

MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT

Transportation

Procedures for
Early Childhood Special Education
and Head Start

February 1, 2021

INTRODUCTION

Welcome to the Monroe County Intermediate School District family. The information you are about to read will help you get to know us. It will also be useful information for you in the months and years to come.

This Handbook includes policies and guidelines applicable to you as a transportation employee of the Monroe County Early Childhood Special Education and Head Start/Early Head Start Program. The Handbook does not contain all of MCISD's policies and guidelines. Please visit <http://www.monroeisd.us/departments/hr/employee-handbooks/> for all MCISD policies and guidelines.

This handbook is not a contract and does not confer any rights or benefits beyond what is enumerated in the handbook. The handbook is not a comprehensive and definitive statement of employment and conditions and Board policy. It is intended as a general reference guide. Any and all statement and procedures are subject to unilateral change in whole or in part by the District at any time.

All forms mentioned in this Handbook can be found online at www.monroeisd.us under "Staff Info". Click on "Forms" for the appropriate form.

BOARD OF EDUCATION

Dale DeSloover, President
Renee Larzelere, Vice-President
Paul Miller, Secretary
Russell Bless, Treasurer
Dr. Barry Martin, Trustee

ADMINISTRATIVE STAFF

Stephen McNew, Ed. D. Superintendent
Rachel Kopke, Assistant Superintendent for Special Education and Early Childhood Services
Lisa Montrief, Assistant Superintendent for Curriculum and Instruction
Joshua Dyer, Assistant Superintendent for Business and Administrative Services
Elizabeth J. Taylor, J. D., Assistant Superintendent for Human Resources and Legal Counsel

Monroe County Intermediate School District Mission

It is the Monroe County Intermediate School District's mission to prepare today's students for tomorrow's world.

In pursuit of this mission, the MCISD will:

- champion quality educational opportunities for learners of all ages, aspirations, and abilities
- provide leadership in the development of educators, educational programs, and learning priorities
- collaborate with educators and community members in Monroe County
- use research to initiate educational change

Monroe County Intermediate School District Vision

It is the Monroe County Intermediate School District's vision to help every student succeed.

The MCISD will pursue this vision by:

- creating enthusiasm for learning
- collaborating with and supporting local school districts
- partnering with parents, business leaders, and others
- capitalizing on educational advances and discoveries
- nurturing ideas and encouraging innovation

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PREFACE

The goal of any transportation department should be the safe transport of all students/staff to and from school. This is achieved by knowing all the parties involved within transportation department and communicating with them to ensure safe passage for the students/staff.

All students should have a safe and enjoyable ride on the bus. This may take some work on your part. Working with teachers, classroom aides, therapists, coordinators, and supervisors to achieve this will help you provide this to the student.

BUS DRIVER PROCEDURES

The following Guideline 8620 outlines the Bus Driver Procedures:

Monroe County Intermediate School District Administrative Guidelines

8620 - BUS DRIVER PROCEDURES

A. Specific Responsibilities

1. Conduct pre-trip inspection of school bus prior to every trip.
2. Use established routes and designated bus stops.
3. Operate bus on approved time schedule.
4. Immediately report bus accidents and student injuries to authorities.
5. Conduct emergency evacuation drills in keeping with school policies.
6. Instruct riders regarding being responsible passengers.
7. Drive defensively under varying traffic conditions and inclement weather.
8. Drive with safety of riders as first priority.
9. Report personal absences in time for supervisor to secure substitute driver.
10. Report on and off the job at the proper time.
11. Maintain personal fitness--emotional stability and physical capacity.
12. Perform bus housekeeping duties.
13. Never leave the bus when students are present.
14. Fill gas tank as required.
15. Report bus defects to supervisor in a timely fashion.
16. Establish favorable working relationships with other drivers, maintenance personnel, teachers, students, principals, and total school staff.
17. Exhibit positive image as loyal representative of school district.
18. Participate in taking extra trips according to the established procedure.
19. Observe all procedures contained in State guidelines and the bus driver's manual.

B. Specific Performance Abilities

1. Operate all vehicle types used in transporting students in school district.
2. Know the transportation policy as it pertains to the bussing area of school district.
3. Demonstrate knowledge of administrative guidelines as made by local, State, and Federal authorities.
4. Deal with behavioral characteristics of riders.
5. Administer disciplinary procedures in keeping with school policies.
6. Be alert and exercise good judgement concerning emergencies, disabled vehicles, and irregular special requests by parents of riders.
7. Know location of and be able to use and/or operate the emergency and first-aid equipment.

C. Specific Legal Requirements To Be Met

1. Meet school bus driver certification requirements.
2. Meet State requirements for appropriate licensing.
3. Meet State physical examination requirements

D. Head Start Bus Wash, Pre & Post Times

1. Bus Wash: not to exceed 1 hour per week. Put on time sheet. Fill out travel/expense reimbursement.
2. Pre & Post: Built in 1 hour per day for every 2 weeks. Not to exceed 1.5 hours
 - ½ hour In
 - ½ hour paperwork
 - ½ hour out

} Bedford, Ritter, Sodt, Summerfield
3. Pre & Post: Built in 1 hour per day. Not to exceed 1 hour
 - 15 minutes In
 - ½ hour paperwork
 - 15 minutes out

} Arborwood, Custer, Orchard
4. Time allowances are subject to increase and decrease if necessary.

BUS DRIVER QUALIFICATIONS AND TRAINING

Qualifications

In order to drive a school bus, the employee must have completed and continue to keep updated records of the following:

1. Fingerprints checked and approved by the MCISD Human Resource department.
2. Background check done by the MCISD Human Resource department.
3. A valid Commercial Vehicle Driver's License (CDL) with a minimum of a C, P, and S endorsement.
4. A State of Michigan bus driver physical card which is obtained yearly from a DOT physical done by the MCISD designated site. All physicals are due the end of July and must be scheduled by the driver.
5. Possess a current State of Michigan bus driver continuing education card. (Beginning Bus Driver session or Advanced Bus Driver session)
6. Registered with the State of Michigan for the random drug and alcohol screening for school bus driver.
7. Provide MCISD with copies of current driver's license, physical card, and continuing education card for the personnel file.
8. Provide MCISD with a copy of Self Certification paperwork. This is to be done yearly through the State of Michigan. (www.michigan.gov/CDL)

Random Drug and Alcohol Testing

The following explanation of the transportation director's role in the random drug policy, the MCISD policy for drug and alcohol testing of CDL license holders, and the US Department of Transportation overview of the alcohol and drug rules. All bus drivers are to comply with the drug and alcohol policies and directions for testing.

Monroe County Intermediate School District
Bylaws & Policies

4162 - DRUG AND ALCOHOL TESTING OF CDL LICENSE HOLDERS

The Board of Education believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with District vehicles must be mentally and physically alert at all times while on duty. To that end, the Board has established this policy and others related to employees' health and well-being.

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply.

- A. The term *illegal drug* means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State, and local laws and regulations.
- B. The term *controlled substance* includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions.
- C. The term *controlled substance abuse* includes excessive use of alcohol as well prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
- D. The term *safety-sensitive functions* includes all tasks associated with the operation and maintenance of District vehicles.
- E. The term *CDL license holder* means all regular and substitute bus drivers, other staff members who may drive students in District vehicles or inspect, repair, and maintain District vehicles.
- F. The term *while on duty* means all time from the time the CDL license holder begins to work or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work.

The Board expects all CDL license holders to comply with Board Policy 4122.01 on Drug Free Schools which prohibits the possession, use, sale, or distribution of alcohol and any

controlled substance on school property at all times. Further, the Board concurs with the Federal requirement that all CDL license holders should be free of any influence of alcohol or controlled substance while on duty.

The Board directs the Superintendent to establish a drug and alcohol testing program whereby each regular and substitute bus driver, as well as any other staff member who holds a CDL license, is tested for the presence of alcohol in his/her system as well as for the presence of the following controlled substances:

- A. Marijuana
- B. Cocaine
- C. Opiates
- D. Amphetamines
- E. Phencyclidine (PCP)

The drug tests are to be conducted in accordance with Federal and State regulations:

- A. Prior to employment
- B. For reasonable cause
- C. Upon return to duty after any alcohol or drug rehabilitation
- D. After any accident
- E. On a random basis
- F. Follow-up basis

Any staff member who tests positive shall be prohibited from driving any school vehicle and be immediately terminated from employment.

Prior to the beginning of the testing program and upon completion of the Michigan School Bus Driver Safety Education Course, the District shall provide a drug-free awareness program which will inform each support staff member about:

- A. The dangers of illegal drug use and controlled substance and alcohol abuse
- B. Board Policy 4122.01 - Drug-Free Schools, Policy [4161](#) - Unrequested Leaves of Absence, Policy [4170](#) - Substance Abuse, and Policy 4170.01 - Employee Assistance Program
- C. The sanctions that may be imposed for violations of Policy 4122.01

The Superintendent shall arrange for the required amount of training for appropriate staff members in drug recognition, in the procedures for testing, and in the proper assistance of staff members who are subject to the effects of substance abuse.

The Superintendent shall submit, for Board approval, a contract with a certified laboratory to provide the following services:

- A. Testing of all first and second test urine samples
- B. Clear and consistent communication with the District's Medical Review Officer (MRO)
- C. Methodology and procedures for conducting random tests for controlled substances and alcohol
- D. Preparation and submission of all required reports to the District, the MRO, and to Federal and State governments

The Superintendent shall also select the agency or persons who will conduct the alcohol breathalyzer tests, the District's MRO, and the drug collection site(s) in accordance with the requirements of the law.

49 C.F.R. 382.101 et. seq.

The *MCISD process for a random test is as follows:*

1. Our testing site, Corporate Connection, will call the Transportation Director or Coordinator with the name of the random employee chosen.
2. The Transportation Director or Coordinator calls the employee just before, during, or just after their current or next scheduled workday.
3. Once the employee has been contacted, he/she will have four (4) hours to report to Corporate Connection for the random test.
4. The driver is able to resume driving immediately after the test.
5. The test results will be called into the Transportation Director as soon as it is complete.
6. If a test result is positive, the employee will be called in to discuss results with the Transportation Director and the Assistant Superintendent for Human Resources and Legal Counsel.

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U.S. DEPARTMENT OF TRANSPORTATION

Alcohol and Drug Rules: An Overview

The following is a general overview of the Federal Motor Carrier Safety Administration's (FMCSA) alcohol and drug testing rules for persons required to obtain a commercial driver's license (CDL). The information is intended to provide a general summary of the rules; it should not be relied upon to fulfill all legal requirements stipulated in the regulations. It does not contain many of the requirements or special circumstances detailed in the FMCSA and DOT rules. A comprehensive list of the alcohol and drug testing rules published by the FMCSA and the DOT Office of the Secretary (OST) applicable to CDL drivers and their employers is available at the end of this document.

What Are the Rules?

The FMCSA regulations require alcohol and drug testing of drivers, who are required to have a CDL. The DOT rules include procedures for urine drug testing and breath alcohol testing. Urine drug testing rules were first issued in December 1989. In 1994, the rules were amended to add breath alcohol testing procedures. In the years following the implementation of the drug and alcohol testing requirements, a number of factors including changes in testing technology, and the issuance of a number of written interpretations, required OST to review and revise the rules. In December of 2000, OST published final rules that incorporated these factors, as well as input from the public sector, into the existing drug and alcohol testing regulations. In August of 2001, the FMCSA revised modal specific drug and alcohol testing regulations published in 49 Code of Federal Regulations Part 382 to reflect the revisions made by OST.

Who Is Affected by These Rules?

The FMCSA rules apply to safety-sensitive employees, who operate commercial motor vehicles requiring a CDL.

Examples of drivers and employers that are subject to these rules are (the following does not represent a complete listing):

- Anyone who owns or leases commercial motor vehicles
- Anyone who assigns drivers to operate commercial motor vehicles
- Federal, State, and local governments
- For-Hire Motor Carriers
- Private Motor Carriers
- Civic Organizations (Disabled Veteran Transport, Boy/Girl Scouts, etc.)
- Churches

What Alcohol Use Is Prohibited?

Alcohol is a legal substance; therefore, the rules define specific prohibited alcohol-related conduct. Performance of safety-sensitive functions is prohibited:

- While using alcohol
- While having a breath alcohol concentration of 0.04 percent or greater as indicated by an alcohol breath test
- Within four hours after using alcohol

In addition, refusing to submit to an alcohol test or using alcohol within eight hours after an accident or until tested (for drivers required to be tested) are prohibited.

What Alcohol Tests Are Required?

The following alcohol tests are required:

- Post-accident - conducted after accidents on drivers whose performance could have contributed to the accident (as determined by a citation for a moving traffic violation) and for all fatal accidents even if the driver is not cited for a moving traffic violation.
- Reasonable suspicion - conducted when a trained supervisor or company official observes behavior or appearance that is characteristic of alcohol misuse.
- Random - conducted on a random unannounced basis just before, during, or just after performance of safety-sensitive functions.
- Return-to-duty and follow-up - conducted when an individual who has violated the prohibited alcohol conduct standards returns to performing safety-sensitive duties. Follow-up tests are unannounced. At least 6 tests must be conducted in the first 12 months after a driver returns to duty. Follow-up testing may be extended for up to 60 months following return to duty.

How Does Random Alcohol Testing Work?

Random alcohol testing must be conducted just before, during, or just after a driver's performance of safety-sensitive duties. The driver is randomly selected for testing from a "pool" of subject drivers. The testing dates and times are unannounced and are reasonably spread throughout the year. Each year, the number of random tests conducted by the employer must equal at least 10% of average number of driver positions subject to the regulations.

How Will Alcohol Testing Be Done?

The rules allow for screening tests to be conducted using saliva devices or breath testing using evidential breath testing (EBT) and non-evidential breath testing devices approved by

the National Highway Traffic Safety Administration (NHTSA). NHTSA periodically publishes a list of approved devices in the Federal Register.

Two tests are required to determine if a person has a prohibited alcohol concentration. A screening test is conducted first. Any result less than 0.02 alcohol concentration is considered a "negative" test. If the alcohol concentration is 0.02 or greater, a second confirmation test must be conducted. The driver and the individual conducting the confirmation breath test (called a breath alcohol technician (BAT) complete the alcohol testing form to ensure that the results are properly recorded. The confirmation test, if required, must be conducted using an EBT that prints out the results, date and time, a sequential test number, and the name and serial number of the EBT to ensure the reliability of the results. The confirmation test results determine any actions taken.

Testing procedures that ensure accuracy, reliability and confidentiality of test results are outlined in the Part 40 rule. These procedures include training and proficiency requirements for the screening test technicians (STT), breath alcohol technicians (BAT), quality assurance plans for the breath testing devices (including calibration requirements for a suitable test location), and protection of driver test records.

Who Does the Testing?

Employers are responsible for implementing and conducting the testing programs. They may do this using their own employees or contract services, or by joining together in a consortium that provides services to all member companies. Law enforcement officers will not conduct the tests as part of roadside or other inspections. However, under certain circumstances, post-accident tests conducted by law enforcement personnel will be acceptable. Any individual conducting the test must be trained to operate the EBT and be proficient in the breath testing procedures.

What Are the Consequences of Alcohol Misuse?

Drivers who engage in prohibited alcohol conduct must be immediately removed from safety-sensitive functions. Drivers who have engaged in alcohol misuse cannot return to safety-sensitive duties until they have been evaluated by a substance abuse professional and complied with any treatment recommendations to assist them with an alcohol problem. To further safeguard transportation safety, drivers who have any alcohol concentration (defined as 0.02 or greater) when tested just before, during or just after performing safety-sensitive functions must also be removed from performing such duties for 24 hours. If a driver's behavior or appearance suggests alcohol misuse, a reasonable suspicion alcohol test must be conducted. If a breath test cannot be administered, the driver must be removed from performing safety-sensitive duties for at least 24 hours.

How Will Employees Know About These New Rules?

Employers must provide detailed information about alcohol misuse, the employers' policy, the testing requirements, and how and where drivers can get help for alcohol abuse. Supervisors of safety-sensitive drivers must attend at least one hour of training on alcohol misuse symptoms and indicators used in making determinations for reasonable suspicion testing.

Are Employees Entitled to Rehabilitation?

Drivers who violate the alcohol misuse rules will be referred to a substance abuse professional for evaluation. Any treatment or rehabilitation would be provided in accordance with the employer's policy or labor/management agreements. The employer is not required under these rules to provide rehabilitation, pay for treatment, or reinstate the driver in his/her safety-sensitive position. Any employer who does decide to return a driver to safety-sensitive duties must ensure that the driver: 1) has been evaluated by a substance abuse professional; 2) has complied with any recommended treatment; 3) has taken a return-to-duty alcohol test (with a result less than 0.02); and 4) is subject to unannounced follow-up alcohol tests.

How will The FMCSA Know If These Rules Are Being Followed?

Employers are required to keep detailed records of their alcohol misuse prevention programs. The FMCSA will conduct inspections or audits of employers' programs. Additionally, selected employers will have to prepare annual calendar year summary reports for the FMCSA. These reports will be used to help monitor compliance and enforcement of the rules, as well as to provide data on the extent of alcohol misuse and the need for any future program and regulatory changes.

Are Driver Alcohol Testing Records Confidential?

Yes. Test results and other confidential information may be released only to the employer and the substance abuse professional. Any other release of this information is only with the driver's written consent. If a driver initiates a grievance, hearing, lawsuit, or other action as a result of a violation of these rules, the employer may release relevant information to the decision maker.

Will Foreign Operators Have to Comply With These Rules?

Yes. The FMCSA requires foreign motor carriers to comply with the alcohol rules when their drivers operate in the United States.

What About Drug Testing for Foreign Operators?

The drug testing rules cover the same drivers as the alcohol testing rules. The types of tests required are: pre-employment; reasonable suspicion; post-accident; random; return-to-duty; and follow-up.

DRUG TESTING

How Is Drug Testing Done?

Drug testing is conducted by analyzing a driver's urine specimen. The analysis is performed at laboratories certified and monitored by the Department of Health and Human Services (DHHS). The list of DHHS approved laboratories is published monthly in the Federal Register. The driver provides a urine specimen in a location that affords privacy and the "collector" seals and labels the specimen, completes a chain of custody document, and prepares the specimen and accompanying paperwork for shipment to a drug-testing laboratory. The specimen collection procedures and chain of custody ensure that the specimen's security; proper identification and integrity are not compromised. The Omnibus Transportation Employee Testing Act of 1991 requires that drug testing procedures for commercial motor vehicle drivers include split specimen procedures. Each urine specimen is subdivided into two bottles labeled as a "primary" and a "split" specimen. Both bottles are sent to a laboratory. Only the primary specimen is opened and used for the urinalysis. The split specimen bottle remains sealed and is stored at the laboratory. If the analysis of the primary specimen confirms the presence of illegal, controlled substances, the driver has 72 hours to request the split specimen be sent to another DHHS-certified laboratory for analysis. This split specimen procedure essentially provides the driver with an opportunity for a "second opinion".

What Drugs Are Tested For?

All urine specimens are analyzed for the following drugs:

1. Marijuana (THC metabolite)
2. Cocaine
3. Amphetamines
4. Opiates (including heroin)
5. Phencyclidine (PCP)

The testing is a two-stage process. First, a screening test is performed. If it is positive for one or more of the drugs, then a confirmation test is performed for each identified drug using state-of-the-art gas chromatography/mass spectrometry (GC/MS) analysis. GC/MS confirmation ensures that over-the-counter medications or preparations are not reported as positive results.

Who Reviews and Interprets the Laboratory Results?

All drug test results are reviewed and interpreted by a physician (Medical Review Officer (MRO)) before they are reported to the employer. If the laboratory reports a positive result to the MRO, the MRO contacts the driver (in person or by telephone) and conducts an

interview to determine if there is an alternative medical explanation for the drugs found in the driver's urine specimen. If the driver provides appropriate documentation and the MRO determines that it is legitimate medical use of the prohibited drug, the drug test result is reported as negative to the employer.

What Drug Use Is Prohibited?

The drug rules prohibit any unauthorized use of the controlled substances. Illicit use of drugs by safety-sensitive drivers is prohibited on or off duty. The FMCSA has some additional rules that prohibit the use of legally prescribed controlled substances (such as barbiturates, amphetamines, morphine, etc.) by safety-sensitive drivers involved in interstate commerce.

What Are the Consequences of a Positive Drug Test?

A driver must be removed from safety-sensitive duty if he/she has a positive drug test result. The removal cannot take place until the MRO has interviewed the driver and determined that the positive drug test resulted from the unauthorized use of a controlled substance. A driver cannot be returned to safety-sensitive duties until he/she has been evaluated by a substance abuse professional, has complied with recommended rehabilitation, and has a negative result on a return-to-duty drug test. Follow-up testing to monitor the driver's continued abstinence from drug use is also required.

How Does Random Drug Testing Work?

Employers are responsible for conducting random, unannounced drug tests. The total number conducted each year must equal at least 50% of the safety-sensitive drivers. Some drivers may be tested more than once each year; some may not be tested at all depending on the random selection. Random testing for drugs does not have to be conducted in immediate time proximity to performing safety-sensitive functions. Once notified of selection for testing, however, a driver must proceed immediately to a collection site to accomplish the urine specimen collection.

Are Employee Education and Training Required?

Employers must provide information on drug use and treatment resources to safety-sensitive drivers. All supervisors and officials of businesses with safety-sensitive drivers must attend at least one hour of training on the signs and symptoms of drug abuse. This training is necessary to assist supervisors and company officials in making appropriate determinations for reasonable suspicion testing.

Are Driver Drug Testing Records Confidential?

Yes. Driver drug testing results and records are maintained under strict confidentiality by the employer, the drug-testing laboratory, and the medical review officer. They cannot be

released to others without the written consent of the driver. Exceptions to these confidentiality provisions are limited to a decision maker in arbitration, litigation or administrative proceedings arising from a positive drug test. Statistical records and reports are maintained by employers and drug testing laboratories. This information is aggregated data and is used to monitor compliance with the rules and to assess the effectiveness of the drug testing programs.

Where Can I Get More Information?

Access to the FMCSA website: www.fmcsa.dot.gov

For assistance with the procedures of how to conduct an alcohol or drug test contained in Part 40, contact:

Office of the Secretary of Transportation
Office of Drug and Alcohol Program Compliance,
1200 New Jersey Avenue SE
Washington, D.C. 20590
(202) 366-3784

BUS AIDE/PROGRAM SUPPORT AIDE PROCEDURES

The following list is of procedures for the ECSE Bus Aide and for the Head Start Program Support Aide/Floater. Please make sure you are familiar with each item as you will be held accountable for these procedures. If you have any questions on any item, please contact me immediately.

Passenger Management

- a. Be alert at all times.
- b. Know your role in the loading and unloading of students.
- c. Do a walkthrough of bus at each stop to ensure students wellbeing.
- d. Be attentive to all students....don't let one student take up all your attention.
- e. Volume control....don't let loud students distract the driver.
- f. Check seating frequently....make sure belts aren't coming loose.
- g. Empty bus procedures should be followed at all times.
- h. Know all medical concerns and behavior plans for each student.
- i. Keep a seating chart.
- j. Be *patient* with students and be *positive* with students.

Behavior Management

- a. Students should be in a safe and orderly fashion at all times.
- b. Do not let student behavior distract the bus driver.
- c. All behavior problems should be reported to the teacher.
- d. Video and On-line training on this subject are available through Transportation Department: see director or coordinator.

Professionalism

- a. Make sure MCISD dress code is followed at all times.
- b. Unacceptable language is not tolerated at any time.
- c. Do not speak about confidential items in front of other parents/staff.
- d. When bus is in motion only talk with the driver about business matters.
- e. No horseplay or practical jokes on the bus ever.
- f. Communication with parents/teachers/or any other staff should always be done in a professional manner.
- g. Be aware that how you act and interact always reflects back on the ISD.
- h. Report any out of the ordinary incidents to the Transportation Director.

Equipment

- a. Make sure car seats, harnesses, lap belts, and any other safety restraint are checked before each A.M. run and each P.M. run.
- b. Complete the checklist form before each A.M. run and P.M. run.
- c. Be familiar with how each safety restraint is installed and how it works.
- d. Know how to work the fire extinguisher and where it is located.
- e. Know where and how to use the emergency equipment (flares/triangles).

- f. Know where the first aid kit is and what is in it.
- g. Make sure your assigned phone is always in working order.
- h. Any broken, worn, or damaged equipment needs to be reported immediately.

Inspections:

- a. Bus seat checklist AM and PM.
- b. Bus empty procedure at the end of each bus run.

Other:

- a. Know where the medical and student information cards are kept.
- b. Know your role in the evacuation process.
- c. Know how to properly clean up bodily fluids (Bloodborne training required yearly).
- d. Answer all incoming calls on the bus unless bus is stopped and in the park gear or in between bus runs. When that occurs, the bus driver can answer the phone.
- e. Bus phones are only for business use.....*absolutely no personal calls*.
- f. No personal cell phones should be in use at any time....including texting.
- g. Complete Bus Misconduct Forms when appropriate.
- h. Store book bags properly in a container up front or designated area on bus.
- i. DO NOT TRANSPORT ANY MEDICATIONS FOR STUDENTS OR TAKE ANY MEDICATIONS FROM PARENTS.
- j. No food or drink is allowed on the bus.

Transportation Staff Evaluations

Transportation staff will be observed throughout the year by the Director of Transportation, Buildings, and Grounds or the Transportation Coordinator using the ***Transportation Observation Form***. Transportation staff will also be evaluated at year end on the appropriate evaluation form.

Additional Training Required for Transportation Staff

The following training sessions must be met through Safe Schools training or an alternate training for all transportation staff on a yearly basis: (certificate required at the beginning of the year)

- A. CPR (Cardiopulmonary Resuscitation)
- B. AED (Auto External Defibrillation)
- C. General First Aid
- D. Seizures
- E. Bloodborne Pathogen
- F. FERPA
- G. Choking and the Heimlich Maneuver
- H. Safety Data Sheets
- I. Back Injury and Lifting for Transportation
- J. Fire Extinguisher Safety
- K. Child Abuse Mandatory Reporting in Michigan
- L. Asthma Awareness
- M. Life Threatening Allergies

Transportation Chain of Communication

The following is the process that should be followed for transportation communication:

Emergencies That Occur While Working

1. Call 9-1-1
2. Call director cell phone: 734-625-0687 or Transportation Coordinator at 734-625-0442
3. Call front desk at ISD: 734-322-2600 or cell phone 734-625-0688
4. Call AM custodial/maintenance person: 734-625-0689 or 734-322-2679

Transportation Issues

1. Call Transportation Coordinator at 734-625-0442 or director at 734-625-0687
2. Call AM custodial/maintenance person at 734-322-2675 or cell phone (734-625-0689) until 1:30 p.m. then call night custodial/maintenance contact on cell phone 734-625-0709 or 734-625-0693
3. Call front desk: 734-322-2600 or 734-625-0688
4. Call Josh Dyer: 734-322-2620
5. Call Betsy Taylor: 734-322-2640

Transportation Maintenance Issues

1. Call Transportation Coordinator at 734-625-0442 or 734-322-2671
2. Call AM custodial/maintenance person cell phone 734-625-0687, or 734-322-2679. After 1:30 p.m. call night custodial/maintenance contact at cell phone 734-625-0709
3. Call transportation director cell phone 734-625-0687, or at 734-322-2670
4. Call Delker's Automotive: 734-269-2790

Student Behavior Issues

1. While bus is in route- call the Transportation Coordinator at 734-625-0442 or 734-322-2671/Transportation Director 734-625-0687 or 734-322-2670
2. While at school location- contact teacher to assist. If issues persist and child cannot be loaded on the bus- call the Transportation Coordinator at 734-625-0442 or 734-322-2671
3. If it is a reoccurring issue- check with teacher for the behavior plan, work with teacher to develop a behavior plan for bus or contact the ECSE Director at 734-342-8640 or the Transportation Coordinator at 734-625-0442 or 734-322-2671, or the HS Director at 734-342-8710.

Inclement Weather Delay or Closings:

1. The morning custodian or transportation coordinator will call the bus drivers to let them know of the delay or closing.
2. The bus drivers are responsible for calling their bus aide or PSA and informing them of the delay or closing.
3. See the applicable collective bargaining agreement (ECSE) or Handbook (Head Start) for inclement weather procedures.

Please refer to the Head Start Handbook – Inclement Weather and Emergency Closing, or the ESPA agreement, Article XX, Section 9, Emergency School Closing, for specific language regarding inclement weather delays/cancellations. If transportation is cancelled, bus drivers will be notified by means of telephone chain and parents by means of the radio, tv station, or Honeywell call out system.

Emergency Procedures

Monroe County Intermediate School District Administrative Guidelines

8605 - BUS SAFETY PROCEDURES

Proper transportation of students is a matter of continuing concern and it is imperative that all staff members associated with student transportation adhere to the following guidelines which have been designed to maximize the safety of students.

- A. Each bus driver must maintain effective communications with the Transportation Director at all times and particularly when she/he encounters any situation that is out of the ordinary. To that end, each bus will be assigned a cell phone which is to be kept charged, accessible and in working order at all times. If the cell phone is not in working order, it is to be reported immediately.
- B. Each bus driver shall have access to and be familiar with the Beginning School Bus Driver Curriculum Student Manual. This is the manual used in the driving training course that is required every two (2) years for all bus drivers by the State of Michigan. The manual will be kept in the bus garage and the Transportation Supervisor's office.

- C. Each bus driver/bus aide is to carry in the bus a completed copy of the Transportation Department Student Information Form for each student rider. This form provides all points of contact for the student, all medical concerns of the student and any behavioral plans for the student. This is to be updated whenever there is a change.
- D. At the completion of each bus run (pick-up and take-home), the bus driver and bus aide are to do a complete walk-through of the bus to ensure that no student has remained on the bus. The bus driver and/or bus aide will then post the "empty bus" sign to the back emergency door window.
- E. The Transportation Director shall maintain a record of each student rider for ready reference whenever a question arises about a student. Such a record shall include name, address, telephone numbers, name and location of contact person, the bus driver's name, pick-up and drop-off times and the number of the bus the student rides. This record shall also contain confidential information regarding physical and/or mental characteristics of the student which would require special attention.
- F. In addition, the Transportation Director shall:
 - 1. conduct routine and periodic surveys of the School District area and routes to determine the safety of current bus routes and bus stops;
 - 2. ensure that each bus driver's records of qualifications and certification are up-to-date and on file in the assistant superintendent's office with a physician's certificate that the bus driver has passed an annual physical;
 - 3. ensure compliance with all Department of Education safety specifications for school buses as well as statutory requirements for first-aid kits, fire extinguishers, traffic flares, and other safety features;
 - 4. maintain and update a copy of PA187 which contains traffic rules and regulations concerning bus transportation;
A copy is to be kept in the bus garage and in the Transportation Director's office;
 - 5. ensure that there is no smoking including e cigarettes, vaping, or drinking of alcoholic beverages on any school bus or in the refueling area.

Evacuation of Bus

The following procedures are to be followed when evacuating the school bus.

- A. Stop bus, if not already stopped, off the road and out of the mainstream of traffic, if possible.
- B. Put on emergency flasher lights and immediately issue orders as to which exit is to be used. Take cell phone, keys and attendance log with you.

- C. Maintain calm and direct students to "walk - not run", not to take books, lunch boxes, etc., and to be careful when disembarking.
- D. Send someone or call for help after making sure that all students are evacuated.
- E. Form students into a group at least 100 feet from the bus and as far away from traffic as feasible.
- F. Check bus list to ensure all students are accounted for and are in good condition.
- G. Emergency evacuation of disabled students may require modification of the above procedures.

Evacuation Drills

The Bus Driver shall organize and conduct three (3) emergency exit drills for all am and pm students who ride school buses to and from school.

- A. All three (3) of the emergency procedures are to be conducted once annually:
 - 1. everyone exits through the front entrance door
 - 2. everyone exits through the rear emergency door
 - 3. front half exits through the front door and the rear half exits through the rear door
- B. All drills shall be arranged and schedule through the Transportation Coordinator in cooperation with the Director of Transportation. School bus drivers will conduct the drill sessions.
- C. Drills shall be held on school property when possible and not on the bus route.
- D. The driver shall stay in the bus during evacuation drill until the parking brake is set, ignition turned off, keys removed, and the transmission is placed in park.
- E. Child shall not take lunch boxes, books, etc., when they leave the bus.
- F. Students shall assemble at a distance of at least 100 feet from the bus in an "emergency drill" and remain there until given further directions.
- G. The bus driver and/or bus aide shall fill out the evacuation drill form and hand it in to the Transportation Department immediately following the drill.
- H. Please refer to the evacuation drill form for designated dates for drills.

Accidents

- A. In the event of an accident involving the bus, the bus driver shall:
 - 1. evaluate the need for medical assistance;
 - 2. if necessary, evacuate the students to a safe area away from the scene of the accident;
 - 3. notify the local law enforcement agency;
 - 4. notify the Transportation Director or Coordinator.
- B. The Transportation Director shall collect the data concerning the accident, notify the parents, and if necessary, arrange for another bus to transport the students.
- C. In the event of a serious accident, the procedures stipulated by the appropriate law enforcement agency shall be followed.

Railroad Crossings

Before crossing a railroad track at grade, the driver shall:

- A. stop the vehicle within fifty (50) feet but not less than fifteen (15) feet from the nearest rail;
- B. activate hazard warning lights, turn off all interior switches including fans, heaters, and radios;
- C. open passenger door and driver-side window and, while stopped, listen and look in both directions along the track for an approaching train or signals indicating a train approaching;
- D. proceed only after ascertaining that no train is approaching and using a gear that does not require changing gears while crossing the tracks.

The driver does not have to follow the above procedure if:

- A. the track is abandoned as designated in the District's route plan,
- B. there is a police officer, railroad official or a traffic-control signal directing the traffic to proceed, or
- C. the crossing is on a freeway or limited-access highway if a clearly-visible signal, crossing arm, or other automatic barrier is not activated.

Bus Break Down

In the event of a bus breakdown, the bus driver shall:

- A. Move the bus off the roadway, if possible.
- B. Notify the Transportation director or coordinator, who shall arrange for another bus to transport students.
- C. Put out safety triangles or flares as required and evacuate the students to a safe area, if necessary.
- D. Stay close to the scene until assistance arrives.
- E. Assist in transferring students to the backup bus.
- F. Arrange, together with the Transportation director or coordinator to have the bus towed/repaired.

Canceled Bus Route – Head Start Only

Canceled bus route days are still scheduled workdays for Head Start drivers and Head Start Program Support Aides.

In the event a bus route is canceled due to lack of a substitute Program Support Aide, the bus driver is to report to their building that day and work the same number of hours as their route. (The driver for the Ida/MCCC Route will be directed to which building she should report).

In the event a bus route is canceled due to lack of a substitute bus driver, the Program Support Aide is to report to their building that day and work 7.5 hours. (The PSA for the Ida/MCCC Route will be directed to which building she should report).

The report time to the building is 8:00 a.m. The Family Partnership Specialist for the building will assign either the bus driver or Program Support Aide to a classroom.

Dangerous and Illegal Weapons

The safety of students and staff is of paramount importance, and control of dangerous and/or illegal weapons is a particularly sensitive and critical responsibility. No weapon or other device that poses a danger to anyone in the vehicle shall be permitted. If a staff member discovers such a weapon or device, she/he should take the following actions:

- A. Call 9-1-1-
- B. Call director or coordinator on cell phone for help immediately
- C. Isolate the student, if possible, and if necessary, evacuate the bus.
- D. Avoid attempts to disarm the student unless the situation appears to be life-
- E. threatening.

Tornado

In the event of a tornado sighting or warning, the bus driver shall:

- A. Contact the Transportation director or coordinator's office or ISD Operator at (734) 242-5799.
- B. Pull the bus off the roadway.
- C. Evacuate the bus.
- D. Bring the first aid kit and cell phone.
- E. Take students to the nearest building, if possible.
- F. If in the open, take the students to a ditch, ravine, or embankment which is at least 200 feet from the bus.
- G. Instruct students to lie down on their knees with their hands clasped behind their heads.
- H. Once the danger is past, assess students for any needed medical attention.
- I. Contact the Transportation Director or coordinator as soon as possible.

Quelling a Disturbance

If, during a bus trip, any students become unruly or two (2) or more students become involved in a fight or create a disturbance, the driver should proceed as follows:

- A. Stop the bus and command the students to stop the disturbance and sit properly in their seats.
- B. Do not attempt to use physical force to quell the disturbance or dispossess students of any weapon or threatening object unless assured that such an action is likely to be successful and not endanger the other students or the driver.
- C. If the students do not obey, drive the bus to a safe area while notifying the transportation office of the disturbance and request assistance.
- D. If the disturbance is or may be jeopardizing to the safety and well-being of the other students, evacuate all uninvolved students from the bus using the standard evacuation procedure.
- E. Do not, under any circumstances, discharge an unruly student from the bus other than at his/her regular bus stop, a law enforcement agency, or a District school, and only then, if an official at that locations takes custody of the student(s).
- F. Make a full report of the disturbance to the Transportation Director upon completion of the bus run. Also, make sure to fill out a bus misconduct form in its entirety and hand it in to the Transportation Department at your earliest convenience.

PASSENGER MANAGEMENT

The following are items taken from MCISD Policy 8606, information given to you by the Director of Transportation, and training material/information used by the ISD Special Education staff during sessions with transportation staff. This material should be used by all transportation staff.

Monroe County Intermediate School District Administrative Guidelines

8606 - TRANSPORTATION FOR SPECIAL EDUCATION STUDENTS

Transportation and bus behavior are normally an integral part of the student's program. Because of the significance of this service for maintaining effective programs for the variety of disabling conditions, the Transportation director or coordinator should be involved in determining answers to such questions as:

- A. Can the child be transported safely, given the transportation environment and the nature of the disabling condition?
- B. What medical, health, physical, or behavioral factors could expose the student to unreasonable risk, given the anticipated transportation environment?
- C. What assistive or adaptive equipment is necessary to accommodate the student during the transportation process, can it be safely transported and secured, and are there adequate instructions to ensure its proper use?

She/He can also be helpful in incorporating behavioral transportation goals into the IEP's and determining appropriate means of discipline, including the possible removal from a vehicle.

As participants in and recipients of special education planning, transportation staff need to be advised that the information they deal with is confidential and protected by Federal law.

Behavioral Management

Managing student behavior on the bus should be done primarily through teaching appropriate bus-riding skills. Learning the skills necessary to ride the school bus is part of the skills needed for the student to participate in his/her program.

To teach bus-riding skills, a limited number of simple rules defining what the student is to do, feedback on how well it is done, and positive, backup consequences are necessary. In

teaching bus-riding skills, it is necessary to work on a small number of behaviors at a time (one or two). As a student learns a behavior, another behavior can be taught.

Behaviors that present a potentially dangerous risk of harm to the student or others on the bus require special attention. An attack on another person or running from the bus are two examples of behaviors that present high risk of harm and require documentation and follow-up with appropriate school staff.

Communication Between School/Transportation Staffs

- A. The transportation staff will keep the school staff advised of the behavior of students on the bus--both positive and negative type activity. For students who are experiencing behavior difficulties which are significant incidents, each bus driver is to use the Bus Conduct Chart ([Form 8606 F1](#)) as well as the Report Card ([Form 8606 F2](#)). The Chart should be kept on a daily basis to provide valid data for behavioral modification and/or disciplinary action. The cumulated daily charts can also form the basis for the Report Card which teachers can incorporate into student progress reports and IEPC evaluations.
- B. It is suggested the school staff will advise the transportation staff if a student has had a particularly difficult day and may require special attention on the bus.
- C. The primary daily contact between the transportation staff and the school staff will be the bus driver (with the transportation aide as an alternate) and the Transportation director or coordinator.
- D. Both the school staff and the transportation staff are expected to maintain confidentiality and protect the students' rights. Except for positive statements, information given by the drivers to the building staff should not be relayed to the student; nor should drivers relay information received from the building staff. Bus behavior should never be a subject of general conversation.
- E. Communication with parents is encouraged, particularly positive comments that are honest and sincere. It is important to develop means to maximize this effort.

Stopping Unacceptable Behavior

It is the District's intent to stop unacceptable behavior by using the minimum physical intervention necessary.

When necessary, a staff member may use reasonable physical intervention to stop an action that presents the risk of harm to the student, to others, or to property. This may include use of physical intervention to stop the action but would not extend to gross abuse and disregard for the health and safety of the student. Use of physical intervention should at all times be temperate and not excessive.

Significant Incidents

A. First Occurrence

If a "significant incident" - one that creates a potentially dangerous risk of harm - occurs, the driver shall describe it on the Conduct Chart and submit it to the Transportation director or coordinator for appropriate action.

If this type of dangerous incident occurs, within three (3) days, a meeting should be held with driver, and Transportation director or coordinator at the discretion of the administrator/supervisor to discuss the specific incident and whether an intervention program is needed.

B. Subsequent Incidents

If the same type of behavior is recurring, the administrator/director is to consider the advisability of calling for a meeting of the IEPC team to discuss alternatives.

The administrator/director or a parent may request a meeting of the IEPC team at any time to address behavioral difficulties and appropriate intervention strategies.

Alternate Transportation

In the event a student has demonstrated severe behavior problems at school and cannot be adequately brought under control for the ride home, the student is not to be placed on the bus. The student is to remain at school and the parents called to transport the student home. If the parent cannot provide transportation, alternate means are to be provided. (It is important to keep in mind that alterations in transportation may be considered a change in placement.)

Suspension from Transportation

- A. The administrator/director may suspend a student from transportation, in accordance with District policies and guidelines related to suspension to disabled students. Incidents that may result in suspension include:
 - 1. fighting on the bus;
 - 2. hitting, kicking, or biting others on the bus;
 - 3. smoking, drugs, alcohol;
 - 4. destruction of school property;
 - 5. throwing dangerous objects on the bus.

- B. When a student's behavior is unmanageable in spite of behavior management techniques, the suspension procedure may be initiated. This procedure may be initiated as a natural consequence of inappropriate behavior: to protect the student, other students, the driver or District equipment, or to provide time to help the student make the adjustment to transportation services.

Restoration of Riding Privileges

If a student is suspended from transportation, a meeting will be held prior to the student's resuming transportation. The meeting should include the administrator/supervisor, other appropriate support staff, bus driver, and the parent. The meeting should address:

- A. the behavior that caused the suspension;
- B. development of a written plan to address the behavior.

This will require a well-defined follow-up schedule, beginning within ten (10) days, to determine if the plan is working.

Special Equipment Use and Operation

There is a wide variety of equipment that may need to be used to accommodate the district's special education students. The Transportation Director or Coordinator is responsible for ensuring that appropriate members of the transportation staff understand the design and operating procedures for special equipment assigned to their use. They should also be able to conduct a proper inspection of the equipment and make simple adjustments in the field in case of breakdowns.

Medical/Health Concerns

It may be necessary for members of the transportation staff to be able to provide emergency and routine health care to students during the transportation process. They may also become exposed to communicable diseases which could be debilitating, and in extreme circumstances, fatal.

It is the responsibility of the Transportation director or coordinator to ensure that training is provided in two major areas -- precautionary procedures, and care, intervention, and management.

Bed Bugs

According to MDCH there is no scientific evidence demonstrating that enforced exclusion policies are effective at reducing bed bug transmission in the school environment.

If a bed bug is found on a student, it does not mean the student brought the bed bug into the school. If a suspected bed bug is found on a student, a student's belongings or anywhere else in the school, the following procedures should be followed:

1. If the bug was found on a student or student's belongings, the student should be discreetly removed from the classroom so that the school nurse or designated school personnel can examine the student's clothing and other belongings. Any bugs should be removed and collected for identification. Try to keep the specimens as intact as possible.
2. The school principal should contact the Director of Building, Grounds and Transportation for assistance in identifying the specimen. It is important to confirm that the bugs found really are bed bugs before proceeding.
3. Any student with bedbugs identified on their person or in their belongings may remain in school until the end of the day.
4. The school principal should notify the student's parent by phone. An inspection report should be sent home with the student and completed promptly and returned by the parent. See FORM 8450Bf2
5. If the specimen is confirmed to be a bed bug, then the school principal should notify the affected class or classes. See FORM 8450Bf1 for the parent notification letter.
6. In most instances, the student should not be excluded from school.
7. For students who repeatedly come to school with bed bugs, institute clothing and school item sanitation:
 - a. Parent should be advised to store the student's freshly laundered clothes in sealed plastic bags until they are put on in the morning.
 - b. Backpacks, lunch boxes and other items that travel back and forth to school can be inspected daily and stored in sealed plastic containers at home to prevent bed bugs from getting into them.
 - c. At school, the student could be provided with plastic bags or bins in which to store their belongings in order to stop the spread of the bedbugs.

PEDICULOSIS (HEAD LICE)

Monroe County ISD defers to the recommendations from the Michigan Department of Community Health (MDCH) and the Michigan Department of Education (MDE) procedures for managing head lice in schools.

Any student with live lice or nits within one-fourth ($\frac{1}{4}$) inch of the scalp may remain in school until the end of the school day. The following procedures shall be followed:

- A. The student should be returned to class but restricted from activities involving close head to head contact or sharing of personal items with other children. Child should be allowed to ride the bus home.
- B. The parent shall be notified by telephone and a letter (Form 8450A F2) shall be sent home with child along with the necessary treatment memo contained in [Form 8450A F1](https://www.michigan.gov/documents/Final_Michigan_Head_Lice_Manual_103750_7.pdf).
https://www.michigan.gov/documents/Final_Michigan_Head_Lice_Manual_103750_7.pdf
- C. After treatment is complete, the student may ride the bus to school as long as the child provides the bus driver with the completed [Form 8450A F3](#). Driver will provide that completed form to the school office.
- D. Designated school personnel will re-examine the student's hair.
- E. Student will be readmitted if no live lice are found.
- F. If the student has no live lice, but nits are further than one-fourth ($\frac{1}{4}$) inch from the scalp, the student should return to class.
- G. Periodic checks of the student's hair by designated school personnel should be done over the following two (2) weeks to ensure successful treatment.
- H. Request parent to continue daily lice checks and removal over the following two (2) weeks.
- I. Parents of students in the class may be notified by letter that head lice is suspected however the student's name must be kept confidential.

Precautionary Procedures

All members of the transportation staff should be able to use standard precautions relative to handling of and exposure to communicable disease. Such precautions would include but not be limited to:

- A. characteristics of common communicable diseases;
- B. techniques for managing such common diseases;
- C. use of protective equipment and devices.

Care, Intervention, and Management

Staff members need to be able to implement any care plans developed during the IEPC process to deal with special health risks, such as medically fragile, technology-dependent, and/or highly disruptive students.

Transportation Director and MCISD Special Ed Staff Information

Student Behavior Guidelines for ECSE Students:

All of the students in the ECSE program have an IEP and most have a behavior program. The transportation staff can ask the teacher to explain or copy the behavior plan for them. If possible, the behavior plan should be re-enforced on the bus. The bus aide and bus driver should work together to familiarize themselves with the behavior plan, but the bus aide will be the one that will be working directly with the plan. If for some reason, there is not a behavior plan then work with the teacher and aides to develop one that works on the bus as well as in the classroom. If you need further assistance you can contact the following staff:

Assistant Superintendent of Special Education and Early Intervention:	Ext. 8510
Director of Early Childhood:	Ext. 8640
Transportation Coordinator:	Ext. 2671
Director of Transportation:	Ext. 2670

Student behavior that disrupts the bus can be dealt with in several ways. Once the behavior plan is followed and all other resources have been tried and failed, then you can use the “Bus Misconduct” form. This form is used as a recording tool for repeat offenses of misconduct on the bus. In other words, when suspensions or removal needs to happen, we need this documentation to show why the student was suspended or removed from the bus. While it states that three forms result in a suspension, this is not always the procedure. Due to IEP’s, behavior programs, and just the nature of the students we are transporting we cannot hold steadfast to that statement. We may but it is not always the case. Once a student reaches three (3) written “Bus Misconduct” forms the Supervisor of Early Childhood, Transportation Coordinator, and Director of Transportation will discuss whether the

suspension should be enforced. It is a delicate issue that needs to be dealt with on an individual student basis. Student behavior at a pick-up or school loading that will cause a safety issue on the bus is to be called into the Transportation Supervisor of Transportation. If you can't reach them in a suitable time frame you should call the Director of Early Childhood (ext. 8640), Assistant Superintendent of Special Education and Early Intervention (ext. 850), Assistant Superintendent of Business and Administrative Services (ext. 2620), or call the main line for MCISD (734-242-5799) and have one of them paged.

In some cases, we may have to leave a student at the pickup location or the school location due to their behavior. This is a *last resort type option* and should only be used in an extreme case. This is to be approved by the Transportation Coordinator, Director of Transportation, Assistant Superintendent of Special Education and Early Intervention, or the Supervisor of Early Childhood before the student will be removed from the bus and left at the pick-up or school locations.

Student behavior during the route that may cause a safety issue are to be taken home first or next if you are already in the course of your route. If this is an option you wish to use, then you must first get approval from the Director of Transportation or Transportation Coordinator, so they know that you are deviating from your normal route. Our students are very unique and require patience from you so please do not make quick rash decisions. Please try to problem-solve and work with the student, teacher, and teacher aide before using one of the steps above. Also, be proactive and if you see an issue arising with a student go to the teacher or aide and get advice from them before it escalates. Use your resources (teachers, aides, supervisors, other drivers and aides, bus driver training manuals) to your advantage.

Head Start Student Bus Misconduct Procedure

The following is the procedure that is to be used for Head Start's student misconduct on the school bus. This procedure should be used once an inappropriate behavior has been a reoccurring issue and it has not improved after trying to work with the child. Do not start this procedure at the first occurrence of the inappropriate behavior unless it is safety related or endangers other students.

Step One: fill out a bus misconduct form. The driver and parent must sign the form. Copies of the form need to be given to the parent, transportation department, and your resident Head Start Family Partnership Specialist (FPS).

Step Two: Fill out another bus misconduct form if inappropriate behavior continues. The driver, parent, and Head Start Family and Community Partnership Coordinator must sign the form. Copies of the form need to be given to the parent, transportation department, and your resident Head Start FPS. This form will be followed up with an Internal Referral Form completed by the FPS and the Head Start Family and Community Partnership Coordinator will ride the bus to observe the child.

Step Three: Paperwork will be filled out the same as in step two. The FPS will inform the student's family that they will be removed from the bus route until a family meeting is completed. The family meeting will be set up between the parents, transportation staff, FPS, and Head Start Family and Community Partnership Coordinator.

Step Four: A decision will be made on whether the student can return to the bus route. If the student is to return, there will be a specific plan that outlines the decision for any additional inappropriate behavior.

Child Safety Restraint Use

MCISD (ECSE/Head Start Programs) Child Safety Restraint Use

Child Safety Restraint Options

1. Seat Belts

Integrated Seats

2. Star/Star Plus Seats
3. Safety Vest/Harness

Recommendations for The Transportation of Pre-School Age Children in School Buses

When pre-school age children are transported in a school bus, NHTSA recommends these guidelines be followed:

- (1) Each child should be transported in a Child Safety Restraint System (suitable for the child's weight and age) that meets applicable Federal Motor Vehicle Safety Standards (FMVSSs).
- (2) Each child should be properly secured in the Child Safety Restraint System.
- (3) The Child Safety Restraint System should be properly secured to the school bus seat, using anchorages that meet FMVSSs.

Child Safety Restraint System Defined

A Child Safety Restraint System is any device (except a passenger system lap seat belt or lap/shoulder seat belt), designed for use in a motor vehicle to restrain, seat, or position a child who weighs less than 50 pounds.

Seat Belts

All children under the age of 5 years old or under 50 lbs. must be in some type of restraint on the bus. While we know that a 5-point harness restraint is the best way to transport a preschool aged student, we are still able to use a standard seat belt to transport if needed. The seat belt must be mounted to the floor of the bus, otherwise, it can't be used to restrain a student. MCISD seat belts are on the bus and mounted to the floor but are used in conjunction with our other restraint options for securing them to the bus seat. This safety restraint option should only be used in the case of an emergency.

Integrated Seats

We have buses that are equipped with integrated seating. This seating is good for the smaller children in our programs. There are two types of integrated seating on our buses: C.E. White and DuraStraint. For these to be used, the following requirements must be met otherwise you will need to use another restraint option.

C.E. White- No more than two students in the seat at one time. Student must be between the weight of 20-85 lbs. The 5-point harness should be adjusted to meet the size of the child.

DuraStraint - No more than two students in the seat at one time. Student must be between the weight of 20-85 lbs. The 5-point harness should be adjusted to meet the size of the child.

Star/Star Plus Seats

The best option to transport preschool aged students (2.5 to 5 years old) is the SafeGuard STAR seating. This seating is a five-point add-on restraint system that meets or exceeds all applicable federal, state, and Head Start safety standards. This type of safety restraint was specifically designed for use in a school bus. STAR seating must be properly installed to ensure that they are safe and secure for the students. Below are the following guidelines for the Standard STAR seat and the STAR Plus seat:

Standard STAR Restraint- No more than two students in a seat at one time when using the STAR seating. Will fit students 25 to 65 lbs., up to 57 inches tall, and over 1 years of age.

STAR Plus Restraint- No more than two students in a seat at one time when using the STAR seating. Will fit students 25 to 90 lbs., up to 57 inches tall, and over 1 years of age.

For CAM wrap instruction for installation please visit www.safeguardseat.com or see the Transportation Coordinator who has the instructions on file.

Safety Vest/Harness

Students that will not remain seated in the other safety restraint options can be put into a safety vest/harness. In order for this to happen the following requirements must be met:

1. The driver must inform the Transportation Supervisor of the request to put the student in a safety vest/harness.
2. A meeting between the Transportation Supervisor with the ECSE or Head Start Supervisor must take place.
3. The parent must be informed in advance of the use of a safety vest/harness.

Upon completion of the above requirements the correct sized safety vest/harness and CAM wrap is to be given to you by the Transportation Coordinator. The instructions for installation are in the bag with the equipment. All instructions are to be followed during installation.

Transportation Inspections

Pre-Trip Inspections

As a means of improving student safety for pupils transported on school busses, a pre-trip bus inspection is to be done every time a bus is in use. The bus driver is to complete an inspection using the pre-trip bus inspection form provided to them by the district. This form is to be filled out as the inspection is being done and then turned in bi-weekly to the Transportation Coordinator. The Transportation Director will do spot checks to ensure the pre-trip inspections are being completed.

The school bus driver's primary concern should be for the safety of his/her passengers. Pre-trip vehicle inspections, when properly completed, reduces the potential for school bus breakdowns and exposure of students to traffic hazards. The state recommendations for a pre-trip procedure are outlined in the Beginning Bus Driver Student Manual from the Michigan State Board of Education. The Beginning Bus Driver class was attended by every Michigan bus driver and the manual was given to you at this class. Please review this manual for more information.

The mirror station is available for use at all bus locations (including the MCISD bus garage). Please be sure that you include this on your pre-trip. Information on how to use the mirror station can be found online or from the Transportation Coordinator.

Mid-Day Inspections

While between bus runs the following items should be checked by both the Bus Driver and/or Bus Aide/PSA:

1. Check for remaining pupils on the bus. (Follow the "bus empty" procedures)
2. Check for adequate fuel
3. Check for any damage inside the bus
4. Check for items left by students
5. Check the bus seats and restraints
6. Clean out any debris or garbage left on the bus
7. Check for any mechanical failures
8. Re-stock bus with supplies
9. Secure bus in safe area if not being used immediately
10. Report any defects or issues found during inspection.

Post Trip Inspections

When you complete the final run of the day the following items should be checked by both the Bus Driver and/or Bus Aide/PSA:

1. Check for remaining pupils on the bus. (Follow the “bus empty” procedures)
2. Refuel bus for next day and record mileage and amount of fuel used
3. Check for any damage inside the bus
4. Check for items left by students
5. Clean inside of bus, remove any debris or garbage left on the bus
6. Check for any mechanical failures
7. Re-stock bus with supplies
8. Park bus in designated/assigned area and administer emergency brake.
9. Ensure that all windows are closed, and emergency exits are closed and secured
10. Ensure all doors are closed, locked, and secure (driver should ensure there is a key left at the site so that a sub driver has access)
11. Ensure that the cell phone and keys are stored in a secure location
12. Report any defects or issues found during inspection

Bus Seat Inspection

This inspection is to be done by the Bus Aide/PSA (unless one is not provided then it will be done by the Bus Driver). The following items are to be checked during the inspection:

1. Seat backs are to be secure and sturdy (employee is to hit backs with closed fist)
2. All material on seats are to be free of holes, tears, or defects
3. Seat bottoms are to be secure to the frame (lift up on seat to ensure it is secure)
4. All restraints are to be checked to ensure that they are secure and are in good working order with no cuts or fraying on belts or material
5. Seats are to be cleaned and ready for use

Pick Up/Drop Off Procedures and Bus Empty Procedures:

This procedure is very important to the safety of the riders and any violation of these procedures may result in discipline up to and including dismissal.

The following are the MCISD Pick up/Drop Off and Bus Empty procedures for both the ECSE and Head Start Programs. If you have any questions on any section of these procedures, please contact the Transportation Coordinator immediately at 734-322-2671.

AM Pick Up

1. The Driver and PSA/Aide will pick up each student following the established route, documenting changes if necessary.

2. The PSA/Aide will sign each student in as they enter the bus, using the appropriate bus attendance log.
3. Staff will complete the following “Bus Empty” procedures:
 - a. When the bus arrives at the school the PSA/Aide and driver will do a student count and compare it to the bus attendance log. The bus doors will remain closed at this time.
 - b. PSA/Aide and Driver will unbuckle all students and have them remain in their seat. (Book bags should be handed out at this time.)
 - c. When the bus driver is ready, he/she will ask the PSA/Aide to open the passenger door and wait at the bottom of the steps to receive the students. A classroom staff member will assist with the students at this time.
 - d. The bus driver will release the students to the PSA/Aide starting from the back of the bus and working their way to the front.
 - e. Once the last student in the front has exited the bus, the driver will do a bus empty check by completing the following steps:
 1. Check under seats as you are walking to the back.
 2. At the back of the bus, put up “bus empty” sign, and initial bus empty form
 3. Check all seats as you walk back to the front and exit.
 - f. Once the driver exits the bus, the PSA/Aide will do their bus empty check (see procedure in 3e for the required 3-step process).
 - g. Before leaving the bus unloading area, the driver will conduct a name-to-face roll call using the bus attendance log.
 - h. The students will be brought into the school with one transportation staff walking in the front of the line and one walking in the back of the line.
 - i. The students will be released to the classroom staff. For Head Start Staff, the classroom transition form will be done in conjunction with a verbal name-to-face roll call with the classroom staff as each student is released to classroom ratio. The transportation staff member releasing the child to the classroom staff member must initial the classroom staff’s transition form. ***By initialing the form, you agree that the form reflects the children you transitioned correctly. *** For ECSE staff, the bus attendance log will be used to verify the bus to classroom transition.

PM Pick Up

1. The Driver and PSA/Aide will pick up each student following the established route, documenting changes if necessary.
2. PSA will sign each student in as they enter the bus, using the appropriate bus attendance log.
3. Staff will complete the following “Bus Empty” procedures:
 - a. When the bus arrives at the school the PSA/Aide and driver will do a student count and compare it to the bus attendance log. The bus doors will remain closed at this time.

- b. PSA/Aide and Driver will unbuckle all students and have them remain in their seat. (Book bags should be handed out at this time.)
- c. When the bus driver is ready, he/she will ask the PSA/Aide to open the passenger door and wait at the bottom of the steps to receive the students. Additional classroom staff (floaters) will assist as available, but there is not an additional staff member who is able to assist on a regular basis.
- d. The bus driver will release the students to the PSA/Aide starting from the back of the bus and working their way to the front.
- e. Once the last student in the front has exited the bus, the driver will do a bus empty check by following steps as outlined in the AM pick up procedure 3e. (*Don't forget to post bus empty sign.)
- f. Once the driver exits the bus, the PSA/Aide will complete an empty bus check by following steps as outlined in the AM pick up procedure 3e.
- g. Before leaving the bus unloading area, the driver will conduct a name-to-face roll call using the bus attendance log.
- h. The students will be brought into the school with one transportation staff walking in the front of the line and one walking in the back of the line.
- i. The students will be released to the classroom staff. For Head Start staff, the classroom transition form will be done in conjunction with a verbal name-to-face roll call with the classroom staff as each student is released to classroom ratio. The transportation staff member releasing the child to the classroom staff member must initial the classroom staff's transition form. ***By initialing the form, you agree that the form reflects the children you transitioned correctly. *** For ECSE staff, the bus attendance log will be used to verify the bus to classroom transition.

AM Take Home

1. Staff will complete the following steps:
 - a. Once all PM students are released to the classroom staff, the Driver and PSA/Aide will accept the AM students from the classroom. The classroom transition form will be done in conjunction with a verbal name-to-face roll call with the classroom staff as each student is released into bus ratio. The transportation staff member accepting the child into the bus ratio must initial the classroom staff's transition form. ***By initialing the form, you agree that the form reflects the children you transitioned (accepted) correctly. *** For ECSE staff, the bus attendance log will be used to verify the bus to classroom transition.
 - b. Before leaving the classroom/transition area, transportation staff will record the students on the bus attendance log.
 - c. The Driver and PSA/Aide will take all AM students to the bus with one transportation staff member walking in front of the line and one walking in the back of the line.
 - d. Once at the bus loading area, one transportation staff member will enter the bus first while the other remains outside assisting students on the bus. The bus

empty sign will be taken down at this time. A name-to-face roll call will be conducted as each child enters the bus using the bus attendance log.

- e. After the last child has entered the bus, the staff member who was outside will enter the bus and close the doors. He/she will assist in getting all children in their seats and buckled appropriately.
- f. The bus driver will complete a final student count and confirm it with the PSA/Aide to ensure that all AM students are accounted for on the bus before they start the bus.
- g. The transportation staff will follow the established take home route taking students to their appropriate drop off locations as outlined on the written route, documenting any changes as necessary.
- h. The PSA/Aide will sign each student out as they exit the bus, using the bus attendance log. Children may only be released to someone listed on their emergency card or for Head Start the HS-1520 form.

Bus Empty Procedure

- i. When the last student is dropped off, the PSA/Aide will do an empty bus check by following the 3-step process outlined in the AM pick up procedure 3e. (*Don't forget to post bus empty sign.)
- h. Upon their return to the bus garage/pre-determined parking location the driver will complete the 3-step empty bus procedures as outlined in the AM pick up procedure 3e.

PM Take Home

- 1. Staff will complete the following steps:
 - a. The Driver and PSA/Aide will accept the PM students from the classroom staff. The classroom transition form will be done in conjunction with a verbal name-to-face roll call with the classroom staff as each student is released into bus ratio. The transportation staff member accepting the children into the bus ratio must initial the classroom staff's transition form. ***By initialing the form, you agree that the form reflects the children you transitioned (accepted) correctly. *** For ECSE staff, the bus attendance log will be used to verify the bus to classroom transition.
 - b. Before leaving the classroom/transition area, transportation staff will record the children on the bus attendance log.
 - c. The Driver and PSA/Aide will take all PM students to the bus with one transportation staff member walking in front of the line and one walking in the back of the line. A classroom staff member will assist the transportation staff and students to the bus.
 - d. Once at the bus loading area, one transportation staff member will enter the bus first while the other remains outside assisting students on the bus. The bus empty sign will be taken down at this time. A name-to-face roll call will be conducted as each child enters the bus using the bus attendance log.

- e. After the last child has entered the bus, the staff member who was outside will enter the bus and close the doors. He/she will assist in getting all children in their seats and buckled appropriately.
- f. The bus driver will complete a final student count before they start the bus and confirm it with the PSA/Aide to ensure that all PM students are accounted for on the bus.
- g. The transportation staff will follow the established PM take home route taking students to their appropriate drop off locations as outlined on the written route, documenting any changes as necessary.
- h. The PSA/Aide will sign each student out as they exit the bus, using the bus attendance log. Children may only be released to someone listed on their emergency card or for Head Start the HS-1520 form.

Bus Empty Procedure

- i. When the last student is dropped off, the PSA/Aide will do a bus empty check by following the 3-step process outlined in the AM pick up procedure 3e.
(*Don't forget to post bus empty sign.)
- h. Upon their return to the bus garage/pre-determined overnight parking location the driver will complete the 3-step empty bus procedures as outlined in the AM pick up procedure 3e.

Bus Route Procedures and Requirements

MCISD ECSE/Head Start Route Procedures and Requirements

1. Written Bus Route
2. Emergency Cards
3. Driving the Route
4. Bus Stops (wait time, parent not home, types of stops, lighting systems)
5. Loading and Unloading
6. Railroad Crossings

Written Bus Route

Bus drivers are to have a current bus route on the bus being used for their route daily. They are also to supply the Transportation Coordinator with a copy to file. When changes are made within the route the driver is to immediately make the changes on the bus copy and then get an updated copy to the Transportation Coordinator within 3 working days.

The written bus route can be done on an electronic storage device and handed in or emailed to the Transportation Coordinator. The written route is to include the following:

1. Clear and legible detailed travel directions such as left, right, north, south, and landmarks if needed
2. Time needed to leave bus compound or parking location
3. Notations of any hazards to watch for during the route
4. Students name and address for each stop
5. Time given to parent/guardian for estimated time of pick up or drop off
6. Time for arrival at school and return time to bus compound or parking location

Emergency Cards or Head Start 1520 Form

Each bus is to have a clearly marked folder that contains the emergency cards and/or 1520 forms for each student riding the bus. The emergency forms are located in the Transportation Coordinator's office. Completed copies of emergency cards are to be made and given to the Transportation Coordinator to be filed in the office. The Head Start 1520 forms are handled by the FPS for your school location.

Driving the Route

The written route should be followed as closely as it can each and every day. You are to deviate only for an absent student, emergency, or as directed/approved by the Director of

Transportation or Transportation Coordinator. The bus is to be within 15 minutes of the designated stop or drop time given to the parent/guardian.

While in your route you should have a plan for the following items:

1. Where to shelter in the event of an emergency (tornado or inclement weather)
2. What roads you will need to avoid or show caution to during icy weather
3. Where to go if a railroad crossing is closed

Bus Stops

A bus stop for the MCISD ECSE or Head Start program is to meet or exceed the following requirements for a bus stop:

Types of Stops and Lighting Systems Required

The following information is to be used when determining whether a bus stop is an overhead red light stop, a hazard light stop, or a driveway bus stop. The driveway bus stop is not included in MCL 257.1855 but is something we use so I included the driveway stop procedures below the MCL 257.1855 listing.

MCL 257.1855 regulates school bus stops and associated procedures. The following list contains highlights of that statute.

- There are two types of school bus stops permitted in Michigan. They are defined as alternately flashing overhead red/amber light stops and hazard light stops.
- These two types can be further broken into a total of four types of stops.
 - Overhead flashing lights stops where pupils ARE required to cross the roadway.
 - Overhead flashing light stops where pupils ARE NOT required to cross the roadway.
 - Hazard light stops where the maximum allowable speed for the street is 45 mph.
 - Hazard light stops where there is no speed consideration.
- All overhead light stops require the bus to be clearly and continuously visible.
 - If the maximum allowable speed is 35, the bus must be clearly and continuously visible for a distance of at least 200 feet from the bus stop.
 - If the maximum allowable speed is over 35 then the clear and continuous distance requirement increases to at least 400 feet.
- At overhead light stops where pupils have to cross the roadway, the school bus MUST stop completely ON the roadway.

- At overhead light stops where pupils do not have to cross the roadway, the school bus may pull off the roadway as far as practicable.
- At overhead light stops where the stop is a combination of both types (pupils crossing and not crossing) the bus MUST stop completely ON the roadway.
- No school bus stops are allowed within 50 feet of any intersection controlled by a traffic signal.
- No school bus stops are allowed within 200 feet of any intersection without the approval of the school administration or transportation contractor.
- All hazard light stops require approval from the school administration or transportation contractor.
- Hazard light stops cannot be used where pupils are required to cross the roadway.
- The rules pertaining to clear and continuous visibility do not pertain to hazard light stops.
- Under the hazard light stop for situations where the speed limit is 45 mph or less, the term "allowing traffic to flow" means that traffic must have the ability to legally maneuver around the school bus which is stopped on the roadway.
 - In addition as it pertains to this type of stop, the phrase "pulled to the far right OF or OFF the roadway or private road" means that the bus may pull to the right and either remain completely ON the roadway or pull off the roadway.
- Under the hazard light stop for situations where the speed limit is over 45 mph, the phrase "leaving the normal traffic flow unobstructed" means that the bus must not stop where any portion of the bus is on the roadway and impedes traffic. Simply put, the bus must be completely OFF the roadway.

Driveway Bus Stop

A driveway bus stop should be used only if you can enter and turn around in a driveway so that you are exiting without having to back out or when you can back out on a road that is 35 miles an hour or less with clear visibility for 100 feet without crossing lanes (mainly done in subdivisions).

Anytime the criteria above are not met for a driveway stop it must be approved in writing by the director or coordinator of transportation. (734-242-5799 ext. 2670 or ext. 2671)

All yellow light and driveway stops must be documented on the "Hazards Light & Driveway" pick up/drop off form.

Issues at the Bus Stop or Drop Off

The written transportation agreement allows for two (2) minutes per stop. If the student is not headed to the bus at this point the driver may leave for the next stop, providing they are within the fifteen (15) minute window of the time given to the parent/guardian on the transportation agreement and the Transportation Coordinator or Director of Transportation

has been notified. Also, drivers need to take into account if this has been an issue in the past or if it is a first-time incident. All the ECSE students have some type of disability and may require that we be more patient with them.

We don't encourage calling into the house or beeping the bus horn, but you can use this as a "one time" solution for a family that doesn't normally run late. Again, we need to work with the parents to solve the problems whenever possible.

If a parent/guardian is not home for the drop off of their student, the following procedure must be followed:

Before anything is done, the transportation staff is to verify that the stop is within the guidelines of the "Transportation Agreement". The agreement guidelines state that a designated individual be available at the drop off location 15 minutes before or 15 minutes after the written drop off time given to the parent on the transportation agreement. Make certain that anytime your route changes each parent/guardian is given, in writing, a new pick up and drop off time. This will eliminate confusion.

If the agreement guidelines are met, then the bus shall wait the 2-minute designated wait time and then continue on with the route. The following procedure should then be done:

1. The bus aide is to call the Transportation Coordinator or Director of Transportation to inform them of the incident.
2. The bus aide is to call the contact numbers on the transportation card and attempt to contact the parent/guardian periodically during the bus route.
3. If contact is made with a designated drop off individual, then the student is to be dropped off after the last regularly scheduled student drop off.
4. If contact is not made with a designated drop off individual, then the student is to be brought back to the following locations after the last regularly scheduled drop off:
 - A. If the student is an AM student, then he/she is to be brought back to his/her classroom. **For Head Start Only:** If the student is in a 3:15 pm classroom, you will bring the student into the classroom and disinfect your bus. If the classroom is unable to contact someone on the HS-1520 form to transport the student home, you will load the student on the bus to take home with the 4:45 pm take home students. You will continue to call contacts for the student throughout the route. If contact is made, you will drop the student at the end of the 4:45 pm take home route. If you haven't made contact with someone by the end of the 4:45 pm route, you will follow directives in section 4B below.
 - B. If the student is a PM student or in a 4:45 pm classroom, then he/she is to be brought back to the ISD campus and it is the responsibility of the bus driver and bus aide to stay with the student and continue to call the contact numbers until the director of the ECSE, Head Start, Transportation, or the

Transportation Coordinator comes to relieve you. “Off Campus” buses will drop the student off to a designated ISD individual to wait with the student and then return to their bus garage location. Any time worked after the designated route end time will need to be indicated on the “extra” time sheet.

- C. In all situations where a parent is not home for the drop off of their child, you are to fill out a “Late Pick Up” form. A copy is to be given to the transportation coordinator and the HPS (Head Start) or classroom teacher (ECSE). The “Late Pick Up” form is located in the transportation station area in the Administration Building.

It is imperative that you have all your parents/guardians fill out the transportation card to its fullest and that all times given on the “Transportation Agreement” are accurate at all times for us to be able to follow these procedures accurately. Please make certain that all parents/guardians are aware of this procedure.

If we have repeat issues with a parent/guardian not being home, then we will not go back after the run is complete. This procedure will be determined by the Transportation Coordinator or the Director of Transportation.

Loading/Unloading

The Bus Driver, Bus Aide/PSA, parent/guardian, classroom aides, and teacher are all involved with the loading and unloading of students. It takes the cooperation from all parties to ensure that the student is loaded and unloaded safely. The following are the general procedures that should take place at loading and unloading of a student:

Student Pick-Up (Home)

1. The parent/guardian is to walk with student to the bus loading doors and release the student to the bus aide/PSA.
2. Bus aide/PSA is to accept the child at the loading doors and assist the student to their seat on the bus and place the student in their safety restraint.
3. Bus driver will not move the bus until the bus aide/PSA completes the process of seating the student.

Student Drop-Off (Home)

1. After the bus has come to a complete and legal bus stop the bus aide/PSA will release the student from the safety restraint and assist them to the bus loading doors.
2. The bus aide/PSA will stay with the child until the parent/guardian is at the bus loading doors.

3. The parent/guardian is to accept the child from the bus aide/PSA at the bus loading doors. In the event that someone other than the parent/guardian is there to accept the student, they will need to be listed on the emergency card and will need to show some type of ID to you.
4. The bus will not continue on its route until the parent/guardian is a safe distance from the bus.

Student Drop-Off (School)

1. Bus driver and bus aide/PSA are to release the students from the safety restraint and keep students on the bus until classroom staff comes to the bus loading doors. (During the mid-day change over at the schools, the bus driver and bus aide/PSA will not wait for classroom assistance. They are to proceed to step 2.)
2. Bus driver and bus aide/PSA are to assist classroom staff in getting students into the school building in a safe and orderly fashion.

Student Pick-Up (School)

1. The classroom staff will bring the students to the bus loading doors. (During the mid-day change over the transportation staff will assist in the school to get students to the bus in a safe and orderly fashion.)
2. Bus driver and bus aide/PSA will receive the students at the bus loading doors.
3. Bus driver and bus aide/PSA will assist each other in placing all students in their safety restraint.
4. Bus aide/PSA will do a final check while bus driver is getting the bus ready to depart.
5. Bus driver will not continue until they are safe to do so.

Medication: Procedure for Transporting

We do not transport any type of medication, over the counter or prescription, without prior authorization from the ISD or Head Start Nurse. If you are approached by a parent/guardian, have them contact the nurse and do not transport the medicine. The following procedure is to be followed in order for you to transport the approved medicine:

1. The ISD or Head Start nurse will meet with the parent/guardian and complete and individualized health plan.
2. The parent/guardian must sign the individualized health plan to authorize the transport of the medicine.
3. The nurse will review the individualized health plan with the transportation staff once the authorization process is complete.
4. The approved medicine will be transported in the assigned bag and the bag transportation process will be followed by the transportation staff. The bag is process as follows:

- Medications will be placed in the medication bag by the Family Partnership Specialist and/or the Health Nutrition Coordinator.
- Medications will be kept in the locked bag in the student's backpack at all times while in transport. (Unless you need to administer.)
- The key will be kept in a separate compartment in the student's backpack. (The HNC will have a copy of all keys.)
- Medication is only to be administered following the individualized care plan instructions.
- If you administer any medication, it is to be reported to the HNC and proper documentation is to be completed.

If at any time you feel that there has been a breach in this procedure or there is an issue with the transportation of the medicine, you are to contact the transportation director or the transportation coordinator immediately.

General Procedures and Information

The following is general procedures and information related to the transportation department. If you have any questions/concerns related to these general procedures or information, please call the Director of Transportation or Coordinator for clarification.

Bus Maintenance

The following procedure is to be followed for all ECSE and Head Start bus drivers requesting maintenance to the bus.

1. The bus issue is to be reported to the Transportation Coordinator (ext. 2671) or the MCISD morning custodian (ext. 2675) immediately.
2. The Transportation Coordinator will instruct you on what to do with your bus.
3. A bus maintenance form is to be filled out and left on the driver's seat inside the bus. This form is to be filled out complete and accurate with as much information as needed to assist the mechanic in repairing the bus.
4. The bus driver is responsible for removing any items off their bus for use on a sub-bus.
5. The Transportation Coordinator will inform you of when you can move back to your regular bus.
6. The bus driver will be responsible for ensuring that the sub-bus they used has an ample amount of fuel and is cleaned properly for the next user.

In the event that the maintenance issue is a safety hazard and you can't continue in your route, you will need to indicate that to the Transportation Coordinator so they can arrange a bus to be brought to you. You will also need to follow the "Bus Break Down" procedure outlined in the Emergency Procedure section.

In some instances, you will be required to bring your bus to the contractor's location. You should be familiar with the location ahead of time. You will need to take precautions while at the contractor's site. These are working sites and may have work going on that will present a hazard. Be aware of your surroundings and take the necessary precautions. Also, be sure that you do a complete pre-trip on the sub-bus to ensure that it is in working order. If it is not, you will need to contact the Transportation Director or Maintenance Contractor to let them know.

Suspected Child Abuse or Neglect

The Michigan Child Protection Law requires certain people to report their suspicions of child abuse or neglect to Children's Protective Services at the Department of Human Services. As a school employee, you are a Mandated Reporter and are required to report immediately suspected child abuse or neglect to the Department of Human Services. The procedure for reporting child abuse or neglect is as follows:

1. Call Child Protective Services at 1-855-444-3911 and report when you suspect child abuse or neglect.
2. Any time you report witnessed or suspected child abuse and/or neglect you have to fill out and fax in the Department of Human Services reporting form (located in the Transportation Coordinators office) within 72 hours of your phone call. The fax numbers are 616-977-1154 or 616-977-1158 and it is also on the form.
3. Once a report is called into Child Protective Services then you will need to inform the Director of Transportation (ext. 2670), Transportation Coordinator (ext. 2671), and/or the Early Childhood Supervisor (ext. 8640)

EMPLOYEE INFORMATION

Monroe County ECSE and Head Start Bus Phone Guidelines

1. Phones are to be used for MCISD or Head Start business only. We continue to track the usage of each phone and no personal use will be allowed.
2. The driver and the bus aide/PSA will be responsible for the care and recharging of their assigned phones. MCISD housed drivers have an assigned area to recharge and store the phones. Out county drivers will be responsible for recharging and storing their phone. If at all possible, try to work out a charging location at the local bus garage.
3. If the driver or aide is absent it is their responsibility to get the phone to the bus. It is imperative that the bus phone is on the bus whenever it is in service.
4. All problems or repairs needed are to be reported to the coordinator or director immediately.
5. The only time a driver should be on the phone is when your bus is in “park”, otherwise, the bus aide/PSA should be handling all incoming and outgoing phone calls. If a driver is without a bus aide/PSA then let the phone go to voicemail and retrieve the messages when you are safely able to do so. **DO NOT** ever use the phone while the bus is in motion.
6. Personal cell phones and texting should not be in use on the bus at all. When you are working during your scheduled times, you are expected to have your full attention on your job and the safety of the students. These cell phones were put on the bus to help business communication and in emergency situations. Please do not abuse this tool. Failure to follow these guidelines will result in disciplinary action.

Voicemail Set Up

Each bus should have a voicemail set up for their bus. The greeting announcement on the cell phones needs to be updated whenever there is a change. Please follow the instructions below to update your greeting:

Press *86 send

Enter passcode (should be last four digits of cell number)

4 - Personal Options

3 - Greeting / recorded name

1 - personal greeting

3 – record personal greeting (see below)

*Re-record; 1 to replay; # when satisfied

3 – Greeting / recorded name

3 – change recorded name to bus number

Your greeting should be as follows:

Hello, you have reached (bus driver name) and (bus aide name) on bus (bus number here). We are unable to answer the phone at this time. Please leave a message after the tone and we will get back to you as soon as we can. Thank you.

Reporting Students Subtractions

As soon as a bus driver becomes aware that a student has dropped from his/her bus route she/he must immediately inform the Transportation Director or Coordinator. In order to clarify the MCISD expectations of this explanation, any time a student does not ride the bus in to school for three (3) days in a row and also did not call into the transportation hotline (ext. 4340), you are to inform the Director or Coordinator of Transportation so he/she can check on the students status in the classroom.

Also, anytime you are told by a parent, guardian, teacher, or staff member that a student on your bus has moved, is being brought in by their parent/guardian, or been removed from the program completely, you need to report it to me immediately. If the bus aide is the one that receives the information concerning the student removal it is expected to be reported as well.

Confidentiality and Staff/Parent Interaction

We are a service-oriented department and we need to make sure that we keep that in mind when communicating with parents and staff. All dealings with parents or staff should be in a pleasant, positive, and business-like manner. Also, keep in mind that confidentiality is of the utmost importance when it comes to our students. You should only relay information about students to the student's parent/guardian, or to a MCISD/Head Start employee that needs the information for educational purposes. Finally, do not give information to a parent/guardian that is not official or that you do not decide. Also, there have been several situations where a driver or aide/PSA has told the parent something about a route or a bus that was incorrect. Until you are given the information from the Director of Transportation, Transportation Coordinator, or Early Childhood supervisor the information is not official and should not be relayed to the parent.

Required Paperwork

At a minimum of every two weeks, bus drivers are required to turn in the following paperwork to the designated in box located in the Transportation Coordinators office:

1. Bi-weekly fuel receipts
2. Attendance logs
3. Pre-trip forms
4. Empty bus checklist
5. Morning car seat checklist
6. Student addition/subtraction form
7. Time Sheets

These forms are to be filled out accurately and complete. The bus aide/PSA is to make sure their paperwork is given to the bus driver before they do their check in.

Also at check in, the bus driver is to pick up their mail from their designated folder as well as their bus aides mail from their designated folder.

Transportation Employee Absence Procedure

For all absences, you must do the following:

1. Call the Transportation Hotline at 734-322-2677 and leave a message including name, route, report location, and report time at least 1.5 hours before your established report time.
2. Call the SFE system at 734-242-5356 at least 1.5 hours before your established report time and designate “no sub” required.
3. Fill out the “Employee Absence Report” form correctly and turn it into the transportation director or transportation coordinator as required for the type of absence you are planning on using.

TRANSPORTATION INFORMATION LINKS AND LOCATIONS

The following is the links and locations of information that will help you in your transportation position:

Beginning School Bus Driver Curriculum Student Manual: located in the Director of Transportation Office, Transportation Coordinator Office, and Bus Garage

The Pupil Transportation Act (Act 187): located in the Director of Transportation Office and the Transportation Coordinator Office

Michigan Department of Education (Pupil Transportation): www.michigan.gov/mde

Federal Motor Carrier Safety Regulations: www.fmcsa.dot.gov

National Highway Traffic and Safety Association (Pupil Transportation Safety): www.nhtsa.gov

Michigan Association for Pupil Transportation: www.mapt.org

School Transportation News: www.stnonline.com

Appendix

MCISD/Head Start Transportation Performance Observation Form

This form is to be used by the director of transportation, transportation coordinator, or a Head Start program director to evaluate the bus drivers performance related to safety requirements.

Name of Driver: _____ Date: _____ Weather: _____

Name of Bus Monitor: _____ Head Start Center: _____

Observations Made By: _____ Title: _____

Route Observed: _____ Number of Students on the Bus: _____

Performance Area	Observed (Y/N)	Comments	Satisfactory	Needs Improve- ment	Unsatisfactory
The student bus attendance log has been completed daily. The pre-trip, mid-day trip and post trip inspections were completed. The car seat/safety restraint safety inspection was completed. The empty bus checklist has been completed by the driver and PSA/volunteer. The following are posted on the bus: a. Current Insurance b. Emergency Procedures c. Daily Schedule with times.					

Performance Area	Observed (Y/N)	Comments	Satisfactory	Needs Improve- ment	Unsatisfactory
<p>The following are easily available and up to date:</p> <ul style="list-style-type: none"> a. Emergency cards (HS 1520 form) b. Detailed PU/DO times w/names c. Written bus route d. Bus aide job description <p>There is evidence that transportation information is shared at the center meetings for staff and parent meetings.</p> <p>Any child needing alternate seating such as Star Seat, Safety Harness, or other are indicated on written bus route.</p> <p>The bus driver removes the keys from the ignition whenever they leave their seat.</p> <p>The bus is clean, safe and organized.</p> <p>The bus driver uses the seat belt whenever the bus is in motion.</p> <p>The bus driver and PSA can show you how to use the following equipment:</p> <ul style="list-style-type: none"> a. Fire extinguisher b. Bi-directional triangles c. Emergency fuses d. First aid kit <p>The bus driver and PSA/volunteer are friendly with children and parent/guardian.</p>					

Performance Area	Observed (Y/N)	Comments	Satisfactory	Needs Improve- ment	Unsatisfactory
<p>The bus driver and PSA/volunteer use positive conversation with the students.</p> <p>The PU/DO at the center is organized and no student is left unattended.</p> <p>An adequate amount of time is allowed for the PU/DO of students.</p> <p>Students are on the bus an hour or less.</p> <p>The PSA/volunteer stays seated and uses a seat belt when the bus is in motion.</p> <p>The PSA/volunteer assists all students on and off the bus to ensure their safety.</p> <p>Appropriate discipline is used on the bus.</p> <p>An approved adult (PSA/volunteer or a bus driver) is present on the bus whenever a student is on board.</p> <p>Bus driver and PSA/volunteer can explain the emergency evacuation procedure.</p> <p>Bus driver and PSA/volunteer can explain the blood borne pathogen procedure.</p> <p>Bus driver and PSA/volunteer can tell you how many students are on board at any point in the route.</p> <p>Bus driver and PSA/volunteer can explain the student release procedure.</p>					

ACKNOWLEDGEMENT

It is important that you read the following information. Once you have done so, please sign at the bottom, detach this form from your Handbook and return to Human Resources.

My signature indicates that I have received, and I have read the ***Employee Procedures for ECSE & HS Transportation*** at the MCISD governing employment. I understand and agree that this Handbook does not constitute a contract of employment. I understand that the Employee Guide does not encompass all policies and procedures of the MCISD. I understand I can obtain any and all policies and guidelines from the Human Resources Department. Further, I understand that it is my responsibility to read and comply with the expectations set forth in this Handbook.

Printed Name

Position

Department

Signature

Date

PLACE IN PERSONNEL FILE

EVACUATION DRILL FORM



MCISD Transportation Department
1101 S. Raisinville Rd. Monroe, MI 48161
(734) 322-2670 or (734) 322-2671

MCISD Transportation Department/Evacuation Drills

Total of (3) times a year with each student run AM & PM

4. Front Door (Orange card – within Oct., Nov. or Dec.)
5. Back Door (Blue card – within Jan., Feb., or Mar.)
6. Combined (Green card – within April, May or June)

Call or leave message before performing the drills.

Director (734) 322-2670 or **Coordinator** (734) 322-2671

Drop off card to Transportation Coordinator's Office

1 Drill Oct., Nov., & Dec

Run: AM

Date: _____

Amount of time to evacuate: _____

Number of Students: _____

Bus #: _____

Signature: _____

Run: PM

Date: _____

Amount of time to evacuate: _____

Number of Students: _____

Bus #: _____

Signature: _____

2 Drill January, February, & March

Run: AM

Date: _____

Amount of time to evacuate: _____

Number of Students: _____

Bus #: _____

Signature: _____

Run: AM

Date: _____

Amount of time to evacuate: _____

Number of Students: _____

Bus #: _____

Signature: _____

3 Drill April, May & June

Run: AM

Date: _____

Amount of time to evacuate: _____

Number of Students: _____

Bus #: _____

Signature: _____

Run: AM

Date: _____

Amount of time to evacuate: _____

Number of Students: _____

Bus #: _____

Signature: _____