

GALION TIGERS TRANSPORTATION HANDBOOK



The purpose of this handbook is to define the Transportation policies and procedures of Galion City Schools. The success of the Transportation Department depends upon the understanding, teamwork, and cooperation of administration, staff, and parents in carrying out the Transportation policies. In addition to the local policies as defined in this handbook, Galion City Schools' Drivers are governed by the rules and regulations of both the *Ohio Revised Code* and *Ohio Administrative Code*.

TABLE OF CONTENTS

PHONE DIRECTORY	PG 3
TRANSPORTATION PHILOSOPHY & DUTIES	PG 4-7
BUS CLEANING	PG 7-8
GENERAL RULES INFRACTIONS	PG 8-9
MAJOR RULE VIOLATIONS	PG 9
BUS IDLING, DOWNTIME, WALKTHROUGH	PG 10
ATTENDENCE - ABSENTEEISM	PG 11-12
TRANSPORTATION MILEAGE, BUS STOPS	PG 12-13
GENERAL PROCEDURES	PG 13-17
PRIMARY ROUTES	PG 18-19
FIELD TRIP	PG 19-20
TRANSPORTATION OF SPECIAL NEEDS	PG 20-21
EMERGENCY DRILLS AND EVACUATION PROCEDURES	PG 21
ACCIDENT/INCIDENT PROCEDURES	PG 22
INTRUDERS, PARENTS, ILLNESS	PG 23
MECHANICAL BREAKDOWN, CALAMITY DAYS, INCLEMENT WEATHER	PG 24
EMERGENCIES	PG 24-25
TOBACCO, SUBSTANCE	PG 26
ACKNOWLEDGEMENTS	PG 27

PHONE DIRECTORY
EMERGENCY NUMBERS
EMERGENCY SHERIFF-FIRE-POLICE-SQUAD
911

NON-EMERGENCY	STATE PATROL	419-562-8040
	SHERIFF	419-562-7906
	POLICE	419-468-9111
	FIRE	419-468-5580
	POISON CONTROL	1-800-222-1222

TRANSPORTATION OFFICE - 419-468-3432 EXT. 11024

DIRECTOR OF TRANSPORTATION, BUILDINGS & GROUNDS -BRIAN OWENS
CELL - 419-295-3015 - OFFICE - 419-468-3432 EXT. 11023

BUS GARAGE 419-468-3432 EXT. 11024

BUS MECHANIC-TREVOR TALLMAN
CELL- 330-641-8165

BOARD OF EDUCATION OFFICE 419-468-3432 EXT. 11000
SUPERINTENDENT- DR JEFFREY HARTMANN

HIGH SCHOOL 419-468-3432 EXT. 12000

MIDDLE SCHOOL 419-468-3432 EXT. 13000

INTERMEDIATE 419-468-3432 EXT. 14000

PRIMARY 419-468-3432 EXT. 15000

TOMORROW CENTER 419-718-4242

PIONEER 419-347-7744

2-WAY RADIO CODES:

- **CODE 1 – ACCIDENT, CONTRABAND, WEAPON (ANYTHING SERIOUS OR DANGEROUS THAT SHOULD NOT BE BROADCASTED OVER THE RADIO)**

TRANSPORTATION PHILOSOPHY

School bus drivers are the backbone of the school transportation system. Nearly 17,000 bus drivers provide safe daily transportation for eighty percent of Ohio's school children.

Children are our most precious cargo and the most important reason to employ competent individuals to drive Galion buses. The guidelines established by federal rules, state laws and regulations and local board of education policies ensure bus drivers not only have an understanding of the role of pupil transportation in the educational program, but meet physical, mental and moral requirements as well.

Bus drivers are an integral part of the school transportation teams including school administrators, mechanics, secretaries, teachers, students and parents. The cooperation and coordination of these team members, along with staff at the Ohio Department of Education, combine to make pupil transportation a success story in Ohio.

QUALIFICATIONS OF A BUS DRIVER

- Commercial Driver License (CDL) Class B passenger and school bus
- Annual physical examination and a drug and alcohol test.
- Bi –Annual drivers record check
- School bus driver certification by the district.
- Criminal background checks every 5 years
- Pre-service and in-service training resulting in certification by ODE.
- Random Drug and Alcohol test.

CHARACTERISTICS OF A GOOD BUS DRIVER

- Good moral character and reputation.
- Ability to cope with stressful situations.
- Ability to control temper and maintain poise.
- Professionalism

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

- Drivers shall secure and maintain a current CDL license with passenger endorsement. Failure to do so is cause for termination.
- Drivers shall know, observe and comply with all State Vehicle Laws and Regulations.
- School bus drivers shall obtain a complete physical examination prior to the opening of each school year.
- All drivers must maintain their insurability under the Board's insurance policy.
- 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.
- 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.
- 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.

- 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.
- Drivers shall wear seatbelts at all times while operating the school bus or school-owned vehicle.
- 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.
- 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.
- 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 in writing on the discipline online forms provided in the bus garage office.
- 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.
- Drivers will not permit students to eat or drink on the routes.
- On field trips, students/athletes can only eat or drink if a chaperone/coach is present.
 - Chaperones or coach is responsible for ensuring the bus is clean.
- Pursuant to Board policy, drivers may not smoke on school property, in a school-owned vehicle or while on a school fieldtrip.
- Per Ohio revised code 3301.83.20 (j) a clear aisle to the exit door MUST be maintained at all times.
- Drivers shall drive safely at all times in order to avoid accidents. Always drive defensively!
 - Never "tailgate" another vehicle.
 - Control student behavior on the bus.
 - Drive with extreme CAUTION when entering or leaving the school grounds.
 - The speed limit on school grounds is 20 MPH, in loading zones the speed limit is 10 MPH.
 - Yield the right-of-way rather than have an accident.
- Drivers shall not wave traffic through, even with REDS on

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

BUS CLEANING

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
- Emergency equipment
- Fans
- Remove all personal items—make sure pouch is empty
- Empty the trash can and wipe clean
- Ensure that no holes, cuts, or writing are on the seats—**report any damage to the seats immediately**
- Clean the windows

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):

- Failure to be in assigned work area/location when scheduled for work
- Leaving a bus stop before the scheduled arrival or departure time, unless instructed to do so by supervisory personnel.
- Involvement in a preventable accident.
- Exchanging work assignment without approval.
- Negligence (failure to exercise reasonable care and/or failure to observe prescribed policies, procedures, notices, work methods or systems).
- Failure to call off prior to the start of the work shift at a time specified by your supervisor.
- Absence from work without notice or approval of supervision (AWOL). Threatening and/or intimidating other employees, motorists or the general public.
- Insubordination (i.e., noncompliance, defiance, failure to follow a directive, unruliness).
- Deviation from scheduled routing; unauthorized departure from the shortest or quickest routing between two (2) work locations/destinations.
- Violation of written health, safety and environmental rules, policies and/or procedures.
- Violation of posted speed limits, signals or signs, while operating any Board-owned vehicle.
- 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.
- Failure to report for duty in proper attire.

- Talking on a cell phone, with or without an earpiece, while operating a bus or supervising students.
- Improper radio use and/or excessive chatter.
- Unsafe acts and horseplay.
- Inappropriate or unprofessional conduct.

MAJOR RULE VIOLATIONS

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

- Willful interference with work and/or service.
- Taking, diverting, receiving, selling, or possessing without authorization, property belonging to Galion and/or others.
- Failure to perform bus walk through to check for students resulting in a child being left on a bus.
- Willful damage to the property of the Galion City School District and/or others.
- Abandonment of a Galion vehicle and/or students without proper authorization.
- Unauthorized use or abuse of Galion vehicles or equipment.
- 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.
- Inappropriate behavior toward students.

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 are 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; excessively tight clothing; 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.

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.

- 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.
- 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.
- 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 are required to read and implement the procedures set forth in this document.

Empty Bus Walkthrough

- In compliance with OAC 3301-83-12 (E, 6), All Galion Bus Drivers are required to check the interior of the bus after completion of ALL runs and prior to returning to the bus garage (Post trip inspection). The following procedure shall be used:
- Pull over to a safe location, DO NOT STAY PARKED IN A STUDENT LOADING/UNLOADING ZONE.

- Put on you 4-way hazards.
- Physically walk the inside of your bus checking each seat position, looking for students, vandalism, and/or items that were left behind.
- If items are found, notify transportation via the 2-way radio for further direction.

**** IMPORTANT:** If a student is still on your bus after completion of any run, notify transportation immediately and ask for assistance. If unable to reach transportation, park the bus in a safe location, remain at the bus door and use your cell phone to call a supervisor. Have the student(s) remain with you at all times. Your supervisor will inform you of the next steps.

- THE EMPTY SIGN SHALL BE PLACED IN THE REAR WINDOW OF THE BUS ANYTIME THE BUS IS PARKED IN THE TRANSPORTATION LOT. THE EMPTY SIGN SHALL BE REMOVED PRIOR TO DEPARTING THE TRANSPORTATION LOT.
- The school bus shall not be driven backwards (reverse) at any time in a loading or unloading zone (OAC 3301-83-12 (C, 5), or on the freeway (ORC 4511.38 A). If there is a last resort, extreme need to back the bus up on a roadway, please contact transportation via 2-way radio for assistance and be sure to exercise extreme caution.
- 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 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.
- 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.
- 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.

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

- Absenteeism is considered excessive if a driver consistently misses work without a doctor's excuse.
- 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.

- 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 Transportation, Buildings and Grounds or their designee may have the driver examined by a third-party physician at the board's expense.

TRANSPORTATION MILEAGE

- Galion City School District transports from the school of attendance:
 - High School 2 miles
 - Middle School 1.5 miles
 - Primary/Intermediate Schools 1 mile

BUS STOPS

- School Bus Stops are approved by the Galion Board of Education annually. Do not assume a child's assigned bus stop will be the same as last year, as all bus routes are subject to change at any given time.
 - Drivers will drive assigned routes prior to the start of the school year, communicate suggestions/corrections to the Transportation Secretary.
 - Drivers will communicate pick up and drop off times to families
- Drivers are not allowed to deviate from the assigned route directions or make unassigned stops without Transportation Department coordination.
- Students are assigned a bus stop and are required to use that stop in accordance with OAC 3301-83-13 (B, 5). It is your responsibility as a school bus driver to make sure students are getting on and off the bus at the assigned bus stop.
- Galion City School District requires that a "responsible" person be at the assigned bus stop to receive a Kindergarten student.
 - The "responsible" person must be listed as an emergency contact with the school of attendance for that child.
 - If the parent/guardian of a kindergarten student feels that an older sibling/friend/babysitter is a "responsible" person, please advise the parent/guardian to contact the Transportation Secretary so we may have them complete a form or send an email that we will keep on file.
 - Parents must sign a waiver allowing their student to walk alone from bus stop. When
- Galion School Bus Drivers are required to make two attempts to drop off a student at their assigned stop.
 - If a child in any grade is hesitant to get off of the bus, the school bus driver shall call transportation via the 2-way radio for assistance.
 - In either circumstance, the Transportation office will advise you to take the student back to the school and/or to make another attempt to drop the student off at a later time. Decisions will be made on a case-by-case basis.
- In cases of emergency situations, permission for a student to ride the bus home with another student may be granted only after a signed note from the parent/guardian has been

endorsed by the school principal/designee. This note must be presented to the driver. DO NOT allow an unauthorized student to ride your bus without a note as described above. However, a student in the morning shall not be left at a school bus stop. Please call in to transportation to receive permission to transport. The Transportation Supervisor and/or Assistant Supervisor will follow up with the school.

- All Bus Drivers are required to keep UPDATED detailed route sheets on their bus (OAC 3301-83-13 (D)).
 - These route sheets shall include: directions to designated stops, time schedule, designated stop, driver designated place of safety (residence side of the road in which the bus is scheduled to stop), number of students at each stop location and residence side; and a list of identifying hazards. DRIVER SHALL ALSO KEEP STUDENT MANIFESTS UPDATED AT ALL TIMES.
 - Route hazards shall be documented and provided to school bus driver whose routes are affected. School bus drivers should report any such regular pedestrian or vehicular concerns (3301-83-20 (G)):
 - Construction sites, areas of poor visibility, restricted sight distances, railroad crossings, or other denoted hazards by the school bus driver.

GENERAL PROCEDURES

- General
 - Galion School Bus Drivers are required to do a complete daily pre-trip inspection, as described in OAC 3301-83-11 (B).
 - Pre-trip inspection shall include, in order, the following:
 - Check under the bus for leaks.
 - Check around the bus for damage, vandalism or hazards.
 - 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.
 - Check the brakes—four step brake check.
 - Check the cab area—switches, horn, wipers, heaters, master/override, service door, emergency equipment and adjust mirrors.
 - Turn on lights, walk to the back of the bus and check seats, emergency exits, open the backdoor, check lights on the back of the bus and remove the “bus empty” sign.
 - 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.
 - Pre-trip inspection sheets are to be turned in monthly.
 - 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.

- School Bus Drivers will document all required inspections of their assigned vehicles.
- Galion School Bus Drivers are required to do an abbreviated pre-trip in the afternoon prior to leaving the bus garage or after leaving the bus unattended for more than 45 minutes, i.e., Field trips.
- Flashing strobes will only be used when unfavorable atmospheric conditions or time of day limit visibility (e.g., fog, rain, snow, darkness) (3301-83-12, E,2).
- Daily inspections are used to identify defects that need to be corrected. If a defect(s) is found, the driver shall complete a Post Trip Discrepancy Log.
- You should idle your bus 3 minutes before turning off, after it has been on the road.
- Galion Buses shall not pass other school buses in a loading/unloading zone. If the bus in front of you is displaying hazards, notify the transportation department Pupil Management.
- 2-Way Radio
 - Please keep in mind at all times that we are broadcasting over a public airwave, radio communications shall be used for official school business only.
 - A radio “check” will be conducted prior to the start of each AM & PM route, to include Field Trips.
 - Do not rely on Automatic Brake (if equipped), parking brake WILL BE set at all stops.
 - No small talk on the bus radio. Keep radio waves open for transportation and emergency use only.
 - 2-way radios shall be kept on an AUDIBLE level at all times.
 - At all times, keep conversations short and limited to transportation business that cannot be handled at other times.
 - Proper radio procedure is an integral part of effective 2- way radio communication. Please follow the 4 “C’s” to broadcast over the 2 –way radio effectively: CALM, COURTEOUS, CORRECT, AND CONCISE
 - If there is an Emergency all traffic should stop except for buses and transportation involved in the emergency. This includes if transportation is attempting to locate a possible lost child.
- Seating Charts
 - Drivers shall assign seats for all school bus passengers (OAC 3301-83-08). Seating charts shall be turned in to the Transportation Office by the deadline posted at the beginning of the school year. Drivers are responsible to keep all seating charts up to date. One copy shall be in the bus folder on the bus and one copy shall be in the office.
- Pupil Management (3301-83-08)
 - Pupil Management on a school bus is probably the biggest problem confronting school bus drivers today. At one time, student discipline was primarily considered the domain of the driver. Due to increased publicity caused by some specific incidents, pupil transportation management policies shall be developed

cooperatively by administrators and transportation personnel. These policies are designed to ensure the safety and welfare of all school bus passengers. Since, school bus transportation is actually considered an extension of the classroom; the standards set by the school should apply to the school bus as well.

- You, the bus driver, set the tone on your bus. As the driver, you are urged to maintain a balance between strict and lax discipline. If you overlook conduct violations of one student, no matter who the student is, respect from the other students will be lost to you - the driver. Remember, students are human beings - be fair to all students.
- While on the bus, the pupils are under the authority of and directly responsible to the bus driver.
- Students shall arrive at the bus stop before the bus is scheduled to arrive. Galion Policy is 10 minutes before and after bus arrival time.
- Pupils are to wait quietly at a location clear of traffic and away from the bus stop while waiting for the bus to arrive.
- Behavior at the school bus stop shall not threaten life, limb or property of any individual. There shall be no pushing, tripping and/or shoving at the bus stop, in bus lines and/or in bus loading/unloading zones.
- Pupils shall go directly to their assigned seat so the bus may safely resume motion.
- Pupils must remain seated keeping aisles and exits clear at all times.
- Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- Pupils shall not use profane or vulgar language or gestures.
- Pupils must refrain from eating or drinking on the school bus except as required for medical reasons or as permitted by district for non-routine trips during which the pupils on the bus shall be supervised by a chaperone.
- Pupils must not use tobacco on the bus.
- Pupils must not have alcohol and/or drugs in their possession while on the school bus. Galion Policy requires that medications that need to be used during school hours, be brought to the school by a parent/guardian in a pharmacy labeled container and proper paperwork be completed. Only a school nurse, principal and/or designee may administer medication during school hours.
- Pupils must not throw or pass objects on, from or into the bus.
- Pupils shall only carry items on the bus that can be held on their laps. Large musical instruments, athletic equipment, etc. must be placed in the rear of the bus (OAC 3301-83-20 (H)).
- All pupils will board and exit the bus only at their board assigned/designated stop.
- Pupils must not put their head or arms out the bus windows.
- Pupils who cause damage or attempt to damage the school bus and/or vandalize the school bus shall be immediately reported to the building principal by the transportation office.
- If a difficult situation arises that jeopardizes safe transportation, the driver shall stop the bus and will not proceed until the situation is remedied. If this occurs the driver must notify the transportation office and may request security. The following is the general procedure for handling discipline problems on the bus:

- At your convenience, discuss the problem with the student, give a verbal warning. This should be done in private. Ask the student to remain on the bus after the other students are dismissed. Make note of this verbal warning for your records. You may also change the seating assignment of the student.
- **DO NOT GET INTO A POWER STRUGGLE WITH A STUDENT** a. This is a Lose/Lose situation. Drivers can not only lose respect from all students but could also face disciplinary action themselves if actions are deemed inappropriate and violate any laws or Galion City School District policies.
- If the student continues to be a problem after a verbal warning and seating assignment change, have a phone conference with the parent/guardian. After parents/guardians get involved, most problems are resolved. Make note of this as well.
- If problems persist, write a bus referral to be sent to the school. Make sure the bus referral is completed with all information. Be brief and to the point. **DO NOT** use other student names on a bus referral. Contact the parent on all incidences.
- After a pupil receives a number of bus referrals, a suspension from riding the bus may be considered. By law, students are entitled to due process before a suspension can be issued
- Per OAC 3301-83-08 (D,1), the superintendent or superintendent designees, or principals are the only authorized individuals allowed to suspend or remove pupils from school bus riding privileges.
- Drivers will be made aware of any pupil suspension of bus riding privileges.
- Prevent bad behavior before it happens. Be sure you adjust your approach to fit each child. Students come from many different backgrounds and environments. What works for one student, may not be the best approach for another student.
- Learn the names of your students. Boy in the blue shirt doesn't work too well if there are 4 boys on the bus with blue shirts. Neither does, hey you if you have 30 passengers on the bus. This can cause a great deal of confusion and make problems even worse.
- Construct and follow a clear set of rules that students can understand.
- Set a good example for your students. Demand that all pupils treat you and other pupils with respect.
- Do not threaten -**ACT!!** Words mean very little to students. They hear so many. Give them the security of knowing exactly what is expected of them. Certain behavior = certain results!! If you are enforcing a rule, there is no place for an argument. Do not be drawn into one. The more you argue, the more it seems to be a challenge to the student to see if he/she can beat you at arguing. Never threaten something that you cannot enforce. Avoid using remarks such as: "I will make you ...", "I will positively...", "If you don't, I will..."
- Students who are willing to comply with rules may become a problem if the driver (or person in charge of the group) is too lax and indifferent toward a few who are rule violators.
- When immediate action is necessary to quell a disturbance that is a direct safety issue, the driver should stop the bus (as was previously suggested). There should not be an attempt to do this while the bus is in motion. The very act of stopping

the bus to reprimand offenders will offer emphasis to the situation. The offender(s) should be • spoken to in a firm, but courteous manner. Although it is often very difficult to control our reaction(s), make every effort not to display anger. The offending student shall be moved to a seat near the driver and school security shall be dispatched to the bus if necessary.

- Ask for help early with any disciplinary situation - do not wait until the situation is "out of hand".
- Code 1
 - Code 1 will be utilized to address any dangerous and serious possibility or event.
 - By declaring "CODE 1", this informs all drivers to stay off the radio.
 - Park the bus in a safe location, maintain control of the students, and the Transportation Supervisor or designee will contact you via cell phone.
 - Events that qualify:
 - Any student attempting to hurt themselves or others.
 - A vehicle accident.
 - Any event that proposes a risk to the transportation of students.
- Other Traffic Regulations
 - The driver of a Galion City School District School Bus shall observe **ALL** Federal, State and Local traffic laws without exception.
 - Galion City School District School Bus Drivers shall maintain a distance of 300 feet behind any preceding vehicle and/or a minimum of 4 seconds following distance while traveling on the roadway at normal speed.
 - 4- way hazard lights shall be used at school bus turn around points, railroad crossings, during backing, and in any situation where caution is used, unless prohibited by local ordinance (OAC 3301-83-12 (C 3), (E, 3)).
 - The bus driver shall not open the service door to load or unload students until ALL traffic has cleared the bus and/or come to a complete stop in all directions (OAC 3301-83-12 (A, 4)).
 - The driver shall not use the service door control to actuate warning lights. The service door shall remain in a closed position at all times that the bus is in motion (OAC 3301-83-12 (A, 5)).
 - Headlights shall be used at all times during the operation of the school bus (OAC 3301-83-12 (E, 1)).
 - The bus driver shall not back the bus at any location where students are outside the vehicle (OAC 3301-81-12 (C, 5)).
 - Firearms, ammunition, weapons, explosives, aerosol cans, more than ½ oz of hand sanitizer, perfume, body sprays, non-flame-retardant seat cushions, animals (except service animals), and any other dangerous material and/or objects are prohibited on a school bus (OAC 3301-2-83-20 (B)).
- Extra Time
 - Any "extra" time beyond your normally scheduled day must be approved by a supervisor prior to working (i.e. – sweeping, washing bus, cleaning etc.). "Extra" time that was not approved prior to being completed will not be paid.

PRIMARY ROUTES

- Warning Lights (ambers) shall be activated approximately 300 feet prior to the bus stop whenever practical. This warns motorists of the driver's intent to make a bus stop (ORC 4511.75, OAC 3301-83-13 (C, 1))
- The bus shall be stopped near the right side of the paved/traveled portion of the roadway and visible in both directions for 500 feet (OAC 3301-83-13 (C, 2)).
- The PARKING BRAKE SHALL BE SET AT ALL SCHOOL BUS STOPS and the transmission shall be placed in neutral (OAC 3301-83-13 (C 4), (C 5)).
- The driver MUST use the approved hand signal and make eye contact with students outside of the bus (OAC 3301-83-13 (C, 6)).
- All students shall be assigned and shall stay at the driver's designated place of safety on the residence side of the road in which the bus is scheduled to stop until the school bus departs.
- Drivers must be able to account for each pupil at the designated place of safety before leaving (OAC 3301-83-13 (B, 6)).
- When students need cross in front of the bus, Galion School Bus Drivers shall instruct students to: "Walk 10 steps or more along the side of the roadway in front of the bus and wait for my hand signal." "When I drop my hand, I want you to walk to the center of the road (traffic edge), and STOP there to check traffic on your own before crossing." "If it is safe to cross, go directly to your place of safety which is. I want you to stay there until the bus leaves." "If I blow my horn that means danger. Recheck traffic, and if you see nothing look back to me for further instructions."
- The School Bus Driver is the only person allowed to operate the entrance door and any other equipment except for cases of extreme emergency (OAC 3301-83-12 (4)).
- The school bus shall not proceed until all students can be accounted for at the driver's designated place of safety on the residence side of the roadway in which the bus is scheduled to stop (ORC 4511.75 (E)).
- The school bus driver shall not leave students on the bus unattended at any time except when loading or unloading pre-school and special needs students. This includes during loading/unloading or while on field trips (OAC 3301-83-12 (E, 4)).

POST TRIP

- All Galion school buses shall be kept clean on the inside and the outside. Front and rear windows, lights and mirrors shall be kept clean and all markings clearly visible (OAC 3301-83-20 (C)). This shall include sweeping the bus and making sure the trash can is not more than half full. Buses will also be sanitized on an "As Needed" basis.
- All Galion school buses are to be kept at a minimum of a half a tank of fuel at all times. Please be sure to accurately record the odometer reading and gallons serviced after refueling.
- If you are a sub driver or you drive someone else's bus, you are required to fuel and sweep it, no exceptions! Buses shall not be fueled when the engine is running or with pupils on board (OAC 3301-83-20 (J)). For safety reasons, the driver shall stay with the bus until fueling is complete.
- All traffic violations (except parking), whether on the bus or in the driver's personal vehicle, must be immediately reported to the Transportation Supervisor and/or Transportation Secretary in writing (ORC 3327.10).
- All windows must be put up at the end of the day

- Keys must be brought into the transportation lounge (bowl) at the end of every shift.
- Spot inspections of the buses will be made periodically to check buses for cleanliness and defects. If the condition of the bus is not satisfactory and/or major defects are found, the driver may be issued a verbal warning. Any subsequent warnings will be issued in writing with a copy placed in the driver's personnel file.
- Galion City School Bus Drivers shall not leave a school bus until the engine is stopped, the parking brake is set, all accessories are off, and the keys are out of the ignition. Do not leave a bus running at any time unattended (OAC 3301-83-12 (E, 5)).

FIELD TRIPS

- The Galion Transportation Department requires that all buses travelling together on a field trip, depart/return together and “pack” travel as much as possible. All buses shall follow the same route to and from the destination.
- It is recommended that the drivers coordinate who will lead the “pack(s)” during group travel. Drivers assigned to the trip shall agree amongst themselves to change the order.
- Drivers who need to use a different bus for a field trip assignment must check with a mechanic to make sure it is okay.
- Drivers who use a different bus for their field trip must fuel it and sweep it after using it, NO EXCEPTIONS!
- Only authorized passengers are allowed to be transported on a field trip. If they are not part of the team and/or class, they are NOT AUTHORIZED riders (OAC 3301-83-17 (A, 1)). Additional riders will require Transportation approval.
- Up to 30 minutes pre-trip time will be paid to drivers who need to inspect a bus because it is the first time the bus is being driven by the driver for that day. Up to 15 minutes of fuel and cleaning time will be paid post-trip.
- Adult chaperones (teachers, advisors, coaches, etc.) are required for all field trips. However, a driver may serve as a chaperone and a driver concurrently per OAC 3301-83-16 (B).
- Adult chaperones (teachers, advisors, coaches, etc.) are responsible to assist the school bus driver in maintaining control and in enforcing school bus procedures for the safety of all passengers.
- All passengers, including chaperones are required to follow all rules set forth by OAC 3301-83-08 while riding the bus on a field trip.
- Equipment such as musical instruments, athletic uniforms, etc., which cannot be held by passengers in their seats, shall be stored in the REAR of the bus; however, the placement of such items in the rear of the bus shall not displace students. A clear aisle to exit door(s) must be maintained at all times (OAC 3301-83-20 (H)).
- For safety reasons, it is recommended that you pump all air out of the air tanks if you need to leave the unit while on a field trip. Also, make sure to take your key with you.
- Field trip confirmation sheets shall be completed with the trip supervisor signature, driver signature, odometer readings before and after the trip, total miles traveled, total hours of the trip, and punch out time.
- Every effort shall be made by the driver to turn in the completed field trip confirmation sheet on the day of the field trip. If the field trip is on a weekend, the field trip form may be turned in the following business day. Please put the completed field trip form in field trip slot in the Transportation lounge.

- Driver should be prepared for their field trips, familiar with the route. Drivers should not be reliant on coaches or chaperones for directions.

FIELD TRIPS PICK UP / DROP OFF

- Drop off and wait – Make certain that you exchange cell phone numbers with the coach or teacher in charge of the trip. You may need to park the bus in a different area and this way you have a way to make contact with the group to let them know where the bus is. If you need to leave the area for any other reason, make sure you notify the coach or teacher in charge of the trip.
- Field trip drivers are expected to remain at the field trip destination.
 - Drivers are encouraged to bring their food and/or eat on site. If necessary to leave the following apply: Upon dropping off your group, advise the coach and/or teacher that you may leave the immediate area to use the restroom or to obtain a carryout meal.
 - No driver shall be left behind. All buses shall leave together.
 - The immediate area is considered to be within a 5-mile radius from the trip drop off area. Do not drive to areas beyond a 5-mile radius.
 - After receiving your meal or using the restroom, return to your field trip destination and be available on your unit.
 - If there is a chance of inclement weather, (i.e., rain, high wind, lightning, etc.) DO NOT LEAVE THE AREA AND BE ON YOUR UNIT AVAILABLE ON YOUR BUS.

TRANSPORTATION OF SPECIAL NEEDS

- A concerted effort on the part of all school employees is generally the accepted practice when working with students who have special needs.
- Bus Aides are to sit near the student they are assisting to better observe the students on the bus.
- Bus Aides are not to stay seated while students are loading or unloading.
- Bus Aides should be assisting students.
- At no time allow a student to physically assist another student or allow a student to assist another student that requires special assistance. This is for the safety of all students.
- A cooperative atmosphere between the school bus driver and the bus aide is expected at all times.
- Transportation of a Student with Special Needs an IEP may contain specific information concerning transportation of a student.
- The Transportation Supervisor will work with you as a driver to understand the needs of these children.
- At times, the behavior of a special needs student might be grounds for suspension of transportation services (for most students): however, it must be remembered that these children, by law, must be provided with an education. Such a student with a behavior problem must still be transported so that their education is not jeopardized.
- Drivers who take a handicap field trip must know and/or ask how to use wheelchair equipment.

EMERGENCY DRILLS AND EVACUATION PROCEDURES

- OAC 3301-83-15 (B) requires that the superintendent or designee organize and conduct emergency exit drills for all students who ride the school bus to/from school. The following are all discussed in OAC 3301-83-15 (B):
- Three (3) drills are required to be conducted by each school bus driver at least once annually. The three (3) drills are a front door evacuation (all passengers exit out the front door), a rear door evacuation (all passengers exit out the rear door) and a split door evacuation (front half passengers exit out the front door, rear half exits out the rear door).
- Drivers shall STAY in the bus during bus evacuation drills.
- The parking brake must be set, the transmission placed in neutral, and ignition turned off. It is also recommended to pump all air out of the air chambers which activates the Spring Brake to close the valve on the parking brake (pop out). When the valve is closed the bus cannot be moved until it is turned on and the air brake pressure builds back up to a normal range.
- Drivers shall familiarize themselves with how the drills are carried out and must instruct the students on what to do and how to do it.
- Evacuation Procedures:
 - Front door evacuation
 1. Train two student helpers to act as line leaders to lead students a safe distance away from the bus. The second leader points in the direction to go.
 2. Locate two student helpers at the front door to assist when necessary and to count disembarking students.
 3. The fifth helper should assist the driver in carrying the emergency equipment.
 4. Execute and time the drill.
 - Rear door evacuation
 1. Train two students to open the rear door upon command from the driver and jump out.
 2. Explain how to descend from the rear door with knees flexed to absorb the shock.
 3. Caution taller students to duck or they may bump their heads when evacuating.
 4. Appoint two students to act as line leaders to lead students a safe distance away from the bus.
 5. Appoint a fifth helper who will assist the driver in carrying the emergency equipment.
 - Front and rear door evacuation
 1. The students will be assigned a door from which to exit, front or rear. Students in seats 1-12 should exit through the front door, students in seats 13-24 should exit through the rear door.
 2. Train two students to act as line leaders for the front door exit and two students to lead students out of the rear door exit (these two students open the rear door and jump out first in order to possibly assist others).
 3. Use the same procedure outlined for front and rear door evacuations except that the students will have to move out themselves from the front and rear exits.
 4. After exiting the bus, students should move away from the bus at least 100 feet to a safe location and wait there until they are given further instructions.

ACCIDENT/INCIDENT PROCEDURES

- In order to ensure the health and safety of students and personnel, the following procedure will be followed after a school bus accident/incident, regardless of how minor it may seem:

- Whenever a school bus or board owned vehicle is involved in an accident/incident that involves any damage, the driver shall immediately notify the Transportation Supervisor and/or Transportation Department with the following procedure:
 - Safely Park the bus, set air brake, activate hazard lights
 - Radio in stating **“Code 1”**
 - Bus number
 - Location
- School bus drivers and/or bus monitors shall evaluate the need for medical assistance and safely evacuate the bus if necessary.
- School bus drivers and /or bus monitors shall keep passengers calm and remain at/near the scene until police and/or paramedics arrive.
- The driver shall protect the scene by using flares and/or emergency triangles if possible.
- If the bus is in a hazardous location, move the bus to a safe location.
- The Transportation Supervisor, and/or designee will also respond.
- Bus drivers and/or aides shall collect any data possible – student names and seat numbers, insurance info (district insurance card is in the colored envelope), license plate number of other vehicles, etc. while waiting for assistance.
- DO NOT discuss the accident/incident with anyone other than law enforcement, first responders, and/or school administrators.
- DO NOT allow anyone to board your unit other than law enforcement, paramedics and/or school administrators.
- DO NOT allow students to leave the scene. Only law enforcement officials may release a student from the scene of an accident/incident.
- The Transportation Supervisor and/or designee will make notification to proper school administrators. The transportation office staff will make notification to the school if necessary. The school office staff will make notifications to parents if necessary.
- Upon returning to the transportation department, the bus driver will be required to immediately complete an Accident and/or Injury Report as well as a State T-10 report if necessary. The driver will also be subject to drug and alcohol post-accident testing per Galion City School District Policy.
- Be Prepared for Emergencies: Think through possible emergencies and how you plan to meet them - before they happen ...what if the bus breaks down, catches fire, a child gets sick, has a severe nosebleed, gets a cut.... Children will react the way you react. Act quickly, quietly, and calmly. Be sure to select dependable students who will be able to help you and act appropriately if an emergency should ever arise.

LOST STUDENT

- When notified by a parent or school of a possible lost student, take the following steps.
 - Get name and description of child
 - Ask if student may be involved in any after school activities.
 - Call bus driver and see if driver remembers student riding or getting off.
 - Check parked bus for sleeping students.
 - Check all other buses at that school for this student.
 - Call other students who normally get off with missing student and ask if they remember or know where the missing student is.
 - Ask parent to contact child’s friends to see if he/she is visiting.

VIOLENT INTRUDER PROTOCOL FOR BUSES

- The School bus driver is confronted almost on a daily basis with unreasonable students or parents. Knowing how to react to the individual who becomes argumentative or unruly can help protect you and the students being transported on the school bus.
- Obviously, diffusing any potentially volatile situation using non-aggressive methods is ideal. Reasoning with an agitated student or parent that a solution to their problem can be accomplished; if they allow you to assist them, will sometimes restore dialogue.
- However, if you cannot reduce the tension in a possible dangerous encounter with a parent or student, the following procedures are recommended to ensure safety of both the school bus driver and the students.

VIOLENT PARENT OR INTRUDER

- Attempt to diffuse the situation by asking the intruding individual to remain off the school bus.
- Make the intruder aware that he/she is wrongfully attempting to enter the school bus.
- If the intruder persists, close the school bus entrance door and call on the radio to the Transportation Office, and give the following information.
 - Bus Number
 - Describe Problem
 - Location
- If you are able to successfully close the entrance door, proceed safely away from the scene.
- Attempt to retrieve vehicle description and license plate number if available at the scene.

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 “CODE 1” 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.
- Bus Garage (35, 200) will respond with “Copy. What is your location?”
- **When “Code 1” is used all drivers are to stay off of the radio until the emergency ends.**

STUDENT ILLNESS ON BUS

- Depending on the severity of the problem, several actions can be taken.
 - Options available for the bus driver are as follows:
 - Continue to or return to school: The Transportation office will notify the school of the problem, and that the bus is on its way to school or returning to school with a student.
 - Proceed directly to the student’s home: The transportation will attempt to contact parent to advise them of the problem.
 - If the situation warrants, park the bus in a safe location and administrate first-aid while a squad is called. Transportation will attempt to contact the parent and advise them of the problem.

- Contact transportation office to contact 911.
- If the student is ill but able to continue on deliver the student to school and instruct student to report to building secretary, if A.M.
- Building secretary will attempt to notify parent/guardian.

MECHANICAL BREAKDOWN

- Move bus off the road as soon and as safely as possible.
- Shut off the ignition (unless engine is needed for heat). If engine problem, shut off anyway.
- Set parking brake.
- Deploy necessary emergency equipment.
- Decide whether or not to evacuate.
- Contact garage and advise of type of trouble and location, number of children on bus, and if other transportation is needed.
- Keep children calm.
- If evacuation is necessary, take children to a safe place and keep together.
- Mechanic will determine if repairs can be made on site or to tow the bus.

CALAMITY DAYS / INCLEMENT WEATHER

- Transportation Supervisor and the Superintendent will be checking the roads to determine if it is feasible and safe to transport the children to school
- In the event of a school closing, early dismissal, or delayed opening, staff will be notified through the following means if possible:
 - Text message, e-mail, automated calls, or district website.
- Because no system is foolproof, it's best to monitor more than one of these communication channels. Remember: If it didn't come from the District, it's not official!
- Staff will be notified of a closing or delayed opening the night before if possible, and by 5:30 AM at the latest, if possible. Power or internet outages could affect one or more of these systems, so it is best to monitor more than one.
- A delayed opening may be used on days when weather and/or road conditions make it inadvisable to start school at the usual time, but it is possible to open if conditions improve.
- Delayed opening means a two-hour delay in school starting times and morning bus runs. Afternoon dismissal time remains the same.

EMERGENCY SCHOOL EVACUATION

- In the event an emergency school evacuation is necessary, the Transportation Supervisor will contact all drivers as soon as the possibility becomes apparent.
- It will be decided whether to have drivers stand-by, or be called the last minute.
- Bus assignments for each building are as follows:
 - Buses #9, #14, #2 are responsible for High School
 - Pick up at Pioneer pick up location unless otherwise directed
 - Buses #28, #1 are responsible for Middle School
 - Pick up at typical pick-up location unless otherwise directed
 - Buses #7, #11 are responsible for Intermediate School
 - Pick up at typical pick-up location unless otherwise directed

- Buses #5, #17, #18 are responsible for Primary School
 - Pick up at typical pick-up location unless otherwise directed
 - Sub Buses will be used to assist by the Transportation/Maintenance Dept.
- Supervisor or alternate should respond to the school to coordinate bus movement at the site. An administrator should also be called to help with student management.

BOMB THREAT (ON BUS):

- If a bomb threat is received for a bus, contact the bus driver by radio and determine their location. Instruct them to park at the nearest safe location and evacuate the bus. Do not tell the driver the nature of the problem. Tell the driver to contact you by phone after evacuating the bus.
- Another bus will be dispatched to transport students.

TORNADO WARNINGS / SIGHTINGS

- Per Galion City School District Policy, School buses shall not leave any building while a tornado warning (city siren sounds, observer sees a tornado, or administration deems necessary) is in effect.
- Prior to the start of school, while driving routes attempt to identify locations that could be used as shelters.
 - Transportation Dept will attempt to contact and arrange an agreement with locations.
- If a bus is already in route when the warning is issued, the transportation office will make every effort to notify the driver. The driver shall be prepared to:
 - Immediately, pull the bus over to a safe location.
 - In a rural area, look for a ditch, ravine, or embankment away from large trees, power lines, buildings, etc. DO NOT SEEK SHELTER ON THE UNDERSIDE OF AN OVERPASS. Move away from the bus and avoid crossing the road.
 - In town, drivers shall identify and document safe locations along routes in the event one is needed in an emergency. This location shall have an interior wall with no windows where passengers can assume the “drop and tuck” (knees tucked under chest and hands locked at the back of the neck) position.
 - Evacuate the bus taking the first aid kit
 - After the danger passes, check for shock and/or injuries. Administer first aid if needed.
 - Contact the school/transportation for further instructions.

CENTEGIX

- All drivers (full-time) will be trained and issued a Centegix card.
- Centegix Cards will be only viable on campus.
- Centegix is used to request assistance from nearest school building.
- Please follow the provided training regarding a 3-button and 8-button push.
- Centegix Card **MUST** remain on your person at all times.
- **DO NOT LEAVE IN THE BUS.**

LOCKDOWN WITH STUDENTS ON BUSES

- In the event of a LOCKDOWN prior to all students being on campus, those buses will be notified via 2-way radio and be provided an alternate location to hold all students.
- Drivers will finish their routes, for accountability reasons.

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

- 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.

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

FMSCA Acknowledgement

I, _____ consent for Galion City Schools to perform LIMITED or FULL queries within Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse for the 20____ - 20____ school year. This query will be conducted twice a year. This is in accordance with FMSCA Safety Regulations 49 CFR, Part 382, Subparts A-G.

Signed Date

Printed Date

Handbook Acknowledgement

Transportation is a vital part of our daily operations. We take our job very seriously, for the safety of those students we transport at Galion City Schools.

Please sign after you have read and understand the procedures. Please turn this page into the Director of Transportation, Buildings & Grounds.

Driver Name: _____
(Please Print)

Signature: _____