students, staff and drivers and causes excess engine wear. It is important that every employee give full attention to limiting bus idling and conserving fuel.

During warm-up periods, drivers are to remain with their bus. Buses are not to be started and left running with the driver away. Time is allowed during the pre-trip inspection to notify the mechanic of any needed repairs.

1. If there is a wait of five (5) minutes or more anticipated at a school or at any other location, the driver is to turn off the bus and find shelter inside a building if necessary.

2. If you observe that your bus is consuming an unusual amount of fuel or is running poorly, be sure to report as soon as practical to the Transportation Supervisor to determine if there is a problem.

3. Unnecessary travel should be eliminated in all cases. If it is possible to economize a route by shortening travel distance, the driver should make such a recommendation to a supervisor who will review it and arrange for approved changes.

4. Correct tire pressure is essential to obtain improved fuel mileage. Under-inflated tires result in poor fuel mileage and can reduce the life of the tires.

**BUS “DOWNTIME” STOPOVER LOCATIONS**

The only permissible stopover or waiting locations will be the Galion bus garage, the school parking lot where the last drop-off occurred, a school directly in route to the next route “or other locations approved in writing by Transportation Supervisor or Superintendent.” Buses must be parked in an area that will not interfere with other normal traffic patterns at any layover location.

**Bus Walkthrough and Bus Empty Procedure**

Safety is a priority throughout the Galion City School District, therefore, it is essential that each and every student riding a Galion School bus is safely transported to his/her destination. No student is to be left unattended on our school bus. The Bus Walkthrough and Bus Empty procedure is designed to eliminate the possibility that a student is left unattended on a bus.

Every transportation employee is responsible to see that each student gets to and from school safely. Hence, each bus driver, mechanic and office staff member is required to read and implement the procedures set forth in this document.

**Empty Bus Walkthrough**

Each time a driver enters a Galion school bus for the purpose of driving students, he/she will walk to the back of the bus looking from one side to the other for anything out of the ordinary and especially for students. If a student is found, escort him/her to the Supervisor’s office and follow the direction of the Supervisor. If no student is found, proceed walking to the back of the bus. Upon arriving at the back of the bus, the “Bus Empty” sign is to be removed from the back and secured to the front of the bus. At no time should the sign be displayed in the back of the bus while the bus is on the road in service.

Every time a driver parks the bus and leaves it unattended, he/she will take the sign from its secured location and walk to the back of the bus, checking for students on and under the seats. Upon finding that no student is on the bus, the sign is to be hung in the back of the bus. When a substitute driver or another transportation employee is also assigned to the bus, he/she will be held co-responsible for performing this empty bus walkthrough and ensuring that no student is left unattended on the bus on the day in which they drive or ride the bus.

**Audit and Added Safety Measures**

The Transportation supervisor will assign an employee, to audit this procedure. The assigned employee will walk through the parking lot checking each bus for a hanging “bus empty” sign. Should the assigned employee find a bus without a “bus empty” sign displayed in the back window of the bus, the employee is to immediately enter the bus, check for students and hang the sign in the back of the bus in accordance with this procedure. The bus number is then to be recorded and reported to the Transportation Supervisor.

This audit will take place in the afternoon after all buses are in at approximately 2:30 p.m., Should a student be found on the bus, the student is to be taken into the office to the supervisor on duty. The supervisor is then to contact the Transportation Supervisor immediately.

Anytime a bus is parked at Galion, every employee is required to look for the bus empty sign. If the bus is parked and the sign is not displayed, the employee is to perform a walkthrough and report any findings to the supervisor.

**Discipline**

Any employee who fails to follow this procedure may receive progressive disciplinary action. Should a student be found unattended on a school bus, the transportation employee responsible for the failure to perform the walkthrough and/or audit may be subject to immediate termination.

**Transportation Department**

**EMPLOYEE ACKNOWLEDGMENT**

**Bus Walkthrough and Bus Empty Procedure**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_, acknowledge receipt of a written copy of the

(please PRINT name)

**Bus Walkthrough and Bus Empty Procedure**. I agree to follow the procedure and understand that failure to perform my job responsibilities in accordance with the procedure may result in progressive discipline, up to and including termination.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

**Clothing and Grooming**

Bus drivers use sound judgment many times a day when it comes to driving. We ask that drivers use that same good judgment when it comes to their clothing and grooming. The old adage that you never get a second chance to make a first impression is as true today as when the phrase was originally coined. And whether we like it or not, that first impression is frequently made by the clothes one wears. The professional appearance of school bus drivers can have a positive effect on the students and parents we serve.

All transportation employees are expected to present a neat, clean, professional appearance at all times while representing Galion. The clothing items chosen are to fit properly and reflect the responsible nature of the position. Clean attire and good personal hygiene are a must for presenting a professional appearance. Hair should be neat and must not hamper vision in any way.

Slacks and a sport shirt is appropriate apparel for a bus driver. Drivers may wear walking length shorts in warmer weather. Drivers are not to wear shirts or tops that expose the midriff or other areas that are typically covered. Shoes must be considered safe to operate a school bus. Shoes must be closed front and back with a non-slip sole.

It is not acceptable for drivers to wear short shorts; tank tops; sleeveless shirts; tube tops; ragged sweat shirts; tight clothing such as exercise pants or tops; excessively oversized clothing; unsafe shoes such as sandals, flip flops, open heels, high heels, or platform shoes. Shirts with inappropriate messages such as endorsements of alcohol, drugs, tobacco and/or profane language are not permitted.

It is not our intention to overly restrict drivers’ choice of clothing, but merely to encourage reasonable dress and appearance suitable to the job. Keep in mind that as employees of the school district, we are “in the public eye” and proper dress is essential to put Galion in the best possible light.

**Communication Center**

Drivers’ mailboxes are located in this area.

**Galion (Training, Sick/Personal Leave, etc.)**

**All Galion employees’ have an assigned e-mail account. Employees are responsible for all information posted and sent to their individual, department and district accounts and are required to check their e-mail account a minimum of once per day.**

The employee’s e-mail account is also used for required professional development training and applying for sick and personal leave. Drivers are responsible for completing all training, sick and personal leave forms via their e-mail account within the appropriate time frame. A sick leave form must be submitted the day after the absence. The personal leave request form should be submitted and approved prior to the absence. It is the driver’s responsibility to ensure that their requested personal leave is approved prior to taking the leave. Approval for personal leave is **NOT** automatic.

There are computers in various locations available for drivers to access e-mail. If a driver has access to the internet at home they can also access their e-mail from home.

**Criminal Record Check**

**The Board shall request from the Superintendent of the Bureau of Criminal Identification and Investigation, criminal record checks of candidates under final consideration for employment in the district if the candidates are responsible for the care, custody or control of students. The Board of Education may employ such persons on the condition that the candidate submits to and pass a BCI criminal record check in accordance with the Ohio Revised Code.**

Any and all information obtained by the Board is confidential and shall not be released or disseminated. Any applicant not hired because of information received from the record check shall be assured that all records pertaining to such information are destroyed.

Drivers may be required to undergo a criminal record check every five years.

**Drugs, Tobacco, Alcohol and Non-Prescribed Drugs**

Ohio Pupil Transportation Operations and Safety Rules prohibit the use of tobacco, alcohol and non-prescribed drugs on the school bus.

Galion is required to randomly drug test employees in a safety sensitive position in accordance with the law. Procedures, as set forth by the Code of Federal Regulations (CFR), 49CFR part 40, will regulate our drug and alcohol process. Drug testing is designed to prevent accidents and injuries resulting from misuse of alcohol or use of controlled substances by commercial drivers.

**Substance Abuse**

Any driver who is required to operate a school bus as a part of his or her regular duties and appears to be under the influence of alcohol or any drug of abuse shall be removed from service upon supervisors’ reasonable suspicion. The driver is subject to be taken immediately to a testing facility or hospital for an appropriate test. A positive test for substance abuse will be just cause for disciplinary action up to and including termination.

Refusal to submit to a drug and/or alcohol test as required in 49CFR part 40, which covers post-accident with major damage and major injuries as well as random and reasonable suspicion tests, may be considered a positive test.

**Electronic Devices and Cell Phone Use**

Drivers are prohibited from using portable radios CD players, entertainment and other electronic devices including those with earphones, while operating a school bus. It is illegal for Ohio school bus drivers to use cellular telephones while the school bus is in motion or while the driver is supervising students.

Use of cellular telephones and other electronic devices, including those with earphones and hanging cell phone wires, is prohibited while operating a school bus or while supervising students and shall be cause for disciplinary measures up to and including dismissal.

**Emergencies**

Procedures

I. Bus Driver Responsibilities:

A. Notify the transportation office by radio; identify the problem, what you need and your exact location.

B. Evacuate the bus if necessary and see that the children are led to a point of safety. If at all possible, keep the students on the bus if power lines have been knocked down and are on, or near the bus.

C. Administer first aid as necessary.

D. Once students have been evacuated and are in a safe location, do what is necessary to protect the bus (i.e., place warning devices)

E. Assure students that they are safe and will be well taken care of.

II. Transportation Supervisor Responsibilities:

A. In the case of an accident, notify the appropriate law enforcement agency

B. Dispatch whatever help is required (ambulance, law enforcement, civil defense, and/or a replacement bus).

C. Notify the Superintendent.

D. Report to the scene of an accident if necessary.

E. Notify the building Secretary of an accident or delay in the bus schedule. In the event of an accident, notify the Transportation Supervisor of the bus’ location along the route.

F. Distribute a student list for each route to the building Secretary.

III. High School Office:

A. Notify the parents in case of a serious injury or death.

**Medical Emergency**

Anytime a child becomes ill while on the bus, call Base for instructions.

If a child is brought to your bus that has visible evidence of illness, bleeding or vomiting, call Base for instructions regarding the decision to transport. If injury or illness occurs while transporting a child, pull to a place of safety. Call Base calmly describe the nature of the injury or illness. If you feel medical attention is needed, request assistance and give your exact location.

Example: If a tick is found on a child, do not remove it if it is imbedded. Contact Base for help.

**Crisis Situation**

Always look in and around your bus for anything unusual. When performing your bus walkthrough, check and remove items that do not belong on the bus. Should a package be of unknown origin or otherwise strange, immediately notify the supervisor. If warranted, the supervisor will follow the emergency procedures as above.

**Tornado**

Protection of pupils on buses in transit, to or from school, is the primary responsibility of the bus driver. As soon as the driver becomes aware of a tornado warning or visually observes a tornado, the driver shall take the following actions:

In rural areas:

1. If possible, advise the transportation office by radio.

2. If possible, park the bus off the roadway away from large trees, power lines, poles or buildings.

3. Give the command to evacuate the bus.

4. Position the students away from the side of the bus without crossing the highway.

5. Position the students in the lowest area available such as a ditch, hollow, ravine, culvert or embankment.

6. After the danger has passed, the driver shall check each student for injury or shock.

7. Administer necessary first aid and request assistance from the transportation office.

8. If assistance is not needed, board the students back onto the bus and return them back to Galion.

9. Contact the Transportation office for further instructions.

In urban areas:

1. If possible, advise the Transportation office by radio.

2. If possible, park the bus off the roadway away from large trees, power lines, poles or buildings.

3. Give the command to evacuate the bus.

4. Take the students to the nearest house or building.

5. After the danger has passed, the driver shall check each student for injury or shock.

6. Administer necessary first aid and request assistance from the transportation office.

7. If assistance is not needed, board the students back onto the bus and return them to Galion.

8. Contact the Transportation office for further instructions.

A school bus is exceptionally vulnerable to extreme weather conditions. Once a tornado warning has been issued, you must take cover.

**Evacuation Drills**

ORC 3301-83-15 requires that Transportation Supervisors organize and conduct three (3) emergency exit drills for all students who ride school buses to and from school.

1. Each of the following three (3) emergency procedures shall be conducted by all drivers at least once annually:

a. All students exit through the front entrance door.

b. All students exit through the rear emergency door.

c. Students in the front half of the bus exit through the front door and students in the rear half of the bus exit through the rear door.

2. All drills shall be arranged and scheduled by the transportation supervisor.

3. Bus drivers will conduct the drill sessions.

4. Drills will be conducted on school property, not along the bus route.

5. The driver shall stay on the bus during evacuation drills. The parking brake must be set, the ignition turned off and the transmission in gear or park.

6. Children shall not take their possessions ( books, etc.) when they evacuate the bus.

7. Students shall assemble at a distance of at least 100 feet from the bus and remain there until given further instructions.

**Field Trips**

Field trips are to be scheduled generally between 9:00 a.m. and 2:00 p.m. in order to avoid interference with regular transportation runs.

Exceptions to the above general times may be made based on the educational value of the field trip experience and the availability of drivers and buses. Should it be necessary to return students to the building after the regular dismissal time, it is the responsibility of the building staff to inform parents of the need to pick up their children upon return from the field trip at a specified time.

Deadlines by which date field trips must be submitted to the transportation office is critical. Field Trip request must be turned in with a minimum of a 3 week notice prior to the trip. Field trip requests received after the above deadline may be denied, or depending on the time of submission, placed on the add-on or the emergency trip list.

**Field Trip Bus Rules**

The following Field Trip Guidelines are “signed off on” prior to being permitted to complete a field trip request form. That “sign off” includes this language: "I have read, understand and agree to comply with the following Field Trip Guidelines".

**Field Trip Guidelines:**

The teacher or coach in charge is responsible for ALL FIELD TRIP FEES, including parking fees.

• A request for student safety restraints, harnesses must be made well in advance of the trip so the bus can be appropriately and safely equipped prior to the requested departure time.

• All field trips shall be supervised by adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor or chaperone is expected to ride in the vehicle as well as to supervise students upon return to the district and while they are waiting for rides home.

• After reaching the destination, the driver is responsible only for the security of the bus, not the personal contents left on the bus or for supervising students after reaching the destination or prior to boarding the bus for the return trip. These responsibilities are those of the teacher, coach, or chaperone of the sponsoring organization.

All students are to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.

• District students not affiliated with the trip activity, non-district students, and/or children of preschool age shall not be permitted to ride on the trip vehicle.

• No student is allowed to drive on any trip. An exception may be made by the Transportation Supervisor on an individual basis provided the student’s parent(s) provides written authorization and release from liability.

• No transportation will be provided outside of Ohio without prior approval of the Superintendent of designee.

• Students shall obey all the bus rules for field trips as they do for regular bus routes.

• There will be no eating or drinking on the bus. A meal stop must be requested on the original field trip request form. Students and coaches must consume all food and drink before they re-board the bus. This rule is direct from Ohio law. We have no choice but to enforce it.

o Teachers should not ask the driver to break the above law and if they do, drivers are required to refuse to do so and must report the incident to their supervisor.

o A bus driver will not make an unapproved meal stop. Meal stops must be on the original field trip request and be noted on the driver’s field trip permit.

• Teachers or chaperones are responsible for maintaining discipline on the bus. If the teachers or chaperones are not doing so, the bus driver is expected to step into that role when necessary.

• Any and all equipment taken on the bus must be securely stored and clear of the aisle.

• On weekend trips, coaches and advisors need to call the driver directly if the trip has been cancelled. Coaches and advisors should call the transportation office prior to the weekend trip to ascertain who is driving their trip.

• Students who ride the bus to an event must also ride the bus back to school unless the parent provides a note to the contrary to the supervisor and then is issued to the driver.

• All buses must be returned in the same or better condition than when they departed for the field trip. Upon return from the field trip and prior to dismissing the students the teacher or chaperone in charge and the driver will walk the bus to check its cleanliness. If its cleanliness is unsatisfactory, the person in charge will ask the students to restore the bus to its original state before dismissing them.

Any bus that is found in poor condition (before or after the field trip) should be reported to the Transportation Supervisor.

**FILLING OUT THE FIELD TRIP FORMS**

1. When filling out the information on the field trip permit forms, drivers must record both the beginning and ending mileage, and calculate the total mileage. This information is paramount since this number is the one used to figure the cost of the trip. Failure to record this information could delay payment for the trip in a timely manner.

2. When entering your time, the driver can charge a 15 minute pre-trip if it is the first driving event of the day. A 15 minute post-trip is added if it is the last driving event of the day.

3. A minimum of 2-hours drive time is granted for a trip. If the trip is over four hours, the driver is paid no less than four hours drive time or the actual driving time, whichever is greater.

4. If the duration of the trip is longer than four hours, but only requires actual driving of less than four hours to reach the destination and return, a sit time rate of $12.00 per hour will begin after the first four hours.

**MEAL REIMBURSEMENT FOR FIELD TRIPS OVER 8 HRS.**

Meal reimbursement will be per the Negotiated Agreement.

**Drivers must:**

1) Submit the restaurant’s original, itemized receipt for the meal/s.

a. A second entrée in the same meal will **not** be reimbursed.

b. No alcohol is to be consumed while on the trip or reflected on the receipt.

2) Make sure your name is on the receipt(s).

3) Keep a copy of the itemized receipt(s) for your records.

4) Attach the original receipt to the completed professional leave form.

5) Turn in the above paperwork to the office the first workday after the trip.

6) For an overnight trip, submit the hotel’s original receipt.

a. Keep a copy of the receipt for your records.

**Fueling**

Drivers are to keep their buses fueled to at least half a tank in case of an emergency. Drivers must remain at the fuel pump during the entire fueling process. If the “break away” mechanism disengages from the fuel hose, the driver is required to explain the circumstances of that happening to the appropriate transportation Supervisor. Failure to do so is cause for disciplinary action up to and including dismissal.

Smoking is not permitted in the fueling area (or anywhere on school property).

Sub and/or other drivers’ buses must be re-fueled before returning them to storage.

**Fuel Credit Card**

A fuel credit card is available to any driver who is going on an overnight or long trip. A member of the Board office staff can issue the fuel credit card.

When using a fuel credit card the driver must:

sign out the fuel credit card in the Board office.

return the card to the office the next work day and sign it back in.

submit the fuel receipt at the same time the card is returned. If a driver fails to return the fuel receipt they will be held responsible for paying any charge(s) incurred.

**Last Day “Shenanigans”**

During the last week of school, and particularly on the last day of school, students like to bring water toys and/or shaving cream on the buses. Spray bottles, water balloons, squirt guns, shaving cream, etc. are not permitted on the bus for any reason. If a driver has reason to believe that any of these items are being transported onto the bus by any means, the driver may request that all bags be placed in the front seat of the bus as students get on, and picked up as students get off. Any of these items will be confiscated from the students and not returned. If they are smuggled onto the bus and used, the transportation supervisors can and will request that these students be suspended for the first week of the next school year. Any driver who allows students to use these items on the bus and does not write up conduct reports for such actions will be subject to disciplinary action themselves.

**Other Authorized Passengers**

Ohio Administrative Code 3301-83-17 addresses eligible riders on a school bus. In A1 of that section, authorized passengers are identified as pupils enrolled in approved programs that are eligible for transportation services authorized or required by state and federal law and school bus owner policy.

The State Department has further clarified the legitimacy of a potential passenger by stating that the following questions should be answered in determining that legitimacy:

1) Would the passenger be transported on a bus route during that set of school “runs” under normal transportation procedures?

2) Will the passenger be dropped off at a school (or at a transfer stop) along the regular course of the route in question?

If the answer to either of these questions is no, the student should not be a passenger on that route.

The only passengers permitted on a school bus for a trip are those who are a part of the activity for which the trip is scheduled. All others are strictly prohibited. Only participants in the activity (players, cheerleaders, managers, trainers, coaches, etc.) are covered by the school district’s liability insurance carrier and are therefore the only passengers permitted on the school bus.

The only circumstance under which having your own child on a bus is permitted is if they are a legitimate part of the activity such as a participant. If that is the case, the child should be listed on the field trip form. Under no circumstances is it legal for a child under school age to otherwise ride a school bus.

**RADIOS IN BUSES**

**SAFETY** is of paramount importance in the operation of the Galion buses.

An AM-FM radio could be an effective tool if properly used. If a radio is present in the bus, it must be turned off at all railroad crossings and turned down at all stops for pickup and for discharging students. At no time will a radio be played at such a volume that the driver could not hear an emergency vehicle siren, a train whistle, automobile horn warnings, student disruptions or other misbehavior on the bus.

Galion is not responsible for a radio (or other personal property) that is lost or stolen.

**Radio Stations**

Due to inappropriate language or topics on some local radio stations, please tune your radio only to the acceptable stations below when transporting students:

**Morning Routes Afternoon Routes Unacceptable**

*WNCO 101.3, Y 105. WBCO 92.7 WVNO 106.1*

Drivers: If you have listened to a radio station and feel it should be added to the above list, please notify the Transportation Supervisors office. Drivers must monitor any and all music on all radio stations for its appropriateness. Drivers must not play or permit students to play tapes or CD’s on the bus audio equipment without first previewing them in the absence of students.

**RAILROAD CROSSINGS**

**Procedures**

A. Request silence 300 feet prior to the railroad tracks (State law).

B. Turn on the bus four-way hazard lights 100 feet before the tracks.

C. Open the window with the left hand prior to stopping (State Law).

D. Turn off accessories that make noise (i.e., fans, defrosters, heaters, etc.)

E. Stop 15 to 50 feet before the tracks and set the emergency brake.

F. Take the bus out of gear.

G. Open the service door, look and listen to the right and left twice.

H. Once the driver is sure there are no trains approaching; the driver may put the bus into gear and close the door.

I. Release the brake.

J. Proceed safely across the tracks.

K. Turn off the four-way hazard lights when the bus is safely across the tracks.

L. Optional: Close the window and/or turn on the accessories that are needed.

**ROUTES**

**Changing Your Route**

At the beginning of the school year a route description is given to each driver for the route/s the driver is assigned. On these descriptions there are bus stops for each group of students for the route.

Any deviation from the route description must be authorized and approved by the Transportation Supervisor. Changing any part of that route without authorization from the Transportation Supervisor will result in disciplinary action toward the driver.

Examples of unacceptable practices:

Changing the location of a stop.

Changing the direction of a route.

Giving a stop to another driver.

Adding a stop.

If a driver has suggestions for changing a route in any way, the driver should make that suggestion in writing to their supervisor by utilizing the request for route change.

If the Supervisor deems the suggested change necessary, he or she will review the change.

The driver will be advised as to the status of the suggested change as soon as possible.

The driver is to continue driving the route as described on the route description until the administrative decision regarding the suggested change has been made.

Failure to comply with the above directive will be cause for disciplinary action.

**Updating Route Descriptions, Seating Charts &Student Lists**

All route sheets and student lists will be provided to each driver. Each driver is responsible for maintaining accurate and legible updated route sheets, student lists and seating charts. All updated route sheets, student lists and seating charts are due by the end of the second week of school. No hand written route sheets will be accepted.

Any change to routes, seating charts or student lists throughout the year must be *reported to the office in writing when the change takes place.*

Failure to report accurate route times, student counts and lists may result in disciplinary action.

Make a copy of the original for you to keep on your bus until the updated route sheets are returned to you. Each driver will turn proposed route changes into the office. Upon receiving the update, please return the old route sheets and student lists to the transportation office*.* Should you have questions regarding the revisions, please see the office staff that completed the updates.

**Route Hazards**

Route hazards can be grouped into two distinct categories:

1. Driving hazards encountered while operating a school bus route:

a. Railroad crossing/s

b. Dangerous intersections

c. Bridges, tunnels, underpasses and overpasses

d. Short acceleration/deceleration lanes, limited median area or short turning lanes

e. Industrial intersections or construction zones

f. Speed differential between vehicles

g. Visibility problems

h. Emergency equipment areas

2. School bus loading zone hazards:

a. Busy streets without sidewalks

b. Dangerous curves

c. Congested areas

d. Limited vision

Driving hazards should include fixed hazards as listed above and sudden hazards, such as road flooding, sun glare, and fog. Animals such as deer and livestock can also be a sudden hazard to be aware of.

Lists of potential “school bus route hazards” should be provided to regular and substitute drivers, route planners and other appropriated personnel. All drivers should be aware of potential hazards, whether of a fixed or sudden nature, and be prepared to take whatever action is necessary.

On the next pages, you will see two hazard forms:

Route Hazard Checklist

School Loading Zone Hazards

If applicable, please complete and maintain a copy in your bus, in your mailbox and in your route folder.

**Stops**

Pupil stops should be made in such a manner as to prevent blocking an intersection. Keep the bus straight. Pulling into an intersection at an angle to load or unload is not a legal stop for either street. To avoid blocking an intersection, it may be necessary to request an additional stop be added to the route.

If the driver deems an additional stop to be necessary, the driver is to follow the procedure above under “Changing Your Route”. Failure to do so is cause for disciplinary action up to and including termination.

Some things to remember:

a) Give other motorists ample warning with your warning lights—300 feet before the stop when possible, especially when stopping on a main artery. If there is not 300 feet between stops, give as much warning as possible.

b) Check your mirrors often for motorists and children that might be running to catch up. Keep your mirrors clean.

c) Your bus transmission must be placed in neutral when loading or unloading. The parking brake must be applied at all stops before the transmission is placed into neutral.

d) When students cross the road, they must cross only at the driver’s signal to do so. Drivers must teach their students to cross at least 10 feet in front of the bus. After the driver has checked to see all traffic is clear, students may cross the road after the driver gives the signal to do so. This applies to loading and unloading.

e) Students shall never be permitted to cross behind the bus or to pick up anything that has dropped beneath the bus.

f) On a 4-lane highway such as Rte. 23, Rte. 257, or Rte. 36, oncoming traffic is not required to stop for a school bus’ warning lights. Therefore, students are to be picked up and discharged on their residence side only! **NO EXCEPTIONS!** Failure to comply with this rule will result in very serious disciplinary action.

g) Drivers should NEVER permit students to stand on the bus. Students must be seated at all times while the bus is in motion. Drivers should NEVER move the bus while a student is standing. Sitting motionless until all students are seated definitely “sends the appropriate message”. Failure to maintain satisfactory student behavior on the bus may result in disciplinary action.

**h)** All students must be assigned to a seat and must sit in their assigned seat. **In the event of an accident, the Ohio Highway Patrol will ask for the bus seating chart.**

**Stops: Loading and Unloading**

Students should never be permitted to “rush” the bus while loading or unloading.

Students should not be permitted to board the bus once it has departed the school loading zone. Drivers should inform students of this rule. Students should be notified during the first week of school that they are to be at their designated stop at least five minutes prior to the schedule bus stop time.

Drivers should never leave a stop before their scheduled departure time. If the driver arrives at a particular stop earlier than scheduled, they are to wait until the scheduled departure time to leave. Drivers are to set their watches each morning by the atomic clock in the transportation office.

Drivers are to load and unload on school grounds whenever possible. If not on school grounds, the bus should be on the school side of the road and facing the legal direction. Warning lights are not to be used while at the curb in front of the school.

The bus should be backed only with extreme caution and **NEVER** on school grounds while students are being loaded or unloaded.

Stationary buses and automobiles may be passed with caution on school grounds. Moving vehicles may not be passed.

DO NOT ALLOW students to get off anywhere other than their designated stop unless they have a bus pass signed by the Assistant Director. **This applies to all students all the time.**

DO NOT signal another motorist into the flow of traffic unless you cannot avoid doing so. You may inadvertently cause an accident. The other driver may misinterpret your signal and do something you may not have intended him to do.

Never drive your bus without your driver’s license readily available.

Make a complete stop at all stop signs and be prepared to yield to another driver in the event that they do not stop.

The service (front) door should be closed at all times when the bus is in motion.

Students should never be permitted to sit in the driver’s seat or operate the service door.

Drivers shall be on the bus during loading and unloading. If a driver must leave the bus, he/she must set the brake, switch the ignition off and take the keys with them.

**Bus Stop Designated Place of Safety**

Ohio Administrative Code 3301-83-13-B-6: Each pupil shall be assigned a residence side designated place of safety. Driver must account for each pupil at designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed.

**IF YOU CROSS THE STREET TO APPROACH THE BUS:**

**AM PICKUP:**

**Wait** for the bus at the designated place of safety, at least 10 feet (steps) away from the roadway.

**Watch** (look at) the driver for the hand signal

**When** the driver gives signal by dropping hand straight down, check for traffic, then walk straight across the road 10 feet (steps) in front of the bus to allow the driver to see all pupils at all times.

**Enter** bus and sit in available or assigned seat safely and quickly.

**PM DROP OFF:**

**Stop** along side of roadway, 10 feet (steps) away from the front of the bus.

**Watch** (look at) the driver for the hand signal. When the driver drops their hand, proceed to the traffic edge of the bus.

**Stop** at the traffic edge of the bus.

**Look** for cars; left, right, left. If the bus horn sounds, there is danger, recheck traffic. If no danger is seen, look at driver for instructions

**Stop** at your designated place of safety.

**Wait** for the bus to depart: then proceed to residence.

**IF YOU DO NOT CROSS THE STREET TO APPROACH THE BUS:**

**AM PICKUP:**

**Wait** for the bus at your designated place of safety, at least 10 feet (steps) from the roadway.

**Wait** for the bus to stop completely, door to open and for driver’s signal.

**Walk** to the bus and sit in available or assigned seat safely and quickly.

**PM DROP OFF:**

**Walk** to designated place of safety.

**Wait** for the bus to depart: then proceed to residence

Persons waiting for students are requested to wait at least 10 feet (steps) away from the designated place of safety.

**Student Code of Conduct**

The goal of the Code of Conduct is to create conditions that foster student self-discipline in a warm, supportive school climate that is conducive to maximum learning for all students. The Code of Conduct is a general guide for behavior, not a mechanism for rigid control. The individual personalities of students or extenuating circumstances will be considered before corrective measures are prescribed.

Notice: The use of video surveillance equipment may be used in the investigating of violations of the Code of Conduct. Students may receive discipline as a result of what is recorded.

**A VIOLATION OF ANY RULE MAY RESULT IN DISCIPLINARY ACTION, INCLUDING SUSPENSION AND EXPULSION BASED UPON THE SCHOOL-WIDE DISCIPLINE PLAN.**

Results of violating the code of conduct can be verbal or written warning, referral to guidance counselor, parental contact or conference, detention (in or after school), emergency removal, placement in the Alternative School, referral to law enforcement agencies, suspension, or expulsion. The hallways and parking lot are monitored by electronic surveillance equipment.

If suspension or expulsion from Galion occurs, it will be recognized by the partner school and if suspension or expulsion from the partner school occurs, it will be recognized by Galion.

In each case the suspended or expelled student will not be permitted to attend either Galion or the partner school during the time of suspension or expulsion.

High school credit will be denied for college courses taken while expelled.

All rules contained in this handbook also apply for Galion students while attending the Campus of North Central State College.

1. **Disruption of School:** A student shall not, by use of violence, force, coercion or threat (verbal or physical), cause material disruption or obstruction to the normal operation of Galion. Such disruptions shall include, but are not limited to, false fire alarms, false bomb threats, false natural disaster alarms, gang activities, student disturbances, and fighting.

2. **Theft/ Possession of and/or Damage to School or Private Property:** A student shall not steal, attempt to steal, possess, or damage any property privately owned or belonging to the Galion Board of Education on the school premises, at a school activity, function, or an event off school grounds. Theft and damage may include but are not limited to copyright infringement, unauthorized copying, and deletion of computer files, introduction of computer viruses, and forgery or hacking. With regards to the Internet, proper authorization must be obtained and sites which provide information with regard to provocative/ suggestive pictures or language are prohibited.

3. **Bullying/Harassment:** A student shall not engage in any act which frightens, harasses, degrades, disgraces, or tends to frighten, degrade or disgrace, any person by written, verbal, or gesture means during any period of time when the student is properly under the authority of school personnel. No student shall engage in any form of sexual harassment which consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student when such conduct has the purpose or effect of substantially interfering with an individual’s educational performance or creating an intimidating hostile educational environment.

“Dating violence” is defined as “a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person’s dating partner.”

A “dating partner” is “any person, regardless of gender, involved in an intimate relationship with another [person] primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term.”

The provisions in items listed above also apply to student conduct towards staff members and their families on and off campus. Galion does have a Board policy relating to sexual harassment.

Harassment reporting forms may be picked up from any administrator. Initial harassment reports should be directed to the program supervisor. Repeat or serious situations will be referred to the appropriate Assistant Director/Director.

4. **Assault:** A student shall not verbally or physically assault a Board of Education member, employee of the Board of Education, or another student, nor shall a student behave in such a manner as to cause physical injury to any person on the school premises.

5. **Dangerous Weapons and Instruments:** A student shall not possess, handle, transmit, or conceal any object or dangerous chemicals or sprays which could cause damage to any person or the property of the Galion Board of Education, any of its employees, or any student or person on the school premises or other school property including student vehicles. This shall include pocket knives and box cutters. The same is true during any official school-organized and sponsored activity that takes place off the school grounds. Unauthorized use of fire is also prohibited.

Section 2923.122 of the ORC makes it a **felony** for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned by or controlled by, or to any activity held under the auspices of, a school. A knife with a blade more than 2 ½" in length is considered a weapon.

6. **Tobacco:** ORC3313.751 Prohibits smoking, use or possession of tobacco or look-alike substance by any pupils in areas under the control of school districts or activities supervised by the school district. Therefore, the use or possession of tobacco in any form is strictly forbidden.

Galion has adopted a policy that students shall not possess, consume, purchase, or attempt to purchase and/or use tobacco products in school building, on school grounds, on school buses or vehicles and at any competition, extra-curricular event, or other school sponsored activity. No smoking is permitted in vehicles while on school property. **In compliance with state law, students under the age of 18 found to be in possession of tobacco will be reported to the Galion Police.** Students who serve as lookouts will receive the same discipline as those students who are smoking.

7. **Repeated Violations (Insubordination):** A student shall not repeatedly fail to comply with the directions of teachers; student teachers; substitute teachers; teacher aides; Supervisors; Assistant Director, High School; Director of Operations; Superintendent; or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. Attempts in disciplining the student will be done through efforts by the teacher, the parents of the student, the supervisor and the Assistant Director, High School/Director of Operations.

8. **Rules and Regulations as Adopted in Student Handbook:** A student shall not violate rules and regulations in the Student Handbook including Dress, Health & Safety, Tobacco, attendance, and computer use agreement.

9. **Making, Selling, Attempting to Sell, or Possessing Drugs/Look-Alike/Synthetic Drugs Narcotics, Alcoholic Beverages, and Related Tools:** A student shall not possess, use, transmit, conceal, show evidence of having used, make, attempt to make, sell, attempt to sell, or possess drugs/look-alike drugs, narcotics, alcoholic beverages, gas inhalants, or related tools not specifically authorized by a physician while under the authority of school officials. Odor of a drug on student’s person will constitute possession for school disciplinary action. Whenever a student is suspended or expelled from school in accordance with ORC 3313.66 for the use or possession of alcohol or drugs, the Superintendent may notify the registrar of motor vehicles and the juvenile judge of the county of the suspension or expulsion.

10. **Possession of Illegal Images:** The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law.

Students found in violation of this section may be reported to the appropriate law enforcement agencies.

11. **Other Acts:** A student shall not commit any act which represents gross misconduct, fraudulent behavior, or that poses a danger to any person or property or causes disruption of the academic process. Unauthorized use of school equipment is prohibited. This includes computers.

Public display of affection should be limited to hand holding.

**ADMISSION AND PLACEMENT GRIEVANCE PROCEDURE**

Parents and students have the right to request a review of the admission, placement procedure or other procedural matters. If a concern involving possible discrimination based on sex, race, color, national origin, or disability exists, a parent and/or student may contact the Galion City School District Board of Education.

**After-School Transportation**

It is the district’s responsibility to transport students to Board-approved school activities (i.e., Field trips, skill contests, etc.). However, it is the responsibility of parents to transport their children to after-school activities that are not required by the school. Please note that bus drivers will not drop students off anywhere other than their regular assigned stops without signed authorization from the high school administration.

**Bus Rules and Regulations**

**It is our privilege and pleasure to furnish eligible\* students with the safest transportation possible as they travel between home and school and on school-related trips. In order to protect all students riding Galion buses, safety precautions are a must! Your help is needed because safety is everyone's responsibility!**

**All students are to understand that the bus driver is in charge of the bus at all times. Any student who repeatedly violates the safety precautions and/or bus rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the Transportation Supervisor. To that end, the following conduct rules are called to your attention:**

**1. Students must wait quietly in a location clear of traffic and at least ten feet away from where the bus will stop (Ohio Law 3301.83.08).**

**2. Student behavior at bus stops must not threaten life, limb or property of any individual (Ohio Law 3301.83.08).**

**3. Students must go directly to an available or assigned seat (Ohio Law 3301.83.08).**

**4. Students must remain seated, keeping aisles and exits clear (Ohio Law 3301.83.08).**

**5. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully (Ohio Law 3301.83.08).**

**6. Students must be courteous and respectful to fellow students and to the bus driver (District policy).**

**7. Students must not engage in loud talking or laughing, excessive horseplay or fighting (District policy).**

**8. Unnecessary confusion diverts the driver's attention and might result in a serious accident (District policy).**

**9. Students must not use profane or abusive language (Ohio Law 3301.83.08).**

**10. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons (Ohio Law 3301.83.08).**

**11. Students must not use tobacco or related products on the bus (Ohio Law 3301.83.08).**

**12. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for student (Ohio Law 3301.83.08).**

**13. Students must not throw or pass objects on, from or into the bus (Ohio Law 3301.83.08).**

**14. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted (Ohio Law 3301.83.08).**

**15. Students must treat bus equipment as one would treat valuable furniture in his/her home. Vandalism will not be tolerated. Keep the bus clean and sanitary (District policy).**

**16. Students must not extend any part of their bodies out of the bus windows (Ohio Law 3301.83.08).**

**17. Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is okay to talk (Ohio Law 3301.83.08).**

**18. Students must leave or board the bus at locations to which they have been assigned unless they have written administrative authorization to do otherwise (Ohio Law 3301.83.08).**

**Bus Conduct Reports**

These guidelines will be followed:

1. Verbal Warning
2. Verbal warning with parent contact
3. 3 day bus suspension
4. 5 day bus suspension
5. 10 day bus suspension
6. 20 day bus suspension
7. Bus suspension for the rest of the semester

**Supervision and Management of Students**

As we come in contact with people on a daily basis, we must earn respect and confidence to establish a good relationship. Such is the case when working with the students on the bus. A difficult part of successfully driving the bus is maintaining control of a large number of students. If you do not have the students’ respect, the job will definitely be more challenging.

Effectiveness as a school bus driver will depend on the ability to maintain proper conduct on the bus at all times. Fairness and firmness in the relationship with the students will earn their respect. Students recognize a fair, consistent, friendly and positive bus driver and they are quick to show their appreciation. Information of this nature is passed on from one student to another and the result is good student behavior.

As individuals, we have different personalities and will handle situations differently. Students are individuals too and what might correct a certain situation with one student may not with another. Most importantly, as the adult on the bus, the driver must exercise self-control at all times. Nothing positive ever results from a driver losing his or her composure.

**Recommended Step-by-Step Procedures for Managing Student Behavior**

**Learn the listed student infractions and what Level each behavior is.**

o **Level II behaviors must be dealt with by pulling off the road.**

**Inform students of your behavioral expectations within the first few days of school. Remind all students of the bus rules that each of them has received in their Student Handbook.**

**Do not set unreasonable rules and regulations.**

**“Set the tone” for acceptable student behavior from “day one”. You will have to live with the tone all year! If you don’t set the tone, the students will!**

**Be consistent with your enforcement of the rules, especially those that pertain to safety.**

**Level I infractions:**

o **Can be dealt with while driving**

o **Attempt to handle them on your own by:**

**Verbally warning the student**

**Calling the parent and eliciting their help**

**If the above doesn’t stop the inappropriate behavior, complete a bus referral form and submit it to the Transportation Route Monitor.**

**Level II infractions:**

o **Pull safely off the road to gain control of the situation**

o **Complete a bus referral and submit to the Transportation Route Monitor.**

Take the time to discuss your expectations and student behavior with the students during the first few days of school. Remind all students of the bus rules that each of them has received. Do not set unreasonable rules and regulations.

Upon arriving at the school and during the loading and unloading process, **drivers are required to be standing.** There may be times when this is not possible (i.e., when a bus unloads at the high school or middle school and is required to unload and go). Students, particularly elementary, shall remain seated until it is time to dismiss; they should exit the bus by grade level—front to back.

**Practical Discipline Guidelines**

The most practical discipline technique is to greet every student to the bus every day.

Good student management takes less time at the end when you spend more time at the beginning.

When students withdraw, make an even bigger effort to “bring them out”.

Discipline responses require a two-stage approach--stabilize and teach.

Model effective expressions of anger with your students. You are the adult.

Eventually, you must face a student who misbehaves; no one can do it for you. The situation will be a lot less difficult if you address it earlier rather than later.

When disciplining students, always provide choices and limits.

Do not make idle threats to students that you know cannot or will not be fulfilled. If you inform students of a consequence, make sure it’s a reasonable consequence. To do otherwise is to lose your credibility with the students. (Don’t inform students that their parents will have to transport them for the rest of the year when that decision must be made in cooperation with the Transportation Supervisor.)

Don’t ever argue with a student. Calm the situation down and talk with them one-on-one later.

**Understanding the Causes of Misbehavior**

Boredom: Boredom is a source of most discipline problems.

Low Self-concept: A lot of students believe **i**t’s better to be bad than to be stupid.

Powerlessness: Giving students a chance to make choices and evaluate the outcomes is the best way for them to learn to be responsible.

Unclear Expectations: It is unfair and impractical to expect students to do something without telling them what you want.

Too Few Emotional Outlets: It is far easier to control behavior than it is to control feelings.

**Helpful Hints for Student Management**

1. Right + Rude = Wrong

2. Relationship + Rules = Respect

3. Be friendly but not their friend.

4. Set the standard early and stick with it! If you say “No Standing”, then mean it! It’s OK to allow a warning or two, but keep in mind ….the law says no.

5. Starting the year with a positive contact with the parent can prove to be fruitful.

6. Pick your battles.

7. Don’t cast the first stone.

8. Try not to show your frustration.

9. Demonstrate consistency.

10. Don’t hold it in until you explode!

11. Don’t say something that can be taken the wrong way.

12. Don’t make threats!

13. Don’t get “caught up” in arguing with a student …You are the adult.

14. Never use inappropriate language.

15. Never touch a student.

16. Don’t say anything you wouldn’t say in front of the parents and Billy Graham.

17. Follow the correct discipline procedure; lectures can be unproductive.

18. Don’t attempt to correct everything yourself.

19. Seek the assistance of parents – keep them informed.

20. Assigned seats are critical – never seat boys and girls together.

21. Remind your students that the camera is always operational.

22. Keep a record of all discipline problems for each student.

23. Adjust your schedule to ensure that you don’t spend excessive time before unloading.

24. When unloading at the schools, students should exit from front to back.

25. While students are boarding at the school, maintain constant observation by always standing. Students should go directly to their assigned seats and remain seated. (Aisle confusion offers problems.)

26. Treat your students in the manner in which you wish your children to be treated. (Students don’t care how much you know until they know how much you care.)

27. Be firm but fair – a kind word turns away wrath.

28. Improved correction can be made by either asking the child to come forward – away from their peers, or waiting until a more appropriate time.

29. Be creative; offer your students a reason to cooperate.

30. Learn their names; demonstrate an interest – get inside their heads.

31. Recognize their accomplishments. (Post a good test score or achievement.)

32. You don’t have to win today.

33. Anyone can manage the cooperative child but the successful drivers are those who look at themselves and ask; “What can I do to invest in that troubled child, and maybe, change his life, and in doing so, change mine?”

34. REMEMBER…YOU represent Galion. Exercise wisdom, be patient and treat others the way you would like to be treated.

**Unloading of Pre-Kindergarten, Kindergarten &First Grade Students**

Please get to know kindergarten and first grade students and the adults or students who will accompany them to/from the bus stop.

A parent, sibling or other adult should be visible to the driver when kindergarten and first grade students are unloaded.

At times, parents will prefer to allow students to wait alone at bus stops before and/or after school. Please inform parents that a note is needed to ensure their students will be permitted to get off of the bus when the bus arrives at the bus stop. Please turn in a copy of the note to the routing coordinator for the current school year.

In the absence of a note or responsible person waiting at the bus stop or visible to the driver, you may notify base that you have an unaccompanied kindergarten and/or first grade student who has reached his/her bus stop.

Base will attempt to contact the parent to remind the parent to send a note and may ask you to return the student to the school or bus compound.

**Two-Way Bus Radio Use**

Make sure your radio is on Channel 1.

Press and hold the button on the left side of the microphone, wait a second or two, this procedure allows your whole transmission to go through properly. (Note: sometimes drivers hold the button down and start talking immediately and their bus number does not transmit over the air-ways.)

If you want to speak with another driver:

Say “Unit # to Unit #” (Your Bus Number to the Bus Number you want to respond).

If you want to speak with a base number: Say “Unit # to Base # (Your Bus Number to the Base Number you want to respond).

Release the button on the microphone and wait for a response.

Once you have completed your transmission, Say “Unit # Clear”.

**Excessive chatter and/or personal conversations will not be tolerated.**

**“Keying out” another driver is unacceptable.**

**TOBACCO**

**Tobacco:** ORC3313.751 Prohibits smoking, use or possession of tobacco or look-alike substance by any pupils in areas under the control of school districts or activities supervised by the school district. Therefore, the use or possession of tobacco in any form is strictly forbidden.

Galion has adopted a policy that students shall not possess, consume, purchase, or attempt to purchase and/or use tobacco products in school building, on school grounds, on school buses or vehicles and at any competition, extra-curricular event, or other school sponsored activity. No smoking is permitted in vehicles while on school property. **In compliance with state law, students under the age of 18 found to be in possession of tobacco will be reported to the Shelby Police.** Students who serve as lookouts will receive the same discipline as those students who are smoking.

**Vandalism**

Drivers are to report any and all incidents of vandalism to school property and the name/s of the person/s believed to be responsible to the supervisor as soon as the vandalism is noticed.

Any student found guilty of any form of vandalism or defacement of school property will be subject to disciplinary action including restitution, legal charges, suspension or expulsion.

**Warning Devices**

When a bus is disabled for any reason, warning devices should be displayed. Even if it is possible to get the bus off the road, set the flares or triangles into position. Doing so is particularly important if the bus is outside the Galion district or will be unable to get assistance for long period of time.

Place the flares or the triangles:

1) On the roadway on the traffic side of the bus.

2) Forty paces or about 100 feet to the rear of the vehicle.

3) Forty paces or about 100 feet to the front of the vehicle.

Use your judgment. You may not need more than flags. Flares should always be used at night. Use your hazard lights in a discriminatory manner.

**Weapons**

If you have reasonable cause to believe a student is in possession of a weapon first, this does not mean that you may do so because a student “looks guilty” or “acts funny”, only if you hear comments about or actually see a weapon. If you find a weapon (which includes pocket knives, guns, look-alike guns, sling shots, or anything that could be used or is being used in a threatening manner), or have reasonable suspicion, use your radio and call “Base 99” which means weapon on bus or driver in trouble, send help. Do not call over the radio and divulge that there is a gun on the bus as this may cause everyone hearing about the incident in other buses to panic. Base 3 will respond with “Base 99 copies. What is your location?” **When “Base 99” is used all drivers are to stay off of the radio until the emergency ends.**

**Attendance Violations***:*

Absenteeism decreases department productivity and creates problems for supervisors and other drivers who find their workload increased and routes doubled due to the absence. Patterned absenteeism, including repeated holiday absences, may result in disciplinary action.

Employee absenteeism is monitored throughout the school year, August through June.

**Excessive Absenteeism**

1. Absenteeism is considered excessive if a driver consistently misses work without a doctor’s excuse.

2. Absenteeism is also considered excessive when a pattern appears. A pattern is evident when an absence generally occurs on the same day of the week (i.e., Mondays or Fridays), or after any non-work day or at the same time of year every year.

3. If excessive absenteeism is suspected or the validity of a doctor’s excuse is questionable, the driver may be required to provide additional documentation regarding his/her medical condition and related absence. Additional documentation may also be required if there is a question about return to work date, ability to do the job or concern about the length of projected illnesses. If the bargaining unit member does not provide adequate information, or there remains a question, the Director of Personnel or his designee may have the driver examined by a third-party physician at the board’s expense.