

OPERATIONS MANUAL

Virginia Beach City Public Schools
Office of Transportation Services
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Virginia Beach, Virginia 23454

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Compiled by Transportation Services
Department of School Division Services

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Our Mission:
To provide safe, efficient, reliable and courteous transportation
in support of the educational process.



Table of Contents

Section A: Employment and Employee Responsibilities

- A-1 Physical Qualifications for School Bus Drivers
- A-2 Driving Records for Applicants for School Bus Driver
- A-3 Driving Records for Current School Bus Drivers
- A-4 Background Checks
- A-5 Personal Habits and Dress
- A-6 School Bus Driver Training
- A-7 School Bus Assistant Training
- A-8 Remedial Training (Awareness Class)
- A-9 Driver and Assistant Relationship to Other Employees
- A-10 Calling in for Absences
- A-11 Absences and Substitutes
- A-12 Covering Other Drivers' Runs
- A-13 Re-Hiring a Previous Employee
- A-14 Drug and Alcohol Testing
- A-15 Prescription Drugs
- A-16 Obligation to Report Suspected Drug or Alcohol Abuse
- A-17 Doctor's Note (Return to Duty)
- A-18 Evaluation Procedure
- A-19 Citizen Concerns
- A-20 Driver Observations
- A-21 Assignment of Drivers to Routes
- A-22 Procedure for Contracting Substitute Drivers and Assistants
- A-23 Pay Calculations for Bus Drivers and Assistants
- A-24 Report Forms (Principals, Pre-Trip, Pedestrian Safety, Repetitive Field Trip, etc.)
- A-25 Annual State Report
- A-26 Time and Mileage Report
- A-27 Intent Form
- A-28 Retention and Disposition of Paperwork
- A-29 Assignment of School Buses (New, Spare)
- A-30 School Closings

Section B: The School Bus and its Operation

- B-1 Fueling the School Bus
- B-2 Cleaning the School Bus
- B-3 Parking the School Bus
- B-4 Returning a School Bus
- B-5 Ignition Key and Fuel Card
- B-6 Fuel Conservation
- B-7 The Two-Way Radio
- B-8 Cell Phones
- B-9 Personal Equipment
- B-10 Video Cameras
- B-11 School Bus Lights
- B-12 Speed Limits for School Buses
- B-13 Railroad Crossings
- B-14 Backing the School Bus
- B-15 Seatbelts
- B-16 Authorized Passengers

- B-17 Ridership
- B-18 Passenger Entry Door
- B-19 Stopping the School Bus
- B-20 Following Distance for a School Bus
- B-21 Safety Patrols
- B-22 Driving on School Grounds
- B-23 Proper Lane Selection
- B-24 A School Bus Passing Another School Bus
- B-25 Pupil Stops
- B-26 Traffic Warning Lights
- B-27 Bus Stop Locations
- B-28 Bus Stop Change Procedure
- B-29 Bus Routes
- B-30 Non-Transportation Zones
- B-31 Route Sheets
- B-32 Summer School Routes
- B-33 Use of the School Bus
- B-34 Decorating the School Bus
- B-35 Field Trips
- B-36 School Bus Stop Laws
- B-37 Right Turn on Red and U-Turns
- B-38 Arrival and Dismissal Times at Schools
- B-39 Driver/Assistant Appreciation Day
- B-40 HOV Lanes
- B-41 Unloading Pre-School, Mid-Day Kindergarten, Special Needs Students
- B-42 School-Based Transportation Assistants
- B-43 Activity Buses Assigned to Schools
- B-44 Secondary School Activity Runs
- B-45 Items Left on School Bus

Section C: Safety Procedures

- C-1 Pre-Trip Inspection
- C-2 Post-Trip Inspection
- C-3 Maintenance of the School Bus
- C-4 Vehicular Crashes
- C-5 Insurance
- C-6 Emergency Evacuation Drills
- C-7 Reporting Crashes
- C-8 School Bus Safety Week
- C-9 Safe Driving Awards
- C-10 Crash Review Board
- C-11 Break Downs
- C-12 Illness or Injury of Passenger
- C-13 Emergency Vehicles
- C-14 Vandalism
- C-15 Tornado
- C-16 Student Altercations
- C-17 Extreme Weather Condition
- C-18 Transporting Students with Oxygen

Section D: Student Conduct

D-1 Student Conduct and Discipline
D-2 Code of Student Conduct

Section E: Related School Board Policies

E-1 Bylaws
E-2 Administration
E-3 Business and Non-instructional Operations
E-4 Personnel
E-5 Students
E-6 Instruction
E-7 Community relations

Section F: Driving Fundamentals

Starting the Bus
Starting Out and Acceleration
Stopping a Bus with a Manual Transmission
Steering
Right Turns
Left Turns
Parking the Bus
Starting on a Hill
Stopping on a Hill
Position on the Roadway
Entering the Flow of Traffic
Intersections
Overtaking and Passing
Being Overtaken or Pass

Section G: Driving in Emergencies

Skidding
Skid Recovery
Blowout: Front Tire
Blowout: Back Tire
Brake Loss or Failure
Brake Loss with Hydraulic Brakes
Brake Loss with Air Brakes
Loss of Engine Power
Obstruction in Path of Bus
Run Off the Pavement
Windshield Wipers Fail
Headlights Fail
Stuck Accelerator Pedal
Hood Flies Up
Reminders about the Use of Brakes

Section H: Driving Under Special Conditions

Driving on Rural Highways
Urban Driving

Night Driving
Adverse Weather and Road Conditions
Driving on Ice and Snow
Driving in Rain
Driving in Fog
Driving in High Winds
Entering an Expressway
How to Drive on an Expressway
Emergencies on an Expressway
Exiting an Expressway

Section I: First Aid

General Directions
In an Emergency
Abdominal Pain
Bleeding
Broken Bones
Convulsions
Choking
Cuts, Abrasions, Lacerations
Ears
Eye Problems
Head Injuries
Insect Stings
Loss of Consciousness
Lack of Breathing
Nose Bleed
Resuscitation Technique
Spine Injury
Sprains and Strains
Teeth Problems
Vomiting
Checklist for Students with Life-threatening Allergies
Fact Sheet Life-threatening Allergy Reaction

Section J: Organization of Transportation Services

Organizational Chart
General Education: School Assignments
City Wide Programs: Program Assignments
Inclement Weather Responsibilities

Section A: Employment and Employee Responsibilities

A-1 Physical Qualifications for School Bus Drivers

A-1.1 Physical Requirements

No persons shall drive a school bus unless they are physically qualified to do so and have submitted a ***School Bus Driver's Application For Physician's Certificate*** (Form EB.001 revised 9-12) signed and dated by the applicant and the doctor for the applicable employment period. This form is required under the provisions of Section 22.1-178 of the Code of Virginia and Regulations of the Virginia Board of Education.

A-1.2 Physician's Certificate

All school bus drivers must furnish annually, a certificate signed and dated by a licensed physician stating that the applicant is, from the observation of the physician, mentally and physically capable of driving a school bus. Physicals are valid for one year from the date of the physical. This physical is required of new drivers upon receipt of the Commercial Drivers License and before Phase II of behind-the-wheel training. The cost of this physical will be paid by Transportation Services if administered by a doctor approved by the school system. Also, every new school bus driver must submit a certificate signed and dated by a licensed physician/Health Department stating that the driver appears free of communicable tuberculosis.

Medical Card Not Required

An employee is not required to carry a medical card if the driver operates vehicles:

- a. employed solely in transporting school children, and/or school personnel, from home to school and school to home. (This does not apply to drivers employed by private bus companies contracted to transport children by a public school system.);
- b. owned and operated by the United States, Commonwealth of Virginia, or any municipality or county.

An employee who carries a hazardous material endorsement must carry a medical card.

A-1.3 Prescription Drugs

Drivers should make sure that their physician is aware that they are a school bus driver when prescribing medication. The drivers must be certain that the medication will not negatively affect their ability to safely operate the school bus. All medications should be listed on the annual physical report. The drivers must notify their supervisor in Transportation Services immediately if they begin to take new or additional prescription drugs and provide a written notice from the prescribing doctor that it will not negatively affect their ability to safely operate the school bus.

A-1.4 Clearance Procedure

All drivers submit the signed Physician's Certificate to the Training Supervisor or his/her designee in the Transportation Office. This staff member reviews each form and forwards any form that indicates a "red flag" to the appropriate supervisor of Transportation Services. Any

physician's certificate for a school bus driver applicant containing other than an unqualified approval must be personally reviewed with the submitting physician by that supervisor.

A-1.5 Age Requirement

All applicants must be at least 21 years of age before the first day of transporting students.

A-2 Driving Records for Applicants for School Bus Driver

A-2.1 Driving Record from the Virginia Department of Motor Vehicles

Virginia law mandates that an applicant for a bus driver position must furnish a statement or copy of records from the Department of Motor Vehicles showing that within the preceding five years, the person has not been:

- a. convicted of driving under the influence of alcohol or drugs;
- b. convicted of a felony;
- c. convicted of reckless driving (local policy)
- d. assigned to any alcohol safety action program or driver alcohol rehabilitation program pursuant to Va. Code §18.2-271.1.

A-2.2 One-Year Restrictions

A person may not drive a school bus if within the ***preceding 12 months*** the person has been:

- a. convicted of two or more moving traffic violations in any vehicle; or
- b. required to attend a driver improvement clinic by the Commissioner of the Division of Motor Vehicles pursuant to Va. Code §46.2-498.

The Division has its own policies regarding situations that will disqualify an applicant from being considered for employment. See, for example, Policy 4-2, "Employee Conduct." Among other things, Policy 4-2 states that an applicant who has been convicted of a felony will not be considered for employment, regardless of how many years ago the conviction occurred.

A-2.3 DMV Transcripts and Driving Eligibility

Minus 4 (-4) demerits on an applicant's transcript is unacceptable for employment as a school bus driver. A driver cannot continue to drive a school bus until their demerit points are within an acceptable range, minus three (-3) or higher. There are outside Driver Improvement Clinic's that if attended can improve demerit points. The applicant must prove successful completion of the course by submitting an updated DMV transcript reflecting the positive points.

Exclusions from this option would be convictions for DUI, major reckless driving, or a series of convictions that reflect a pattern as an unsafe driver

A-2.4 Prior Driving Experience

To be eligible to drive a school bus, the applicant must have a minimum of five (5) years experience driving any motor vehicle.

A-2.5 Out-of-State Applicants

Applicants who are new to Virginia must present out-of-state driving transcripts for review. If an applicant holds a CDL, then the Virginia DMV already provides information for the past seven years, or as long as the applicant has held a CDL.

A-3 Driving Records for Current School Bus Drivers

A-3.1 Review of DMV Transcript Driving Records

At least monthly, a Coordinator of Transportation or his/her designee will review the DMV transcripts for all personnel who possess a CDL. The Coordinator or his/her designee is responsible for reviewing all such records and determining the eligibility of each vehicle operator that requires a CDL for employment. Throughout the remainder of the year, DMV will send to the Coordinator or his/her designee, driving transcripts for all school bus operators who have any convictions, suspensions, or any other changes to their driving record.

A-3.2 Loss of Eligibility

School bus drivers will lose their eligibility to drive a school bus if they are:

- a. convicted of a charge of driving under the influence of intoxicating liquors or drugs;
- b. convicted of a felony;
- c. assigned to any alcohol safety action program;
- d. assigned to a driver alcohol rehabilitation program;
- e. required to attend a driver improvement clinic by the Commissioner of the Division of Motor Vehicles;
- f. convicted of a **reckless driving** violation (resulting in four or more demerit points); or
- g. within the **preceding 12 months** has been convicted of two or more moving traffic violations in any vehicle.

A driver who has one conviction for a moving violation, and receives a citation for a second offense within 12 months of the first conviction may continue to perform his/her driving duties until judgment on the court date. If convicted, the driver will be recommended for dismissal. A driver convicted of a DUI or reckless driving charge will be recommended for dismissal.

A-3.3 DMV Transcripts and Driving Eligibility

To remain eligible to operate a school bus, a driver must meet the criteria established above. A remedial training class, entitled, 3-D Driving will be mandatory for school bus drivers convicted of a moving violation in either a school bus or their personal vehicle. This class is designed to save your job! Two moving violation convictions within a 12 month period will result in the suspension of bus driving privileges. When one of these convictions is beyond the 12 months the driver can be re-instated. Drivers can also be assigned to this class upon the recommendation of their supervisor.

A minus four (-4) demerits points on a drivers transcript is unacceptable for employment as a school bus driver. A driver cannot continue to drive a school bus until their demerit points are within acceptable standards, minus 3 or less.

There are outside Driver Improvement Clinic's that if attended, can improve demerit points. When proof of completion is provided the driver can continue to drive as long as the demerit points are acceptable.

Exclusions from this option would be convictions for DUI, reckless driving, or a series of convictions that reflect a pattern as an unsafe driver.

At the Director of Transportation's discretion, drivers who accumulate unsatisfactory driving records may be transferred to a bus assistant position if a position exists.

When the Transportation Staff learns of an out-of-city violation resulting in a crash, they will attempt to obtain the crash report.

A-3.4 Out-of-State Employees

The Commercial Drivers License regulations require the holder to obtain a CDL in the state of residence. The Transportation Staff requires that drivers will submit North Carolina DMV reports in July of each year.

A-3.5 Reporting Citations

If a school bus driver receives a traffic citation in a school bus or personal vehicle, he/she must notify the appropriate supervisor immediately. If the school bus driver is cited for **any reckless driving** offense, he/she must notify the Superintendent of Schools no later than the next working day following the citation. See School Board Policy 4-5 Criminal Charges Filed against Employee: Notification of Superintendent and School Board. Also, see School Board Regulation 3.80.3.

A-3.6 PhotoSafe Violations

When a School Bus is identified in a PHOTOSafe violation, a Virginia Beach City Police Department representative will notify the Office of Transportation Services.

The Transportation Crash Review Board will review PHOTOSafe violations in the same manner as any other transportation incident that comes before it for review.

The Transportation Crash Review Board shall review the matter using current procedures similar to other events brought to its attention as outlined in SB Reg 3-80.23
The identified School Bus driver of the vehicle will be responsible for the monetary fine and costs related to the PHOTOSafe violation and the employee will provide his/her department Director or principal the appropriate documentation of payment, such as canceled check, money order.

Violators will also be subject to the following discipline:

1. A letter of caution will be given the driver as in all cases of a first offense.
2. A Letter of reprimand and assignment to the 3-D class on second offense.
3. Recommendation for termination on third offense in 12 month period. If the third citation is outside that time frame, the supervisor and the coordinator will decide if a safety pattern exists and the disciplinary action to be taken.

A-4 Background Checks

A-4.1 Background Checks for School Bus Drivers and Assistants

All applicants for a school bus driver or assistant position must submit to a criminal background check. The fingerprints are sent to the (FBI, State and Local Police) and

after completing the necessary paperwork Child Protective Services. The fingerprinting will be done during Orientation.

A-4.2 Payment for Background Checks

There will be no charge to the trainee for background checks except for those states that require a charge. This is discussed during Orientation.

A-4.3 Character Reference

Applicants must furnish, as a requirement of state code, a statement (*Morals Statement*) signed by two reputable persons verifying that the driver is of good moral character.

A-5 Personal Habits and Dress

A-5.1 Attire

Bus drivers work in an environment different from the general office environment. The nature of work performed by bus drivers mandates that attire be practical, comfortable, and safe. Employees of the transportation office have an obligation to comply with these standards, which are based upon the need to provide and promote a safe, clean, positive image of VBCPS.

School bus drivers and assistants must be readily identifiable as the employee, not the student. In order to accomplish this, the driver must dress in a professional manner designed to instill a degree of respect. The driver cannot expect to receive the appropriate level of respect from the students and maintain good discipline unless appropriately attired.

Inappropriate attire is defined as, but not limited to:

- clothing which depicts, promotes or advertises alcohol, tobacco or illegal substances;
- clothing which depicts lewd graphics, displays offensive, obscene or other language that is inappropriate for the school setting;
- clothing with patches or holes;
- halter and midriff tops;
- shorts that are more than 2 inches above the knee;
- skirts that are shorter than knee length;
- see-through or mesh clothing;
- ragged, torn or dirty clothing; and
- clothes that interferes with the operation of the school bus or any other equipment.

Both the bus driver and assistant must wear low-heeled, nonskid shoes. The best driving shoe is one that has a flat sole, covers the entire foot, and fastens securely. The shoe selection could affect your ability to perform in a safe manner during an emergency situation. The following footwear is not acceptable: platform, wooden-soled sandals, shoes with open toes or loose backs, and flip-flops.

Tattoos, permanent markings, and temporary markings with inappropriate text or images must be covered while on school property or conducting School Board business. Inappropriate text

or images include references to alcohol, tobacco, or illegal substances, or contain offensive or obscene images or language.

Drivers must set an example by exhibiting proper personal hygiene, including but not limited to clean clothes, clean hands and fingernails, and no offensive odors.

Drivers and assistants are required to wear the appropriate identification badge visible at all times while on School Board property and while conducting School Board business.

A-5.2 Personal Habits

The School Bus Driver and Assistant shall refrain from using alcohol while on duty, using prohibited drugs at all times; smoking at all times on the school bus and school board property; and refrain from using profanity while on duty.

A-6 School Bus Driver Application/Training

A-6.1 In-Service Training

School bus drivers are required to attend one designated in-service training session per semester. Failure to attend these meetings results in the loss of a personal reasons leave day or sick leave day and attendance at a make-up meeting within that semester is required.

Drivers are required to attend all general meetings unless specifically excused by the Director of Transportation. General meetings are called on an "as required" basis.

A-6.2 Virginia Code

No person shall drive any school bus upon a roadway in the Commonwealth unless such person has had a reasonable amount of experience in driving motor vehicles, and shall have satisfactorily passed a special examination indicating the ability to operate a school bus without endangering the safety of passengers and persons using the highway. The Division of Motor Vehicles is required to adopt such rules and regulations as may be necessary to provide for the examination of persons desiring to qualify to drive such buses in this Commonwealth and for the granting of permits to qualified applicants.

No person shall operate a school bus transporting pupils unless the person shall have received classroom, demonstration, and behind-the-wheel instruction in accordance with the minimum provisions of the "*Virginia School Bus Driver Training Curriculum Guide*."

A record of the trainee's completion of the training and subsequent approval to operate a school bus will be maintained by Transportation Services.

A-6.3 School Bus Driver Application/Training Program

A-6.3a Application

All applications for employment with Virginia Beach City Public Schools (VBCPS) are submitted **online**. Applications for employment can be submitted from any computer with Internet access (including a computer at your public library).

For assistance with the online application contact the Department of Human Resources department at 757.263.1133 (Monday – Friday, 8:00 a.m. – 5:00 p.m.; email **onlineemploymentapplication@vbschools.com**; TDD 757.263.1240).

Applications are processed by the Department of Human Resources.

An email acknowledging receipt of your application will be sent to you.

A Human Resources administrator, principal, or a hiring manager may contact you for an interview.

If you are interested in employment as a **substitute**, please follow the directions in the **substitute guidelines**.

Along with the application, the applicant must furnish current DMV Transcript (less than one week old).

A-6.3b Classroom Training

Trainees must attend classroom training for a minimum of 24 hours over a five-day period. Training classes should be held frequently enough to maintain a maximum ratio of 12 students per class.

A-6.3c Written Examinations for the Commercial Driver's License

Trainees are expected to report to the Division of Motor Vehicles the day after class is completed to take the four written exams. The four examinations are General Knowledge, School Bus, Transporting Passengers, and Air Brakes.

A-6.3d CDL Instruction Permit

When trainees pass the written exams, they must obtain this permit from the DMV. Cost to each trainee is at their own expense. The trainee must present this permit to his/her instructor before beginning Behind-the-Wheel Training.

A-6.3e Background Check

Trainees must submit to both a criminal and Child Protective Services background check. This is done during the classroom training session.

A-6.3f Pre-employment Drug Screening

Trainees must submit to pre-employment drug screening during the classroom training session. See A-14 for details on the Drug and Alcohol Testing Program.

A-6.3g Behind-the-Wheel Training, Phase One

Trainees are assigned to a State Certified Behind the Wheel Trainer for the first 14 hours of training on an empty school bus. The Training Supervisor or his/her designee is responsible for assigning trainees to the Trainer.

A-6.3h Driving Test for the CDL

Trainees will report to the Transportation Office to take two Skill Tests: Pre-Trip Inspection and Driving Ability. Transportation Staff members who have been certified as Third Party Examiners by DMV administer these examinations.

A-6.3i CDL License

When trainees pass the Driving Tests, they may obtain a Commercial Driver's License from the DMV.

A-6.3j Training Paperwork to be Submitted

Before trainees can begin Phase Two of Behind-the-Wheel Training, they must submit the following forms: Physical Examination results, Morals Statement, TB Test results, Photocopy of CDL. Note: Any physician's certificate for a school bus driver applicant containing other than an unqualified approval must be reviewed by the Director of Transportation Services or his/her designee.

A-6.3k Behind-the Wheel Training, Phase Two (Round Trips)

Trainees complete the second ten hours of training while assigned to a Behind the Wheel Trainer transporting students.

A-6.3l Completion of Training

When all of the above steps have been completed, the Training Progress Sheet has been submitted, and the Human Resource Office has provided clearance, trainees may begin to work as a substitute driver. After twelve pay periods as a substitute, a qualification stipend will be submitted to Human Resources.

A-7 School Bus Assistant Application/Training

A-7.1 In-Service Training

Contracted driver assistants are required to attend one designated in-service training session per semester. Failure to attend these meetings results in the loss of a personal reasons leave day or sick leave day.

Assistants are required to attend all general meetings unless specifically excused by the Director of Transportation. General meetings are called on an "as required" basis.

A-7.2 School Bus Assistant Application/Training Program

A-7.2a Application

All applications for employment with Virginia Beach City Public Schools (VBCPS) are submitted **online**. Applications for employment can be submitted from any computer with Internet access (including a computer at your public library).

For assistance with the online application contact the Department of Human Resources department at 757.263.1133 (Monday – Friday, 8:00 a.m. – 5:00 p.m.; email onlineemploymentapplication@vbschools.com; TDD 757.263.1240.

Applications are processed by the Department of Human Resources. An email acknowledging receipt of your application will be sent to you. A Human Resources administrator, principal, or a hiring manager may contact you for an interview. If you are interested in employment as a **substitute**, please follow the directions in the **substitute guidelines**.

A-7.2b Classroom Training

Trainees must attend classroom training for a minimum of 5 hours.

A-7.3c Background Check

Trainees must submit to both a criminal and Child Protective Services background check. This is scheduled during Orientation or classroom training. See A-4.

A-7.3d Assistant Practical Experience

After the assistant trainee has completed the 5 hour classroom instruction, the assistant will attend another 8 hours of training on a special needs bus with a Behind the Wheel Trainer.

A-7.3e Completion of Training

When all of the above steps have been completed, the Training Progress Sheet has been submitted, and the Human Resource Office has provided clearance, trainees may begin to work as a substitute assistant.

A-8 Remedial Training

A-8.1 Driver Awareness Training

A remedial training class, entitled Driver Awareness Training, is mandatory for school bus drivers charged with their first preventable crash. Drivers charged with a second preventable crash within three years of the first preventable crash will be assigned a 1 to 2 hour Behind-the Wheel training period and their Area Supervisor notified. The two-hour training period will cover topics such as common driving errors, defensive driving techniques, and awareness of surroundings.

The Training Supervisor, will assign drivers to the training session throughout the school year.

A third preventable crash within three years of the first preventable crash could be cause for dismissal. The Director of Transportation, Coordinator and Area Supervisor will make this determination.

A-8.2 3-D Driving

A remedial training class, entitled, 3-D Driving will be mandatory for school bus drivers

convicted of a moving violation in either a school bus or their personal vehicle. The drivers can also be assigned to this class upon the recommendation of their supervisor.

The two-hour class covers topics such as common driving errors, defensive driving techniques, and awareness of surroundings. The goal of the training is to provide information and experience to these drivers so that they may avoid a second conviction within a 12 month period, which will result in the termination of their driving privileges.

A-9 Driver and Assistant Relationship to Other Employees

A-9.1 Obligations of School Bus Drivers and Assistants

The bus driver and assistant do not work independently. Every school division employee must abide by the policies of the School Board. The driver and assistant must understand his/her obligation to the Superintendent, Principals, Transportation Staff, and Fellow Drivers.

The driver and assistant also have a definite responsibility to the parents whose children ride our buses and to the motoring public who share the road. Success in this work will result, to a large extent, from the employee's recognition of his responsibility apart from the mere act of bus operation. The quality of work will help mold the attitude of the public toward the school division as a whole, and toward pupil transportation in particular.

The driver and assistant on the school bus shall be under the general direction and control of the Superintendent and School Board and/or the Director of Transportation and shall also be accountable to the Principal of the school to which transportation is provided.

A-9.2 The Driver's and Assistant's Responsibilities to the School Board

The School Bus Driver and Assistant must:

- a. understand and honor conditions of employment,
- b. take maximum precautions for safety of pupils placed in his/her care,
- c. take good care of equipment and report any maintenance problems immediately to the bus garage employees,
- d. understand and support school policy,
- e. observe all regulations relating to routing, schedules, proper loading and unloading procedures as well as complying with all applicable laws governing the safe operation of a school bus, and
- f. use the school bus for authorized business only.

A-9.3 The Driver's and Assistant's Responsibilities to the Superintendent

The School Bus Driver and Assistant must recognize and respect the Superintendent's authority as chief administrator of the school division.

A-9.4 The Driver's and Assistant's Responsibilities to the Director and Supervisor's of Transportation

The School Bus Driver and Assistant must:

- a. recognize the Director's/Supervisor's authority in matters pertaining to the transportation of pupils,

- b. comply with requests and policies,
- c. conduct himself prudently, both in personal dealings with students, parents, teachers and principals, as well as when operating the school bus,
- d. make detailed reports when requested,
- e. attend meetings, conferences, and training courses upon request,
- f. report all crashes or incidents
- g. ensure that only authorized personnel ride the school bus, and
- h. promote good morale.

A-9.5 The Driver's and Assistant's Responsibilities to Parents

The School Bus Driver and Assistant must:

- a. be on time at pupil stops (within 5 minutes either way),
- b. insist on good pupil conduct without allowing or showing favoritism or partiality,
- c. be courteous, and
- d. be cooperative.

A-9.6 The Driver's and Assistant's Responsibilities to Students

The School Bus Driver and Assistant must:

- a. be fair, impartial and consistent,
- b. be considerate,
- c. provide a clean and safe environment and consistently enforce established rules, and
- d. set a good example.

A-9.7 The Driver's and Assistant's Responsibilities to the Principal

The School Bus Driver and Assistant must:

- a. submit all paperwork when due,
- b. be considerate, and
- c. recognize and respect the Principal's authority as chief administrator of the school.

A-9.8 The Driver's Responsibilities to Substitute Drivers

The School Bus Driver must:

- a. provide up-to-date route sheets and schedules, including "left and right" directions,
- b. inform substitute where to find the bus,
- c. inform substitute where to park the bus at schools,
- d. inform substitute where and when to fuel the bus,
- e. give names of students who may assist the substitute, and
- f. provide access to the keys for the school bus

A-10 Calling in for Absences

A-10.1 General Procedures

Drivers and assistants must contact a member of the Transportation Office in order to request any type of leave. No voice mail messages will be honored. The driver or assistant must be very clear about the type of leave requested, because it cannot be changed at a later date.

A-10.2 Morning Routes

All school bus drivers and assistants must call the Dispatcher at 5:00 AM in order to request sick leave. Exceptions may be made in emergency situations.

A-10.3 Afternoon Routes

All school bus drivers and assistants must call the Dispatcher by 12:30 PM in order to request sick leave. Exceptions may be made in emergency situations.

A-10.4 Auxiliary Routes

These routes include activity, kindergarten, tutoring, and other similar routes. All school bus drivers and assistants must call the Dispatcher at least 90 minutes prior to the route in order to request sick leave. Exceptions may be made in emergency situations.

A-11 Absences and Substitutes

A-11.1 Employee Responsibility

School bus drivers and assistants are responsible for notifying the dispatchers at Transportation Services at the earliest practical time when they are to be absent (See Section A-10). Such notification shall include a description of the driver's assignments, the reason for the absence, and the length of time involved, if known.

A-11.2 Personal Leave Request

The "*Personal Leave Request*" form must be filed with Transportation Services not less than two work days prior to the date for which personal leave is requested. In case of emergency, the two-day notification may be waived by Transportation Services.

A-11.3 Limitations on Personal Leave Requests

Requests for personal leave during the first 10 days or the last 10 days of the school term or the day before or after a holiday period that have the approval of Transportation Services must be submitted to the Human Resources Office for approval. A letter explaining the reason for leave during this period must accompany such requests.

The Director of Transportation Services may limit the number of employees requesting personal leave depending on the availability of substitute drivers.

- A. The minimum amount of leave to be approved for school bus drivers and assistants is one hour. Thereafter, leave may be used in one-half hour increments.

The Director of Transportation Services and the Human Resources office must approve absences beyond five days, for reasons not covered by sick leave.

Employees cannot change, after the fact, personal leave to sick leave, or vice versa.

The authority to *disapprove* personal leave requests will be handled by a supervisor, rather than a dispatcher. The dispatchers can still *approve* leave up to the daily quota. If a driver is hand-delivering the request after the quota has been met, the dispatchers will instruct the driver to take the request form to a supervisor. If the leave request was delivered, the dispatcher will

forward the request to the appropriate supervisor. If the appropriate supervisor is unavailable, the coordinator or another supervisor will review the request. Supervisors will weigh the merits of each request on an individual basis and have the authority to approve personal leave in excess of the daily quota. A driver can appeal denial of personal leave first, through a coordinator and subsequently, the director of transportation.

A-11.4 Assignment of Substitute Drivers and Assistants

Transportation Services will assign all substitute drivers and assistants to the runs of contracted drivers and assistants who are absent. Under no circumstances will a school bus driver make arrangements for a substitute driver or make arrangements with other drivers to cover runs without the approval of Transportation Services.

A-12 Covering Other Drivers' Runs

A-12.1 Expectations

Since the primary responsibility in our profession is to transport students to and from school, school bus drivers are expected to assist the dispatcher and school personnel in the coverage of routes of absent drivers. Drivers are required to monitor the two-way radio at all times while on duty.

A-12.2 Stand-By Status

1. It is the responsibility of all stand-by drivers to be available to the dispatcher via two-way radio while on the bus. The radio must be turned on and the volume set to an audible level.
2. The dispatcher will keep a record on file of all stand-by drivers. If a driver is unable to, or refuses to perform a stand-by assignment, it will be documented. Failure to respond to the two-way radio or a phone call will be considered a refusal to perform stand-by duty.
3. On the third refusal, the driver will receive a letter of reprimand from the appropriate supervisor. In the event of a fourth refusal, the driver's total daily hours will be reduced to reflect the assigned runs that the driver has, minus the stand-by assignment.

A-13 Re-Hiring a Previous Employee

A-13.1 Driver Resigned in Good Standing

1. The applicant's file must be reviewed by the Coordinator of Transportation and Training Supervisor to verify that the driver resigned in good standing.
2. The applicant must complete a new application and complete all of the steps of the training program required of new applicants. An applicant with proof of former training may attend an abbreviated training session. Note: If driver was gone for less than one year, attendance at the training class may be waived.
3. Upon successful completion of the above steps, the driver will be added to the bottom of the substitute list.

A-13.2 Driver Resigned in Poor Standing

1. The applicant's file must be reviewed by the Coordinator of Transportation and Training Supervisor to verify that driver is eligible to return as a school bus driver.
2. The decision to rehire is a joint decision between Human Resources and the Transportation Office.
3. If rehired, the driver must complete a new application and complete all of the steps of the training program required of new applicants.
4. Upon successful completion of the above steps, the driver will be added to the bottom of the substitute list. The applicant may be placed in a supervised period of probation.

A-13.3 Returning from Long Term Leave

1. Driver must be cleared through Human Resources and removed from the inactive list, if applicable.
2. Driver must complete some of the steps of the training program required of new applicants. Note: If the driver was gone for less than one year, attendance at the training class may be waived. The driver should:
 - a. Attend next scheduled classroom training on school bus laws
 - b. Provide an updated DMV Transcript
 - c. Submit to Drug Screening
 - d. Go through a refresher Behind-the-Wheel Training
 - e. Submit to a Physical Examination
3. When the above steps have been completed, the returning driver may work as a substitute driver until the first available contracted position becomes available.

A-14 Drug and Alcohol Testing

A-14.1 Testing Procedures

Virginia Beach City Public Schools employs a private company to administer their mandatory random drug and alcohol-testing program, required by **Federal Law**. The company, named NowCare Medical Center is located in Virginia Beach, Virginia.

We provide a list of all Commercial Driver License holders to them. They then randomly select drivers to be called each month. The Virginia Department of Transportation requirement testing the fleet is 50% drug and 10% alcohol.

Virginia Beach City Public Schools uses three locations for the testing sights for collection purposes:

NowCare 1, 6632 Indian River Rd (drug and alcohol)
NowCare II, 1168 First Colonial Rd (drug and alcohol)
Lab Corp, 1020 Independence Boulevard, Suite 201 (drug only)
Lab Corp, 1732 Sir William Osler Drive (drug only)

The process each month is as follows: NowCare sends a list of drivers to be tested. The office then selects several drivers to call each day. The list is kept by one person at the Transportation Office and is kept confidential. Once the driver is called, he/she must go for the test that day. At the testing site, the employee needs to have his driver's license for identification. Once at the

site the driver must remain until the test is complete. The employee should be sure that he keeps track of his specimen at the site, and sign and initial all paperwork with the Lab Technicians when done. Two copies of the Custody Control form will be provided to the employee. The blue copy needs to be returned to Transportation Services as soon as possible.

After the specimen is collected, it is then sent to Richmond for testing. The Lab does what they call a split specimen, in case something happens to one of the vials. The results generally are emailed to Transportation within 2 to 5 days. If there is a problem with the specimen, the driver may be contacted to call the MRO doctor at NowCare for further evaluation.

Commercial Driver License holders may also be tested at the following times:

Pre-Employment: All applicants that are not already employed by the School Board must submit to drug testing before the behind the wheel training. This information is supplied to them in their training classroom.

Post Crash: A Commercial Driver License holder in a vehicular crash in a school board vehicle that results in the employee receiving a ticket, along with either a vehicle being towed, or a person transferred to the hospital, will be required to submit to drug and alcohol testing within two hours of their release from the crash scene. Post-crash drug testing must also be initiated in any crash that involves a human fatality. A transportation representative must accompany the employee to the testing site.

Reasonable Suspicion: A bus driver may be required to be tested if a Transportation Supervisor/School Administrator has reasonable suspicion that the person is using drugs and or alcohol. A transportation representative must accompany the employee to the testing site.

A-14.2 Supervisor Training in Drug and Alcohol Recognition

All supervisors must be certified in drug and alcohol recognition training through a recognized program.

A-14.3 School Bus Driver Training

Educational programs relating to the Drug and Alcohol policy will be conducted annually at the in-service meeting.

A-14.4 School Board Policy

Reference SB Policy 4-22.

A-15 Prescription Drugs

A-15.1 Obtaining or Changing Prescription Drugs

The driver shall make sure that their physician is aware that the patient is a school bus driver when prescribing medication. The driver must be certain that the medication will not negatively affect their ability to safely operate a school bus. All medications should be listed on the annual physical report. The driver must notify their supervisor in Transportation Services immediately if he begins to take new or additional prescription drugs. The driver must include a letter from a physician stating that use of the medication does not conflict with the bus driver's duties.

School bus drivers must be aware that certain over-the-counter drugs can affect the ability to drive. Drivers must carefully read the warning labels on all medications. Any questions concerning the potential effects of over-the-counter drugs must be discussed with the area supervisor.

A-16 Obligation to Report Suspected Drug or Alcohol Abuse

Any employee of the school division who suspects that a school bus driver or assistant is under the influence of drugs or alcohol is obligated to report such suspicion to a supervisor in the Transportation Office immediately.

A-17 Return to Duty (Doctor's Note)

(From School Board Regulation 4-45.1)

For those days for which the employee's doctor has specified, in writing, that the employee is physically unable to perform his/her duties, a "Return to Duty" physician's report (PERS-MED-1 Form) will be required to certify the employee's eligibility for use of sick leave.

Reasons for the use of sick leave may be required when a pattern of frequent absence develops. A physician's certificate may be required of an employee who is absent for five (5) or more consecutive workdays, or when a pattern of frequent absence develops. The driver shall make sure that his physician is aware that the patient is a school bus driver that the return to duty will not negatively affect their ability to safely operate a school bus.

A-18 Evaluation Procedure

1. School bus drivers and assistants are evaluated on the performance of their duties. The purpose of this job performance evaluation procedure is to provide a means by which employees can annually receive formal recognition for jobs well done or constructive criticism as to needed improvement.

2. The evaluation procedure is also intended to improve the rapport between drivers, school administrators, and supervisors; familiarize drivers and assistants with the formal relationships between supervisory channels; provide additional information to assist in making objective employment decisions; and document long term performance trends.

3. All drivers and assistants will formally evaluated each year by the school principals or their designees at the driver's base school. The administrators at the other schools and the Transportation Supervisor can submit evaluations on as needed basis.

4. When a driver or assistant does not agree with their or her evaluation, the following procedure should be used:

- The appeal must be made to the person making the evaluation.

- If not satisfied with this decision, the driver or assistant may appeal to the Director of Transportation Services.

If not satisfied with the decision of the Director of Transportation Services, the driver may write a rebuttal describing the points of disagreement. This rebuttal should be sent to the Department of Human Resources to be placed in the official personnel file with a copy to the Director of Transportation Services.

An appeal does not ensure that any changes will be made in the evaluation.

A-19 Citizen Concerns

All citizen concerns and complaints concerning school bus drivers and assistants are to be forwarded to the appropriate Transportation Supervisor. The Supervisor will perform an investigation and take the appropriate action. The Supervisor will respond to the complainant by telephone or written correspondence at the conclusion of the investigation. The supervisor will respond in writing to all written complaints or comments involving pupil transportation issues.

A-20 Driver Observations

To ensure safe driving practices, Transportation Supervisors will perform on the road observations. Each driver will be observed a minimum of three times, including one "ride-along" during each school year. A record of each observation will be maintained in the drivers' files and the master record file. Drivers who receive an unsatisfactory observation will be required to attend a conference with the appropriate transportation supervisor.

A-21 Assignment of Drivers to Routes

A-21.1 Assignments Between School Years

In August of each year, the Transportation Supervisors meet to assign drivers to routes vacated by resignation, retirement, termination, etc. Drivers are assigned to routes based on seniority and geographical proximity to the route, but the needs of the school division hold the highest priority in such decisions. This weeklong meeting follows this procedure:

Transportation Supervisors review the Intent Forms of returning drivers and fill vacancies according to the drivers' requests, where feasible.

Review the assignments of all returning drivers, according to seniority.

Assign contracts to permanent substitute drivers.

Assign contracts to substitute drivers.

A-21.2 Assignments During the School Year

School bus drivers and bus assistants who wish to be considered for a change in school assignments shall file a written request with the appropriate supervisor. The voluntary reassignment or transfer should include the consideration of the following, but the needs of the school division hold the highest priority:

Seniority

Availability of a vacancy
Distances
Satisfactory evaluation of performance
Hardships imposed by not granting the request
Incompatibility with other school personnel

Voluntary requests for transfer by school bus drivers and assistants will be honored during the school year only if it is in the best interest of the school division. Otherwise, initial assignments will be for the duration of the school year.

Assignments and transfers made during the school year will be made only for the remainder of the school year. All such assignments become available for individual transfer requests for the new school year.

A-22 Procedure for Contracting Substitute Drivers and Assistants

A-22.1 Contracting Substitute School Bus Drivers

Applicants who successfully qualify as school bus drivers will normally be placed on the substitute driver list. Contracted employment, when offered, will be based upon satisfactory performance as a substitute driver, qualification date as a school bus driver for Virginia Beach City Public Schools, area of residence, and availability and cooperation as a substitute school bus driver. Consideration will be given to applicants having previous satisfactory school bus driving experience.

A-22.2 Contracting Substitute School Bus Assistants

Applicants who successfully qualify as a bus assistant will be placed on the substitute list. Regular employment, when offered, will be based on attitude, cooperation as a substitute, date of qualification, area of residence, and prior experience.

A-22.3 School Bus Assistant converting to School Bus Driver

A Bus Assistant may convert to a school bus driver by successfully completing all steps of the School Bus Driver Training Program.

A-22.4 School Bus Driver converting to Bus Assistant

A school bus driver may convert to a bus assistant by successfully completing all steps of the Bus Assistant Training Program.

A-23 Pay Calculation for School Bus Drivers and Assistants

A-23.1 Basic Pay

School Bus Drivers and Assistants assigned to four runs (high school, elementary A, elementary B, middle school) are credited with a five-hour workday. This "basic" pay may be increased if the morning high school or afternoon middle school run is extended (long Kellam or Princess Anne Middle to the county, REED, etc.). All times are subject to verification by a transportation

supervisor. A school bus driver or assistant must never be assigned more than a maximum of 8 hours.

A-23.2 Minimum Pay for Additional Runs

Additional runs outside of the basic workday such as kindergarten and activity runs are paid at a one-hour minimum. A Take-In Only or Take Home Only Kindergarten run is paid at a ½ hour minimum.

A-23.3 Pay for Drug and Alcohol Testing

Drivers and assistants who hold a CDL are paid \$8.50 for one hour.

A-23.4 Morning Runs

The actual work time for drivers is measured from the time the first student is picked up until the delivery of the students at the last morning school served. The duration of the pre-trip inspection is limited to 15 minutes and is added to the morning time. The time for Special Needs Drivers is measured until the students disembark at the last school or to the drop off location of the bus assistant, if different from where the bus is parked.

If the assistant meets the bus at the parking location, time is measured from departure to start the morning pickup of students up to delivery of students at the last school served. If the assistant is picked up by the bus driver, time is measured from the first pupil stop up to delivery of students at the last school served.

A-23.5 Afternoon Runs

The actual work time for drivers and assistants is measured from five minutes prior to the dismissal of students at the first school served through the final pupil stop on the last scheduled run. The time of Special Needs Drivers is measured to the final pupil stop or the location of the bus assistant, if different from where the bus is parked.

A-23.6 Mid-Day Runs

Kindergarten: The actual work time for drivers and assistants is measured from the first pupil stop to pick up students, time traveled to the school, and through the last pupil stop to deliver students. Paid at a one-hour minimum.

Take In-Only Kindergarten (.5 hours minimum): The actual work time is measured from the first pupil stop to delivery of the students at school.

Take Home-Only Kindergarten (.5 hours minimum): The actual work time is measured from five minutes prior to the dismissal of students through the final pupil stop.

Shuttle Runs: The actual work time is measured from the time of departure from the first school to delivery of students at the second school.

Speech Runs: The actual work time for drivers and assistants is measured from the first pupil stop through the speech program, until the last student is returned home. Speech runs are paid at a one-hour minimum.

Special trips: The actual work time is measured from the first student pick up to the last student drop off, or .5 hour minimum.

A-23.7 Evening Activity Runs

Activity Runs (One Hour Minimum): The actual work time for drivers and assistants is measured from the dismissal of students at the school served through the final pupil stop.

Second Activity Run (One Hour Minimum, to be logged on the NCPS): The actual work time is measured from the dismissal of students at the school served through the final pupil stop.

A-24 Report Forms

Important forms and records are provided to drivers throughout the school year. Drivers have a key role in providing most of the required information used to prepare the reports required by the Virginia Department of Education, Transportation Services. Drivers also assist in adjusting and/or restructuring specific runs to achieve maximum efficiency from each vehicle in the fleet.

1. *School Bus Driver's Monthly Report to Principal of Schools*: Used daily to record the actual number of students carried on all runs. These reports are due on the last day of each month to the Transportation Assistant at each school. Transportation Supervisors must review these reports in accordance with State Board of Education requirements.

2. *Non-Contracted Pay Sheet (NCPS)*: Used to report work hours in excess of normal contracted hours.. These reports are due by noon of the day following a payday.

3. *Report of Vandalism/Theft*: Used to report any damage or theft involving a school bus. These reports are due immediately upon discovery of damages to Transportation Services.

4. *Field Trip Application*: Used to authorize driver to use bus for purposes other than daily transportation of students.

5. *Reporting Violators of School Bus Stop Law*: Used to report motorists who violate the school bus stop law. These reports are due on occurrence to Transportation Services.

6. *Bus Behavior Referral*: Used to report misbehavior of students on bus. These reports are due on occurrence to school administration.

7. *Annual and Personal Reasons Leave Request*: Used to request personal reasons leave. These reports are due not less than two work days prior to date for which leave is requested to Transportation Services.

8. *Time and Mileage Report* Used to report mileage and time of routes. These reports are due upon request to Transportation Services.

9. *Pre-Trip Inspection*: Used to document the inspection of the working condition of the school bus prior to operating. These reports are due on the first day of the month to Transportation Services.

10. *School Board Vehicle Monthly Fuel Log*: Used to record fueling information. These are due on the first day of the new month to Transportation Services.

A-25 Annual State Report

1. School Boards shall require that all school bus drivers make a report of the number of pupils transported and miles traveled to principals or other designated school officials.
2. A record shall be kept in the Office of the Division Superintendent, on forms provided by the Virginia Department of Education, showing the operating cost of each publicly owned school bus, in order to determine the correct annual cost per pupil and per mile.

A-26 Time and Mileage Report

This report is utilized to obtain accurate information on the working hours of school bus drivers and the daily mileage incurred. This form is completed by the driver at the beginning of the school year (early October) and is updated whenever a change in the driver's assignments occurs.

A-27 Intent Form

Each spring, the Intent Form is distributed to all school bus drivers and assistants. On this form, the employees indicate whether they intend to return for the next school year. They also provide a list of desired assignment changes for the following year. The Transportation Supervisors use the information on the Intent Form to make personnel changes during the summer months.

A-28 Retention and Disposition of Paperwork

Transportation staff members must adhere to the following retention and disposition schedule:

Absentee Reports: Retain one year, then destroy

Citizen Concerns: Retain one year, then destroy

Principal's End of Month Report: Retain two years, then destroy

Field Trip Records: Retain until end of current school year, then destroy

Personnel Records: Retain two years after termination, then destroy

Pre-Trip Inspections: Retain two years, then destroy

Purchase Orders: Retain five years, then destroy

Routes Records: Retain five years, then destroy

Student Count: Retain one year, then destroy

School Bus Crash Reports: Retain five years after closing of the investigation or case in court, then destroy

Road Observations: Retain one year, then destroy

Leave Requests: Retain one year, then destroy

Doctors' Notes: Retain one year, then destroy

Physical Examination Form: Retain one year, then destroy

DMV Transcripts: Retain one year, then destroy

Discipline Referral Forms: Retain one year, then destroy

Bus Driver Evaluation: Retain one year, then destroy

A-29 Assignment of School Buses

A-29.1 New Buses for General Education Drivers

1. Ninety-five percent (95%) of the new buses will be issued according to seniority. Five percent (5%) of the new buses will be issued according to mileage or the needs of the school division. .
2. Drivers must keep the new bus for a minimum of five (5) years of service before becoming eligible for another new bus, based on availability/purchase of new buses.
3. If a driver accepts an updated bus during the five (5) year periods, it will not affect their eligibility of receiving a new bus at the end of the five (5) year cycle.
4. Seniority will be established by years of service.
5. Senior drivers changing from regular education to special education will be eligible for a new special education bus after a five (5) year waiting period.
6. Returning drivers or new hires with prior driving experience must complete five consecutive years of service before becoming eligible for a new bus.

A-29.2 New Buses for Special Needs Drivers

1. Ninety-five percent (95%) of the new buses will be issued according to seniority. Five percent (5%) of the new buses will be issued according to mileage or the needs of the school division.
2. Drivers must keep the new bus for five (5) years of service before becoming eligible for another new bus.
3. If a driver accepts an updated bus during the five (5) year periods, it will not affect their eligibility of receiving a new bus at the end of the five (5) year cycle.
4. Seniority will be established by years of service.
5. Senior drivers changing from General education to special education will be eligible for a new special education bus after a five (5) year waiting period.

A-29.3 Used Buses

In issuing all used buses, at least seventy percent (70%) will be issued according to seniority and no more than thirty percent (30%) issued according to the needs of the school division.

A-30 School Closings

A-30.1 Closing of school prior to the beginning of the school day

Drivers should listen to local news reports or log on to *VBSchools.com* to determine the day's schedule. Drivers should also sign up for the AlertNow system available on the VBCPS intranet Employee Self-Service (ESS) program.

A-30.2 Closing of school during the school day (Early Dismissal)

Drivers will be notified by their base schools as to the details of the day's revised schedule. Drivers should make themselves available by being on call.

A-30.3 Emergency Closing Matrix

Delayed Opening, Early Dismissal, School Closing Impact on School Operations

This chart provides parents, students, and staff with an overview of the impact on programs and services available in the schools should there be a delay, early dismissal, or closing due to weather or an emergency situation. [View detailed information on school closings and cancellations.](#)

Delayed Opening, Early Dismissal, School Closing Impact on School Operations			
	Delayed Arrival (2 hours late)	Early Dismissal	School Closed
AM/PM Kindergarten & Preschool	"A" Schools AM 10:10 a.m. – 12:25 p.m. PM 12:25 – 2:40 p.m. "B" Schools AM 10:40 a.m. – 12:55 p.m. PM 12:55 – 3:10 p.m.	Based on dismissal time, details will be communicated to kindergarten parents	Program Cancelled
Full Day/Extended Day Kindergarten	No impact	Depends on early dismissal time.	Program Cancelled
Early Discoveries (Full Day Program)	No impact	Depends on early dismissal time.	Program Cancelled
AM/PM Preschool SPED Classes	Follow same schedule of AM/PM kindergarten classes		
A/B Schedules High School & Middle School	No impact		Regardless of the number of days school is cancelled, the A/B days will not change upon return to school.
High School Assessments/Exams	Should weather or any other condition cause a scheduled assessment/exam day to be cancelled, the cancelled assessment/exam will be administered on the first day school reopens.		
Before/After-School Parks & Recreation Program	No before-school P&R programs	No after-school P&R programs	Program Cancelled
Breakfast/Lunch	Varies from school to school	Lunch served according to adjusted dismissal schedule/snacks to those students missing lunch if applicable	No breakfast or lunch
Old Donation Center (ODC)	Follow regular school schedule		Program Cancelled
ODC Art & Dance	Elementary School Art & Dance - Follow regular schedule Middle School Dance - Program Cancelled		Program Cancelled
Citywide Programs	Follow regular school schedule		
Technical & Career Education Center and Advanced Technology Center	No AM session	No PM session (depends on dismissal time)	Program Cancelled
SECEP/TRAEP	Follow regular school schedule		
Before/After-School Activities/Athletics Elementary	No before-school activities	No after-school activities	Program Cancelled

Before/After-School Activities/Athletics Middle	No before-school activities	No after-school activities	Program Cancelled
Before/After-School Activities/Athletics High	No before-school activities	No after-school activities	Program Cancelled
Governor's School for the Arts	Follow regular school schedule		
Preschool Speech Services	No transportation provided		Program Cancelled

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Section B: The School Bus and its Operation

B-1 Fueling the School Bus

1. Buses are to be refueled at the nearest fueling service facilities. The driver must make sure that the proper type of fuel is used (low sulfur diesel).
2. Buses are not to be refueled with passengers aboard. This includes the bus assistant and the driver's and assistant's children.
3. It is the responsibility of the driver to have the oil checked weekly. Oil will be checked by service personnel at school sites or at one of the garages.
4. The driver must complete the monthly fuel log to include the fuel card number, date, time, odometer, amount of fuel, the fuel site and the driver's signature. The **card** number to be used on the fuel log is **last five digit number on your fuel card**.
5. The driver shall not smoke while the bus is being fueled.
6. The driver should never allow the fuel level to fall below one-half of a tank.

B-2 Cleaning the School Bus

B-2.1 Driver's Responsibility

It is the responsibility of the driver or substitute driver to keep the bus clean at all times. The inside of the bus (including ceiling, floor, and seats) must be kept clean. The interior must be free of debris, trash, bottles, clothing, etc. Pliable trash containers are authorized provided they are no more than 12" in height, are secured by bungee cord between the console and the handrail without interfering with emergency equipment. This applies to all make and model buses. **Supervisors and garage personnel will be extra vigilant in identifying and correcting the accumulation of trash.** The lettering, lights, and reflectors must be clean and visible. Paper, pencils, and other objects should be kept off the heaters as these may cause damage if they fall into the fan motors. Drivers may not hang posters, advertisements, or decorations of any kind inside nor outside of the bus. There are Elementary schools which use letters instead of bus numbers. These letters can only be placed on the lower window by the front doors. No letters are allowed to be posted on the doors. The bus assistant on Special Needs buses must share in this responsibility. **In the event a student gets sick while on the bus, the driver is responsible for cleaning the school bus. The school's custodian is responsible for providing supplies and materials to the bus driver for cleaning the vomit.**

B-2.3 Use of a Spare School Bus

Before leaving the garage area with a spare bus, the driver must perform a complete pre-trip inspection. When a spare bus is used, it must be returned clean. When a driver checks out a spare bus and finds it dirty, this should be reported to the school bus garage service desk and to the driver's supervisor before leaving the garage. The driver must return the spare school bus with no less than $\frac{3}{4}$ tank of fuel.

B-3 Parking the School Bus

B-2.2 Safety Access

No object shall be placed in the bus that will restrict passageway to the entrance or emergency door. This includes objects in the aisles, stairwell and in front of the emergency exit. No objects, such as trash receptacles, are permitted to be hung from the emergency door.

B-3.1 Driver's Responsibility

Drivers are responsible for providing safe and legal parking facilities for their assigned school bus. Transportation Services will assist drivers in determining adequate and legal parking areas. It is the driver's responsibility to provide written notice to the Transportation Office identifying the parking location of the school bus and any changes in the parking location.

B-3.2 Bus to be Parked in Virginia Beach

No school bus will be parked outside the geographic limits of Virginia Beach unless on field trips or approved by the Division Superintendent or Chief Operations Officer Department of School Division Services or their designee.

B-3.3 Safe and Legal Parking

To be parked safely and legally, the school bus should be parked:

1. adjacent to the driver's property,
2. with the flow of traffic,
3. within twelve inches of the curb,
4. at least thirty (30) feet from an intersection (Virginia law states 20 feet),
5. in a position that does not block a neighbor's driveway (even across the street).

A school bus or any other vehicle may **not** park:

1. beside another parked vehicle (double parking);
2. on crosswalks or sidewalks;
3. in front of driveways;
4. within areas where parking is prohibited by curbs painted yellow, fire lanes or No Parking signs;
5. in a parking space reserved for disabled persons;
6. within 15 feet of a fire hydrant;
- 7.. within 15 feet of the entrance to a fire, ambulance or rescue squad station;
8. within 500 feet of where fire trucks or equipment are stopped answering an alarm;
9. within 50 feet of a railroad crossing; or
10. in such a way that the vehicle blocks or creates a hazard for other vehicles in a designated traffic lane

B-3.4 Driver Responsible for Fines

The school bus driver is responsible for paying all fines for parking or any other traffic violation.

B-3.5 Alternate Parking Locations

School buses may be parked at the Glenwood Garage, Oceana parking lot, and on most school sites. School bus drivers must have written permission from the owner of private property to park there.

B-3.6 Parking Location Complaints

If a significant number of citizens complain about a school bus parking in a public area or public roadway, the Director of Transportation Services may require that the bus in question be moved.

School Bus parking complaints will be addressed on a case-by-case basis by the staff of Transportation Services. Any request to remove a school bus from a street or neighborhood at night and on weekends must be submitted in writing to the Director of Transportation Services by a resident directly affected by the bus, who resides in close proximity to where the bus is parked. The letter should provide the bus number(s) parking location, and reasons for the request. An alternative parking location, which addresses the concerns of the writer, will be found. School buses may be parked on the streets and in the neighborhoods during the course of the workday as long as the bus is safely and legally parked. See Section B-3.3

B-3.7 School Bus is Not a Commercial Vehicle

City Code, Section 21-364(b)(9), prohibits parking “in a residential or apartment district (area), if such a vehicle is a commercial vehicle in excess of twenty feet in length and/or seven feet in height. However, City Code, Section 21-2 describes a school bus as “any motor vehicle other than a station wagon, automobile, truck or commercial bus...”

By virtue of this definition, a school bus is not a commercial vehicle under the prohibitions of Section 21-364(b)(9).

B-4 Returning a School Bus

B-4.1 Returning a Spare School Bus

When returning a spare school bus, the driver will ensure the bus has at least $\frac{3}{4}$ of a tank of fuel and sweep the interior. The keys, mileage and written notification of any problems will be submitted to the garage office.

B-4.2 Returning a School Bus for the Summer

The driver will clean and sweep the interior of the school bus. All windows on the bus will be closed and all personal items must be removed. The driver must submit a “Summer Work Order” to alert the garage of any repairs or work that needs to be performed on the school bus.

B-5 Ignition Key and Fuel Card

B-5.1 Possession of Keys

School bus drivers are to keep the ignition keys for their buses in their possession at all times. Ignition keys are not to be left in an unattended school bus unless requested by Transportation Services. Should a substitute driver be required, the regular driver must contact Transportation Services to determine how the keys will be exchanged.

B-5.2 Weight of Key Rings

Drivers should maintain a minimum amount of weight on the key ring to prevent damage to the school bus ignition mechanism.

B-5.3 Fuel Card

The fuel card may be kept in the pouch of the bus to which the card is assigned. The driver must immediately report any lost or damaged cards to his/her supervisor. The fuel card may be used only for the school bus to which it was issued.

B-6 Fuel Conservation

The shortage and rapidly increasing cost of fuel makes it mandatory that each individual makes every effort to conserve fuel. The driver should:

1. Reduce warm up time on cold mornings to three minutes.
2. Drive slowly the first few minutes until vehicle warms up.
3. Go inside the school during a layover. The driver will not sit in the bus with the motor idling to keep warm.
4. Not leave the bus idling for extended periods of time.
5. Turn off engine while loading or unloading at schools.
6. Form bus pools. Leave buses at a school and ride home in one bus whenever possible.
7. Make smooth starts and stops. Avoid full throttle operation. Drive at steady speeds.
8. Make sure that buses are not used for personal reasons.

B-7 The Two-Way Radio

B-7.1 General Information

Any questions or problems pertaining to the proper use of the radio shall be directed to the area supervisor. Problems or questions regarding radio repair or maintenance shall be directed to the driver's supervisor.

B-7.2 Purposes of the Two-Way Radio Program

The purpose of the two-way radio program is to provide communication between the Transportation Department (*Station Three*), bus drivers and assistants. The program will allow the bus driver to report emergencies involving their assigned students, the transportation operation, the school system operation, and to assist the general public. The system will allow the Transportation Office to dispatch support personnel and vehicles to assist other bus drivers having bus mechanical difficulties, crashes or other problems. The two-way radio system is also used to deliver messages and special assignments to bus drivers and assistants, and to support

emergency communication needs when an individual school's telephones are temporarily out of service.

B-7.3 Driver's Responsibility

The two-way radio is a technical piece of equipment that must be handled with care. The radio must be kept in good operating condition in order to meet FCC (Federal Communications Commission) regulations. A two-way radio in poor operating condition will not receive or transmit messages in a satisfactory manner. Delays in radio repairs or adjustments could cause damage to equipment. If damage is done to the radio, attempted use of the radio may cause further damage to the equipment. Employees should not attempt to use a malfunctioning radio. The driver should contact the school bus garage or area supervisor to report problems with the radio.

The driver shall check the radio adjustments as part of the pre-trip inspection. The driver is responsible for making sure that the radio is turned on and the volume is set to an appropriate level.

B-7.4 Authorized Users of the Two-way Radio

The radio is for official use only. The driver shall not allow unauthorized individuals to use the two-way radio.

B-7.5 Use of the Radio

1. When transmitting, the microphone should be held approximately two inches in front of the mouth. The user should press the transmit activate button located on the microphone, hold for a count of 1001, 1002; then, speak clearly, and in a normal tone of voice. The button should be held firmly until the message is complete; then release the transmit button. Background noises may interfere with transmissions. Background noises should be reduced as much as possible before using the radio.

2. Drivers are reminded when calling Station Three, to be patient since there are telephones that must be answered by office personnel. If there is no answer on the first call, the user should pause a few moments and try again. However, if there is an emergency, the call should be repeated immediately.

3. Communication **between drivers** should only occur when **absolutely necessary**. Transportation may ask drivers to transmit or re-transmit messages to or from buses out of range for Station Three or Station One (the school bus garage).

4. The driver should properly identify the bus number each time the radio is used and should keep messages as short as possible while including all the facts.

5. The driver should avoid using confidential information including students' names unless necessary to deal with the problem or situation.

6. The driver should always turn the radio volume down when approaching a railroad crossing. The driver is reminded to turn it back up after the crossing is completed.

7. There is no need to report routine traffic delays or disabled vehicles unless the roadway is blocked or if there will be lengthy delay in bus schedules.

B-7.6 Radio Courtesy

The driver should make sure other users of the radio frequency have completed their transmissions before attempting to use the radio. This will prevent drivers and Station Three from walking over one another, which may result in missed communication. The driver should not attempt to use the radio when someone else is using the radio unless it is an emergency. When an emergency occurs, the appropriate code must be used so others will know that it is an emergency.

Proper radio language is essential. No CB language is to be used. No obscene or abusive language is to be used.

B-7.7 Emergency Situations

All drivers should listen carefully when they hear any emergency message, as the message may affect their bus runs, travel area; or their assistance may be needed. When an emergency is being dealt with, all drivers should be considerate and give time for the situation to be resolved before contacting Station Three with other business.

School bus drivers should not call Station Three and ask for a school administrator to meet them when they arrive at school unless it is a **very serious** matter. If the driver needs to discuss an important matter with the school administration before unloading students, they should pull to a location which will not delay other buses and send **one** student in to request a school administrator come to the bus. Many times, Station Three personnel cannot get through to the school by phone and other times the school administration may already be out at the students' unloading area.

The driver should have all information ready before using the radio. As an example, to report a vehicle crash, the driver needs to provide the facts listed below:

1. What is the location of the crash? Give intersection if possible.
2. How many vehicles are involved?
3. Are there any injuries?
4. Are there any School Board vehicles involved?
5. Are the police needed?
6. Description of vehicle (car, pickup truck, bus, tractor-trailer, etc.)
7. Are there any leaking fluids?

B-8 Cell Phones

B-8.1-§ 46.2-919.1. Use of wireless telecommunications devices by persons driving school buses.

No person shall use any wireless telecommunications device, whether handheld or otherwise, while driving a school bus, except in case of an emergency, or when the vehicle is lawfully parked and for the purposes of dispatching. Nothing in this section shall be construed to prohibit the use of two-way radio devices authorized by the owner of the school bus.

B-9 Personal Equipment on the School Bus

Personal radios and stereo equipment are not to be installed on buses without the approval of the Fleet Manager. These components must be installed professionally at the driver's expense. Garage personnel will remove improperly installed radios.

AM/FM radios installed on school buses may be utilized while students are on board, but drivers must use discretion. Your first duty is to protect the welfare of the students entrusted to your care. This includes what you allow them to hear over the radio on the bus. It can be difficult to turn off the radio when there are crucial news events occurring, but the bus should remain a calm and safe environment for students. Many parents make special efforts to limit the exposure of their children from disturbing news events. Consider the age group you are transporting. When news could be upsetting it may be time to change the station or turn off the radio until the bus is clear of students.

The type and volume of music must also be considered. Remember **that many parents do not approve of certain types of music and the content of some radio programs.** Check with your supervisor if there is any doubt about appropriate radio stations. The radio volume must be adjusted to allow the driver to hear the two-way radio, horns from other vehicles and approaching emergency vehicles.

B-10 Video Cameras

B-10.1 Camera Use

All buses should have an operable camera system. The driver must notify his/her supervisor if the camera is missing, damaged or otherwise inoperable.

There are several different types of video camera systems installed on the school buses. The driver should refer to the directions specific to the type of system utilized on his/her bus.

B-10.2 Taping the Students

1. On buses equipped with a VCR the driver must keep a five-day library of videotapes for one week. The first tape must be labeled Monday, the second tape must be labeled Tuesday, etc. On the 6th day, rewind and the 1st day's tapes and start the rotation again.
2. Every driver is also issued two extra tapes to replace tapes that have been submitted to a school or damaged.
3. Buses equipped with a digital camera system operate automatically and does not require action by the driver.

B-10.3 Viewing the Video Tapes

Only authorized personnel may view the video. Authorized personnel include the school bus driver, Transportation staff members, and school administrators. The bus video becomes a confidential education record when it is used for disciplinary purposes (or if it is showing special education students). If more than one student is being disciplined for events on the bus, then you can't show the video unless you have permission from all of the parents. A copy of the video will not be provided unless there is a subpoena.

B-11 School Bus Lights

B11.1 Head Lights and Clearance Lights

Head lights and clearance lights must be used at all times when the bus is being operated, even those equipped with day running lights.

B11.2 Strobe Lights

The strobe lights shall be activated only while transporting students, regardless of weather conditions.

B-12 Speed Limits for School Buses

A school bus transporting school pupils shall be operated at a safe speed **not in excess of 45 mph**, or the maximum legal speed allowable. The maximum speed limit for a school bus on an Interstate Highway and other highways where the maximum speed limit **is more than 55 miles** per hour shall be 60 mph when conditions permit.

B-13 Railroad Crossings

All school buses, loaded or unloaded, shall stop as required by law, at railway grade crossings. Hazard lights are to be activated at least 100 feet before stopping. The bus driver shall open the entrance door and driver's window upon stopping, deactivate warning lights if necessary, and determine when it is safe to cross. Remember: Stop, Look, and Listen.

School buses must not stop closer than 15 feet or further than 50 feet from the nearest track. The entrance door shall be closed and hazard lights deactivated before the bus is in motion. If driving a standard transmission, gears should not be shifted until the rear of the bus has cleared the tracks. Passengers are to be instructed to be quiet at railroad crossings. All radios, blowers, and fans must be turned off.

No stop need be made at any such crossing where a police officer directs traffic to proceed. School bus drivers must avoid crossing railroad tracks in the left lane of the roadway when possible. Drivers should avoid performing this procedure in the left-hand lane of a multi-laned road.

Virginia Beach Only: Do not stop if an exempt sign is posted, but continue to be cautious.

B-14 Backing the School Bus

The driver must not back the bus unless there is no other safe way to move the vehicle. Driving around the block is preferable to backing.

If it is absolutely necessary to back the bus, the driver should post a lookout at the rear of the bus, inside the vehicle. The lookout should not give directions as to how to back, but should give advance warning of obstacles, approaching persons, or other vehicles. A lookout should be chosen carefully so as to select a mature, reliable person who can be clearly heard from the

rear of the bus. The driver, however, is ultimately responsible for executing a safe backing maneuver.

If there is no lookout available, the driver should turn off the motor, activate the hazard lights, set the parking brake, and walk to the rear of the bus to determine obstacles or that the way is clear.

Hazard lights should be activated at least 100 feet ahead of time. This should help prevent other vehicles from pulling up too close to the school bus.

The driver should sound the horn before putting the bus in motion.

The driver should constantly check all mirrors while backing and be aware of approaching hazards from all directions.

In turning around at the end of a route or where there is a passenger stop, the driver should pick up students before backing, and should watch out for late comers at all times. If discharging students at any turnaround point, the driver should have students remain inside the bus until backing has been completed and then discharge them so that the school bus is driven away from the students.

B-15 Seatbelts

Persons operating a school bus or any school board vehicle must wear the seatbelt assembly while driving the vehicle. All passengers in school board vehicles other than school buses must also wear the seatbelt assembly.

B-16 Authorized Passengers

B-16.1 Preschool Age Children of School Bus Drivers

School bus drivers and assistants may take their preschool age children on the school bus while they are making their runs provided the children are at least one (1) year of age and space is available on the bus for the child to occupy a seat.

These children must be a relative or under the guardianship of the driver or assistant. The children must be old enough to not require excessive attention from the driver. This option is available only if space is available on the bus for the child to occupy a seat.

The driver or assistant's preschool children are required to abide by all laws, rules and regulations pertaining to school age passengers. The driver or assistant must provide (at their expense) some type of restraining device for their non-school age child. The driver or assistant's children must remain seated while the school bus is in motion. School bus drivers or assistants are not to take their preschool children on the bus if the child has any signs or symptoms of a communicable disease.

The driver or assistant's preschool aged children must be kept under close supervision by the driver or assistant while at the schools, the Transportation Office, garage, or while the bus is at a layover point.

This is a benefit provided to the school bus drivers and assistants of Virginia Beach. This benefit could be lost if the driver does not keep the children under control at all times.

It is the responsibility of the driver or assistant to fill out a Hold Harmless and Release Agreement with the names, relationship, and ages of all such children. This form is to be placed on file at Transportation Services.

B-16.2 Parents as Passengers on the School Bus

Parents may ride a school bus if the parent is attending a school activity. The parent must have authorization from the building principal, the transportation supervisor, and the school bus driver. Space must be available and the parent must follow all of the rules for passengers riding a school bus.

B-17 Ridership

B-17.1 Ridership

The number of pupils who may ride a school bus will be determined by the total number who can be seated and who, for short distances, can stand in the aisle behind the driver's seat. Pupils shall not be permitted to stand or sit by the side of the driver, in the step well, or between the driver and the entrance door.

B-17.2 Maximum Loads

The maximum recommended load of a General Education bus carrying high school aged students is 44, middle school students, 55 and elementary school, 64. The maximum load of a Special Needs bus is determined by the number of seats versus wheel chair placement (all buses vary).

B-18 Passenger Entry Door

The school bus driver shall open and close the entrance door and keep it **securely closed while the bus is in motion**. This responsibility shall not be delegated to anyone. The bus driver or assistant will open lift door and operate controls. This responsibility shall not be delegated to anyone.

B-19 Stopping the School Bus

The driver must always stop the vehicle:

1. before the crosswalk at all stop signs, red traffic lights and flashing red signals;
2. before crossing the White Stop Bar on the pavement at an intersection;
3. when entering a street or crossing over a sidewalk from a driveway, alley, building or parking lot;
4. when signaled by flaggers at construction sites;
5. for blind persons attempting to cross a street;
6. at the direction of a police officer; and
7. at the scene of a crash in which the driver is involved.
8. for approaching emergency vehicles as required by law

B-20 Following Distance for a School Bus

On normal dry pavement, a minimum distance of 200 feet is to be maintained between school buses while traveling outside cities and towns and on Interstate Highways and expressways.

Generally, school buses must maintain at least a three-bus length following distance at all times. As the speed of the bus increase, the following distance must also increase. During inclement weather, these distances are to be increased to allow for safe stopping.

B-21 Safety Patrols

The Virginia Department of Education recommends that school bus safety patrols be used. However, the decision as to the use of safety patrols is left to the principal of the school.

Safety patrols should be carefully selected and specifically advised that they are under the direction of the school bus driver at all times and should not act without the direction or consent of the driver. This is very important during emergency unloading situations.

Safety patrols can assist the driver in seeing that all pupils board and leave the bus in an orderly manner, that all passengers remain in a safe riding position while on the bus, and that passengers keep all parts of their bodies inside the bus. The use of bus patrols in no way relieves the bus drivers of their responsibility for the safety of their passengers. School bus patrols are to assist the bus driver in the event of any emergency and in the use of emergency procedures. Emergency evacuation procedures are to be performed in accordance with Virginia Department of Education instructions.

At no time should there be more than two patrol members on any school bus. Patrol members are to be seated while the bus is in motion. One patrol member should be seated in the front of the bus and the other in the rear of the bus.

School bus patrols are not to be used as monitors or disciplinarians. Discipline problems are the responsibility of the school bus driver and the principal of the school. The patrol students are to be reminded that they are to follow all of the same rules as other passengers.

B-22 Driving on School Grounds

Each school has someone designated to supervise students while they are on school grounds. But, even though there are rules and people to enforce them, students sometimes disregard them. The afternoon is of particular concern because students are anxious to load the bus and go home. They may not be paying close attention. Bus drivers should be especially cautious at this time and at all times when driving on school grounds.

1. The school bus driver should always stay alert and proceed slowly (not to exceed 10 mph) and cautiously while driving a bus on school grounds. If an emergency occurs, an alert driver may be able to prevent a disaster by bringing the slowed vehicle to a quick stop in a short distance.

2. Each bus is required to stop at the "designated place" for loading and unloading. No other place should be used.
3. Drivers should follow the same "rules of the road" on the school driveway that they would follow on the road.
4. Drivers shall not pass other school buses while they are loading and unloading.
5. School bus drivers should leave the school in a safe and orderly manner, without following other buses too closely.
6. When a bus departs a school, it must stop before entering the roadway, regardless of whether or not a traffic sign is present.
7. The driver should be extremely careful and alert at all times while operating a school bus. When operating a school bus near pedestrians, the driver should anticipate potential problems that may be encountered.

B-23 Proper Lane Selection

The school bus driver shall drive in the right hand lane of multi-laned roadways as often as practical.

B-24 School Bus Passing Another School Bus

Extreme caution is to be exercised in passing vehicles on the road. Sufficient time should be allowed to complete a passing maneuver. School buses transporting passengers, regardless of the number of roadway lanes, are not to pass one another except under the following circumstances when and where it is safe to pass:

1. The lead bus has pulled into a designated turn lane preparatory to turning
2. The lead bus is broken down
3. If a school bus driver does a courtesy pull over to let other school buses pass.(Hazard Lights activated)
4. On multi-lane roadways where loaded school buses are operating in parallel lanes, if traffic in one lane has stopped or almost stopped, the loaded buses may proceed with due caution and at a reduced speed. Under these circumstances, extreme caution is to be used. If all vehicles are stopped, drivers should avoid stopping next to another loaded school bus in an adjacent lane (drivers must stop in a staggered manner).

In all other situations, the school bus driver shall not pass another school bus that is transporting students. The only time a school bus may pass another school bus is when both vehicles are unloaded and passing may be done safely.

B-25 Pupil Stops

B-25.1 School Bus Driver's Responsibility

1. When taking on or discharging pupils along the roadway, a school bus shall stop only at designated points where it can be clearly seen for a safe distance from all directions. The driver shall keep the traffic warning lights in operation, stop arm & crossing gate extended to warn the approaching traffic to stop and allow pupils who must cross the road to do so safely.
2. Pupils who must cross the road shall be required to cross in front of the school bus. They shall be required to walk to a point 10 feet or more in front of the bus, stop before reaching a position in line with the left side of the bus, and await a signal from the school bus driver to cross the road.
3. Buses shall be routed so that pupils will be picked up and discharged on the side of the roadway on which they reside in the following situations: dual-lane streets and highways divided by a physical barrier or unpaved area, heavily traveled roads, and five lane roads where the middle lane is used for turning. The school bus driver must not allow a passenger to cross these types of roadways at a pupil stop.
4. When discharging students, the driver shall keep the door closed until all traffic has come to a complete stop.
5. When discharging students, the driver shall make sure all children are clear of the school bus and off the road surface before putting the bus in motion. The driver must watch for children with long drawstrings or other loose clothing that may get caught on the door. The driver must check the door before driving away.
6. The driver shall not park the bus so that the emergency exit would be blocked while passengers are on board.
7. All pupil stops shall be made as far right as possible on the traveled portion of the roadway. A school bus driver shall not block the middle of an intersection while performing a pupil stop. Stops are not to be made in designated turn lanes or where a motorist can pass the bus on the right side.
8. The driver shall make sure passengers are seated before driving off, and make sure passengers remain seated until the bus stops.
9. Be extra careful when delivering mid-day kindergarten students to their homes. Make sure that a responsible person accepts the child. It is the parent's responsibility to have someone at the bus stop to receive the Early Discoveries students when the bus arrives.
10. After discharging students, the driver shall carefully scan the entire area and be alert for warnings from all sources (bystanders, students, etc.). The correct use of mirrors is extremely important.
11. The driver shall count the students as they disembark and make sure that all students have reached a safe location. If there is a distraction, the driver must recount the students.
12. When making pupil stops the bus must be secured (brake on, placed in neutral) at all times.

B-26 Traffic Warning Lights

Every bus used for the purpose of transporting school children shall be equipped with warning devices of such type as may be prescribed by the Virginia department of Education after consultation with the Superintendent of State Police. Such warning devices shall indicate when such school bus is stopped, is about to stop, and when taking on or discharging children, elderly, or mentally or physically handicapped persons.

Such warning device shall be used and be in operation for a distance of not less than 150 feet before any proposed stop of such school bus if the posted speed limit is less than 35 mph, and for a distance of at least 300 feet before any proposed stop of such bus if the posted speed limit is 35 mph or higher. The stop arm and crossing gate is to be extended immediately upon stopping, but not prior to stopping. Hazard lights are **NOT** to be used during a pupil stop.

B-27 Bus Stop Locations

B-27.1 Establishment of Pupil Stops for General Education Routes

1. No school bus route will be established on any road not maintained by the city or state highway department.
2. Pupil stops are designed to be within three-tenths of a mile for elementary students and five-tenths of a mile for secondary students from the place of residence where time restraints, road conditions and vehicle access allows.
3. General education school bus routes will not be established within a cul-de-sac or on a dead end roadway where backing up will be required.
4. No pupil stops will be established in a non-transportation zone.

B-27.2 Establishment of Pupil Stops for Citywide Express Routes

Under the express route system, centralized pick-up and delivery points will be established under a general guideline of locating bus stops within 1.5 miles of individual student homes. There may be, however, unique circumstances in certain areas of the city that will result in a greater distance ratio between home and pick-up point.

B-27.3 Establishment of Pupil Stops for Special Needs Routes

Bus stops for students on Special Needs school buses will be located as close to the student's home as possible barring constraints that restrict safe ingress and egress.

B-27.4 Establishment of Pupil Stops for Secondary Activity Routes

Activity runs are designed to deliver students to the entrance of neighborhoods. Pupil stops are designed to be within 1½ miles from the place of residence where time restraints, road conditions and vehicle access allows. Activity bus routes will not be established within a cul-de-sac or on a dead end roadway where backing up will be required.

B-28 Bus Stop Change Procedure

B-28.1 Parent Notification Procedure for Bus Stop/Driver Changes

The following procedures are used when changes are made to bus stop locations and school bus drivers.

B-28.1a Planned School Bus Stop Location Changes

A planned change to a school bus stop can be requested by a parent/taxpayer, the school administrator, school bus transportation supervisor, or a school bus driver. These changes are in response to concerns ranging from the safety and welfare of the students to property damage at current location to time schedule needs. The change in the bus stop location is not implemented until investigated and approved by the Transportation Services and the school administration. The school bus driver may not change the location of bus stops without this approval.

High School and Middle School Change Procedure – A change to a bus stop at the high school and middle school level is communicated to the school administration and school bus driver by the Office of Transportation. Transportation personnel send revised route sheets to the school and the driver. The school bus driver announces the change to the students on the bus over two or three days with the request for them to inform their parents of the change. This system is used because (1) the students are of an age to accurately communicate the change to their parents and (2) the large number of buses serving the high schools and middle schools makes written notes virtually impossible. With 30 to 45 buses at most secondary schools coupled with the number of requests for stop changes, written communications to parents would be extremely time consuming for school personnel.

Elementary School Change Procedure – A change to a bus stop at the elementary school level is communicated to the school administration and school bus driver by the Transportation Services. The school administration informs the parents in writing of the change. Transportation personnel send revised route sheets to the school and driver. This system is used because young children often confuse this information when verbally informing the parents of the change. Also, with fewer buses at the elementary schools, the number of requests for changes and written communications are significantly less than at the secondary school level.

B-28.1b Emergency Bus Stop Changes

The policy of Transportation Services requires drivers to release children from the bus only at their regularly scheduled bus stop or at the school. However, there are occasions when road access to the regularly scheduled bus stop is unavailable. Many times these conditions occur “over night” and the lag time necessary to communicate changes to parents is eliminated. Therefore, a temporary emergency stop is authorized until access to the regular stop is available. This change is communicated as quickly as possible to parents.

B-28.2 Planned School Bus Driver Changes

Permanent school bus driver changes are communicated to school administrators as soon as these personnel decisions are finalized. School administrators decide how and if this information needs to be communicated to parents.

B-28.3 Emergency School Bus Driver Changes

There is an average of 50 drivers out each day due to illness or personal reasons leave. Each of these drivers has 4 assignments, and that creates a possibility of 200 assignments each day that may be performed by a different school bus driver and school bus. Fortunately, our school bus drivers make the extra effort to reassure students who may be reluctant to board the bus that they are indeed the school bus and driver for that day. School personnel are informed of the afternoon changes by telephone when substitutes or different buses are assigned to cover the routes of an absent driver. They announce these changes to students over the school intercom system. Time restrictions do not permit the notification of schools during the morning routes.

B-29 Bus Routes

All school buses in operation shall be carefully scheduled on routes to schools. The schedule shall show the time the bus starts in the morning, the time it leaves each point at which pupils are taken on, and the time of arrival at school. It shall also show the odometer reading at the starting point, the point where the first pupil is picked up, and the points at which other stops are made, including the reading upon arrival at school. One copy of such schedule shall be in the bus, one copy at Transportation Services, and one copy at each affected school.

The driver and supervisor shall review school bus routes at least once each year for safety hazards and to assure maximum use of buses.

Transportation Services will establish school bus routes and stops in cooperation with the school principal. The following guidelines are to be followed:

Routes and stops will be determined with consideration given to safety, economy, and efficiency.

Routes and stops will not be changed without the approval of Transportation Services and the principal of the school except where safety is involved.

The school bus driver should notify Transportation Services of unsafe conditions so that corrective steps can be taken.

All routes are to be driven with an empty school bus prior to traveling the route with students.

Drivers should maintain a regular time schedule.

Drivers are responsible for informing the school principal and Transportation Services of road conditions and construction areas that adversely affect their routes and stops.

Drivers are to pick up and discharge pupils only at designated stops.

Routes and stops will be under continual review.

B-30 Non-Transportation Zones

B-30.1 Legal Limits of Non-Transportation Zones

Non-transportation zones (NTZ) are permitted by state and local regulations:

Section 22.1-254 of Article I of the Compulsory School Attendance regulation contained in the Virginia School Laws provides for walking distances of two miles for children under ten years of age and two and a half miles for children between the ages of 10 and 17.

School Board Policy 3-77 authorizes the superintendent to determine NTZs. Administrative Regulation 3-77.1 provides walking distances of one mile for elementary students and one and a half miles for secondary students.

B-30.2 Creating or revising Non-Transportation Zones

The school's administration is charged with the responsibility of initiating the request to create, revise, or eliminate the NTZ. A written request is submitted to the Chief Operations Officer, Department of School Division Services. The request is forwarded to the Director of Transportation services. The Director and his staff review the request in conjunction with the Virginia Beach Police department to check the zone for safety.

B-31 Route Sheets

All school bus drivers must keep up-to-date, accurate route sheets and route directions on the school bus and provide copies to each school and the appropriate transportation supervisor. The route sheets and route directions must be easy to read and understand. The driver must not make any changes to the route without involving the school and the appropriate supervisor. Drivers of special needs school bus must update their route sheets and route directions as their ridership changes.

B-32 Summer School Routes

B-32.1 Assignment of Drivers

School bus drivers who are interested in driving Summer School must indicate their desire to do so on the Intent Form. These drivers are assigned to summer school routes based on seniority and geographical proximity to the route.

B-32.2 Design of Summer School Routes

Summer schools routes are designed to deliver students to the entrance of neighborhoods. Pupil stops are designed to be within 1½ miles from the place of residence where time restraints, road conditions and vehicle access allows. Summer school bus routes will not be established within a cul-de-sac or on a dead end roadway where backing up will be required.

Transportation Supervisors are responsible for the planning of routes and supervision of drivers for all Summer School sites that lie within their designated Area.

B-32.3 Summer School Attendance

Drivers or assistants are expected to arrange for their own substitutes for planned absences. They must inform dispatchers of their absence and the name of the substitute at least 48 hours prior to taking leave. The Dispatch office maintains a list of substitute drivers and assistants that may be contacted by the driver or assistant.

B-33 Use of the School Bus

B-33.1 Personal Use of School Buses

The use of school buses is limited to the transportation of school children to and from school and other activities as approved by Transportation Services. Under no circumstances are school buses to be used as transportation for the conducting of personal business.

Layover Exception During a layover, a school bus driver may stop at a business establishment for a short period of time pending the following circumstances: the school bus is to be parked safely and legally and the establishment must be located directly on the driver's route. The purpose of this exception is to afford the driver a restroom or coffee/drink break. At no time will the driver or assistant use this opportunity to shop, etc. The school bus must be parked away from other parked vehicles.

B-33.2 Non-Traditional Use of the School Bus

The lettered identification and school bus traffic warning lights on the front and rear of the bus shall be covered with some opaque detachable material when school buses are used for purposes other than the transportation of pupils on regular routes to and from school or on special trips to participate in contests of various kinds and for supplementary educational purposes.

B-33.3 Summer Storage of the School Bus

School buses that are not being used for summer school ~~or year-round schools~~ shall be returned to the garage after the close of the regular school year.

B-34 Decorating the School Bus

Posters, stickers, or advertising materials of any kind are prohibited in or on school buses. The only exception to this is a printed copy of "*Regulations for Pupils Riding School Buses.*" Transportation Supervisors and Garage Personnel have the authority to remove any prohibited items from the school bus.

B-35 Field Trips

B-35.1 Driver Interest

School bus drivers must indicate to Transportation Services their interest in driving field trips by using the *Intent Form*. A roster of interested drivers may be distributed to school principals. Drivers are also encouraged to notify their schools if they are interested in driving field trips.

B-35.2 Assignment of Drivers to Field Trips

School principals are to use the drivers and school buses assigned to them if possible. Contracted school bus drivers must be used whenever possible. School administrators should refrain from using other licensed personnel (staff members, coaches, etc.) unless no contracted school bus driver is available. Transportation Services will assign drivers and buses in those situations in which the school cannot find a driver. Schools are responsible for overtime pay to school bus drivers who are requested to stay on site for extended periods of time. Drivers or assistants may not use any type of leave to cover field trips.

B-35.3 Field Trip Procedures

Each school bus must have at least one responsible adult on board as a chaperon.

When more than one school bus is used for a field trip to the same destination, all buses will remain together for the duration of the trip.

School bus drivers and sponsors are mutually responsible for notifying the school and Transportation Services of any significant delays in returning.

Drivers scheduled for Out of Town trips shall have the bus check by garage personnel within five (5) operational days preceding the trip.

Should a field trip be canceled or postponed, the school is responsible for notifying the school bus driver and Transportation Services. If the driver is not notified and arrives at the designated point of embarkation at the designated time, the school is responsible for paying the driver the minimum pay.

Pay for field trips will be in accordance with current pay scales.

The provisions of this section do not apply to athletic runs that are covered by contract.

No field trips should be discussed with students until the appropriate administrator has approved the field trip.

The driver shall advise the pupils and sponsors of the location of the required emergency equipment and exits prior to the beginning of the trip.

The teacher and/or chaperon are responsible for the behavior of the students on the school bus.

Upon arrival at the destination, the driver should remind teachers of time of departure necessary for arriving back at school on time.

All rules governing the safety and behavior of students are in effect during field trips. Drivers should remember that standees are not permitted. All passengers must be comfortably and safely seated on seats before the bus is permitted to move. Under no circumstances are passengers allowed to sit on floors or aisles, use the driver's compartment area, step well, or sit on laps of other passengers. There shall be no eating or drinking while the bus is in motion.

Coolers, athletic equipment, or other objects must not be placed in the aisles or block the rear emergency exit. Drivers will immediately report any violations of these instructions to the school's principal or Transportation Services.

Chaperons who bring pre-school age children with them must also bring the appropriate safety seats.

B-35.4 Field Trip Paperwork

The school bus driver must have a copy of the "*Field Trip Application*" form in their possession. The driver will submit the form with the proper documentation to the timekeeper of the hosting school at the conclusion of the field trip or the next day.

An individual field trip form will need to be completed for each session of tutoring runs.

Second, non-contracted activity runs should be submitted on a Blue Sheet.

Refer to the *Administrative Guidelines for Field Trips* for additional information.

B-36 School Bus Stop Laws

B-36.1 School Bus Stop Laws

1. At intersections, all drivers must come to a complete stop for a school bus with red lights flashing and the stop arm extended. Under the law, motorists are required to stop even when approaching a school bus at right angles.
2. On undivided highways or streets, all vehicles traveling in any direction are required to stop and remained stopped until all children are clear of the roadway and the bus is again in motion.
3. On divided highways or streets, all vehicles traveling in the same direction as the bus must come to a complete stop, but those traveling in the opposite direction and separated by a physical barrier or an unpaved area may proceed without stopping.
4. Motorists must stop if the bus is loading or unloading children even if the signaling devices are not functioning properly.

B-36.2 Reporting Violators of the School Bus Stop Laws

Virginia Beach school bus drivers are encouraged to report violations of state school bus stop laws. Under state law, school bus drivers only need to identify a vehicle by reporting the license number of the vehicle; a visual identification of the driver is not required.

The school bus driver may complete the form, "*Reporting Violators of School Bus Stop Law*" and submit the form to the Training and Safety Supervisor. All information on this form must be accurate. These reports are forwarded to the police department, which then contacts the owners of the vehicles. School bus drivers also have the option to report the driver to the local magistrate to press charges.

Failure to stop for a school bus loading or unloading children could result in a reckless driving charge and civil penalty of \$250.

B-37 Right Turn on Red and U-Turns

At some intersections the school bus driver is permitted to turn right while the traffic light is red. Before turning, the driver must come to a complete stop. The driver should look both ways and yield the right of way to pedestrians and other traffic. Other drivers making a U-turn have the right of way over drivers making a right turn on red.

The school bus driver must check for less visible vehicles such as bicycles and mopeds.

Regardless of traffic conditions, the driver may not turn right if signs are posted at the intersection, which read "No Turn on Red."

School bus drivers are prohibited from making a U-turn in the school bus.

B-38 Arrival and Dismissal Times at Schools

B-38.1 Arrival: Morning Routes

All school bus drivers must arrive at each school at the time designated by the school administrator. This time is typically ten to fifteen minutes prior to the listed opening of the school. Any discrepancies must be resolved through the Transportation Supervisor.

B-38.2 Arrival: Afternoon Routes

All school bus drivers must arrive at each school no less than five minutes prior to the listed dismissal time for the school. Any discrepancies must be resolved through the Transportation Supervisor.

B-38.3 Arrival: Auxiliary Routes

These routes include activity, kindergarten, tutoring, and other similar routes. All school bus drivers must arrive at each school at the time designated by the school administrator. Any discrepancies must be resolved through the Transportation Supervisor.

B-38.4 Dismissal: Morning Routes

School administrators must release the school buses in a timely fashion so that school bus drivers can get started on their next route. Any discrepancies must be resolved through the Transportation Supervisor.

B-38.5 Dismissal: Afternoon Routes

School administrators must release the school buses within seven minutes of dismissal time so that school bus drivers can get started on their next route. Any discrepancies must be resolved through the Transportation Supervisor.

B-38.6 Dismissal: Auxiliary Routes

These routes include activity, kindergarten, tutoring, and other similar routes. School administrators must release the school buses in a timely fashion so that school bus drivers can get started on their next route. Any discrepancies must be resolved through the Transportation Supervisor

B-39 School Bus Driver/Assistant Appreciation Day

Each spring, if funds are available, a celebration is held to show appreciation to the school bus drivers and assistants. A committee comprised of Transportation Staff members, Media and Communication staff members, school bus drivers, and assistants makes arrangements for the celebration.

B-40 High Occupancy Vehicle (HOV) Lanes

High Occupancy Vehicle (HOV) lanes are designated on highways by a diamond-shaped marking in the center of the lane. HOV lanes may also be special lanes separated by a barrier. During heavy traffic periods, HOV lanes are reserved for buses, vanpools, carpools and other high occupancy vehicles. Road signs indicate the minimum number of passengers a vehicle must carry to use the HOV lanes and the times that HOV restrictions are in effect. School Buses operated by Virginia Beach City Public Schools are permitted to travel in HOV lanes in the Hampton Roads area provided there is at least one passenger on board. Reminder: The school bus is limited to 60 MPH on Interstates.

B-41 Unloading Early Discoveries, Mid-Day Kindergarten, and Special Needs Students

Mid-day kindergarten, Early Discoveries students and Special Needs students must never be unloaded without a parent or designee to receive them. If there is no one there to receive the child, the following steps must be taken:

Special Needs drivers should continue the route, then return to the child's stop. If there is still no one at home and the school is nearby, the driver should return the child to the school.

If the child's school is not convenient, the driver should contact Station Three and allow staff members to attempt to contact the parent. If a parent cannot be reached, the driver should finish the route and return to the child's home address and contact Station Three for instructions.

In the evening, most schools are closed after 4:00 PM. In this case, the driver should radio Station Three and staff members will attempt to contact the parent.

In all cases, the school and parents should be notified of what has occurred.

NOTE: There is no requirement for a parent or designee to receive a kindergarten student at the afternoon dismissal unless requested by the parent; however, the driver should use good judgment if an abnormal situation arises.

B-42 School-Based Transportation Assistants

1. The person designated as the Transportation Assistant at each school should serve as liaison between Transportation Services and the school in all matters concerning pupil transportation. The Transportation Assistant should be scheduled so that he is free of any other duties while school buses are arriving or leaving school.

2. The assistant is expected to work with Transportation Services in determining locations and numbers of students to be served, bus routes, and location of stops. After the school year has started, the assistant should make recommendations, when necessary, to the Transportation Office concerning any desirable changes that will improve the safety or efficiency of our transportation system.

3. The assistant should develop an orderly and safe procedure for buses to enter and leave the school grounds and be on the "apron" of the school prior to the arrival of the first bus each morning and in the afternoon until the last bus leaves. He should record the arrival and departure times of school buses and supervise the loading and unloading of students.

4. The assistant should be responsible for the following reports required of bus drivers:

School Bus Driver's Monthly Report to Principal (T-8): Each driver submits this form to each school served. These are to be sent to Transportation Services by the fifth of each month.

Principal's Monthly Bus Report (PT-8): This form is to be completed by the school and submitted to Transportation Services by the fifth of each month.

5. The Transportation Assistant should attempt to establish good rapport with the drivers and meet with them as needed to solve transportation problems.

6. Drivers are to report any disciplinary problems with which they need help to the principal or the principal's designee. However, in many instances, time or circumstances make this impractical and the information is given to the Transportation Assistant who will discuss it with the principal. Transportation Assistants should insure that school bus drivers are informed of disciplinary action taken in each case.

7. Transportation Assistants should send the pink copy of each *Bus Behavior Referral* form to Transportation Services.

8. All Transportation Assistants will be certified in drug and alcohol recognition training through a recognized program.

9. Transportation Assistants should perform random, visual observations of bus drivers to determine if they are impaired during the delivery and pick up of students at their schools. Any problems should be reported to the school principal and the Transportation Office immediately.

B-43 Activity Buses Assigned to Schools

B-43.1 Responsibility of the Fleet Manager.

The Fleet Manager or designated representative will:

1. Upon request from the Student Activities Coordinator, provide a suitable school bus for use as a school operated activity bus, as long as vehicles are available from the spare bus fleet. The school bus may be provided on a long or short-term basis, depending on the nature of use and vehicle availability.
2. Provide scheduled and unscheduled maintenance services for the school bus in accordance with Virginia Department of Education Regulations and Guidelines.
3. Provide a schedule of Preventative Maintenance Service (PM) dates for the school bus. School Buses are scheduled for inspection and servicing approximately every six weeks.
4. Provide a fuel card for use at one of the 24 hour, 7 days a week refueling facilities.

B-43.2 Responsibility of the Student Activities Coordinator.

The Student Activities Coordinator or designated representative will:

1. Request use of a school bus as an activity bus through the Fleet Manager's office at least one week in advance of the date required.
2. Ensure that staff members who drive an Activity Bus have a current Commercial Drivers License (CDL) with the P and S endorsements, and a current physical examination. A copy of the physical examination and a recent Department of Motor Vehicle Transcript will be sent to the Transportation Office for each Activity Bus driver. Additionally, the staff members must review the *Transportation In-Service for School Staff with CDL's* located on the Transportation website.
3. Ensure that the Activity Bus is returned to the designated Garage on the date the bus is scheduled for the Preventative Maintenance (PM) Service.
4. Return the bus to the designated Garage at the end of the school year, or at the conclusion of the requirement for an Activity Bus.
5. Ensure that all vandalism or crash reports are completed in a timely manner and notification is made to the proper office. (i.e. Police, Transportation, School Bus Garage, etc).
6. Ensure the Activity Bus is not operated outside a 125 mile radius or out of state without prior approval of the Superintendent.

B-43.3 Responsibility of the Activity Bus Driver.

The Activity Bus driver will:

1. Perform Pre-Trip and Post-Trip Inspections of the Activity Bus.
2. Keep the interior of the bus clean. As a minimum, this includes broom sweeping the bus and removing all trash.
3. Refuel the bus when necessary at one of the refueling sites. (A list of sites and hours of operation is available at the School Bus Garage).
4. Operate the Activity Bus in a safe manner at all times, while obeying all applicable local, state and federal laws regarding operation of a school bus.
5. Notify the proper authority in cases of vandalism or crashes.

6. The driver is responsible for making sure everyone on board knows where the evacuation exits are located, before the trip.

B-44 Secondary School Activity Runs

B-44.1 Contracted Activity Runs

Each middle school and high school is assigned a fleet of drivers to perform one evening activity run. The number of drivers contracted for these assignments is determined by the ridership needs. The student activity coordinator at the school and the appropriate transportation supervisor will work together to determine the number of drivers needed. Students participating in athletics, band, after school detention, or other approved student activity programs, are eligible to ride the buses. Activity buses may be used beginning the first day of football practice for senior high schools and the first day for returning teachers for middle schools.

B-44.2 Additional, Non-Contracted Activity Runs

The principal of the school must issue a memo to the Director of Transportation Services in order to request a second tier of activity runs. The school must validate sufficient ridership and a need based on space limitations. Once approved, the appropriate transportation supervisor will work with the student activity coordinator to finalize the needs. The school is responsible for monitoring the actual need for these runs and to communicate with the transportation supervisor when the run is no longer needed. Supervisors will keep this information on file and monitor the additional costs. The approval of additional runs is on a temporary basis.

B-44.3 Routing of Activity Runs

The routing of the activity fleet is the responsibility of **school** officials. Regular routing and departure times will be established and announced by each school. The schedule and departure times of these school buses should be adhered to as closely as possible. These runs should not exceed 60 minutes. The Student Activities Coordinator will provide a copy of the evening activity route sheets to the Transportation office.

B-44.4 Location of Pupil Stops for Activity Runs

Activity runs should be designed to keep on the main roads and deliver students to the entrance of the neighborhoods. Pupil stops are designed to be within 1½ miles from the place of residence where time restraints, road conditions and vehicle access allows. Activity bus routes will not be established within a cul-de-sac or on a dead end roadway where backing up will be required.

B-44.5 Cancellation of Activity Runs

When activity runs are not needed, it is the responsibility of the school to notify the drivers and Transportation Services.

B-45 Items Left on School Bus

B-45.1 Responsibility of the School Bus Driver

When a driver finds property left behind by a student, the bus driver will retain the item for five school days. After that, the driver will turn in the item to the appropriate school to be placed in their lost and found.

Section C: Safety Procedures

C-1 Pre-Trip Inspection

The pre-trip inspection must be performed daily. The Pre-Trip Inspection Form must be up to date and kept on the bus readily available for review by local, state, and federal authorities. This form must be submitted at the end of the month to the driver's base school.

C-2 Post-Trip Inspection

C-2.1 The School Bus Interior

At the end of each driving session the driver must perform the following duties:

1. Turn off all lights and blowers.
2. Make sure bus is in neutral
3. Turn off engine.
4. Remove ignition key.
5. Set the parking brake.
6. Pump down the air brakes
7. Sweep interior of bus and empty trash containers.
8. Close all windows and air vents.
9. Check bus for any vandalism.
10. Lock emergency exits as applicable.
11. Close the service door and lock as applicable.
12. Do not leave the keys on the bus.

C-2.2 Walking the School Bus

After each and every run, the driver will check bus for lost or sleeping students. The driver must walk down the aisle to the rear of the bus and check under all seats after each and every run. Failure to do so may result in disciplinary action up to and including termination.

C-3 Maintenance and Service of the School Bus

1. School buses shall be carefully inspected by a competent mechanic immediately before beginning transportation on school bus routes in the fall and at stated intervals during the school session, not less frequently than once every 45 driving days. Such inspection shall be recorded on the form prescribed by the State Board of Education..
2. Drivers **must** bring their bus in for service on the scheduled day. Any deviation from the assigned schedule must be reviewed, validated, and approved by the area supervisor. **DO NOT SCHEDULE ANY OTHER APPOINTMENTS (DOCTOR'S, MEETINGS, ETC.) ON THE DAYS YOUR BUS IS DUE FOR SERVICING.**

3. Progressive disciplinary action will be taken with drivers failing to comply with the assigned schedule for servicing of their school bus . . . verbal warning, written reprimand, recommendation for dismissal.
4. Drivers must bring their bus to the assigned garage site (Harpers Road or Glenwood) by 10:00 a.m. on the scheduled day. Drivers with midday routes should bring the bus to the assigned garage site **immediately** following their last morning route.
5. The driver must report all defective equipment in writing to the school bus garage and bring the bus in for repair.
6. The driver must keep the interior of the bus clean, which includes emptying the trash, sweeping the floor and cleaning the ceiling.
7. In the event a student gets sick while on the bus, the driver is responsible for cleaning the school bus. The school's custodian is responsible for providing supplies and materials to the bus driver for cleaning the vomit.

C-4 Vehicular Crashes

Drivers must be very familiar with emergency exits on the bus: the front door, the emergency door(s), and all rear windows and windshields which can be pushed out with the driver's foot or some heavy object so as to become escape hatches. In the event of an crash, drivers should remain calm and assume control of the situation to prevent a panic situation for students. Follow these procedures:

1. Do not move the bus until police and/or a representative from Transportation Services advises.
2. The driver should secure the bus. The driver will activate the emergency flashers, set the parking brake and turn off the ignition.
3. Check for injured students. Make sure this is done on at least three different occasions.
4. Protect the crash scene from further or more serious crashes by displaying red reflective triangles as required. In some cases, the distance to display triangles should be greater than 100 feet from the bus so as to warn approaching vehicles when the crash scene is obscured by hills, curves or trees.
5. Obtain the following information from all passengers on the school bus: name, age, telephone number, and a notation as to whether or not each child is injured.
6. Use the two-way radio or cellular phone to contact Station Three. If this is not possible, and since students should not be left unattended, have a responsible student or passing motorist call the Police Department (911) or Transportation Services at 263-1545. Transportation Services will notify all necessary people (police and schools). Under extreme emergency situations, the driver may be requested to switch to Channel 2.
7. After duty hours and on weekends, call the police Department (911) and they will contact designated Transportation Services personnel. Transportation Supervisors are available in the office from 5:00 AM until 5:00 PM during work days. A dispatcher is available by radio until 7:00 PM. Please use the 263-2949 number after 5pm.

8. When the phone report is made, Transportation Services should be advised of the nature and extent of any injuries and whether a wrecker, fire truck, rescue squad, or spare bus is needed.

9. Report all crashes to the Director of Transportation Services or his designee if there is damage to the school bus and/or other property regardless of extent of damages.

10. If damage to school bus is not extensive and there is no danger of fire, further crashes, or other danger, let students remain on the bus. If students must be evacuated to a safer location, calmly give directions and use warning lights and stop arm, if operational, while evacuating the bus.

11. If another vehicle is involved, obtain all pertinent information for the required crash report. This includes the other driver's name, address, phone number, and driver's license plate number. Also, get the type of vehicle (make, year, color), license number and state. Attempt to get the name of the insurance company insuring the other driver. This information should be given to the Transportation Services crash investigator.

12. Obtain names, addresses, and phone numbers of any witnesses.

13. Take the school bus to the bus garage as soon as possible for an estimate of damages, regardless of who is at fault.

14. Do not make any statements regarding the crash to anyone except School Board officials and the police. Do not argue at the scene of an crash. Refer all inquiries to Transportation Services.

14. Report all facts concerning the crash to the Director of Transportation Services or his designee.

15. **NOTE:** All crashes are classified as either preventable or non-preventable by the Crash Review Board.

16. *Non-vehicular Property Damage:* Property damage to items such as mailboxes, traffic signs, and yards caused by a school bus should be reported to the owner and the Director of Transportation or his designee. Extensive damage should be reported to the police.

C-5 Insurance

Every vehicle used in transporting school pupils and personnel at public expense shall be covered with insurance that will provide financial assistance in case of injuries or death to pupils resulting from an crash.

In accordance with Virginia Law, Virginia Beach City Public School buses are covered by a policy of public liability and property damage insurance. The amounts of insurance in effect are at least those prescribed by law.

C-6 Emergency Evacuation Drills

All students shall, at least twice annually, receive instruction in rider safety and practice emergency exit drills. The first exercise shall be completed within the first 30 school days and

the second shall occur early in the second semester. Arrangements should be made to provide instruction for students who rarely ride a school bus (students who reside in the Non-Transportation Zone, parent drop off/pick up, etc.).

Transportation Services, each semester, informs all school principals of the time period in which evacuation drills are to be conducted. The Transportation Assistants schedule the drills during the period specified. They establish a schedule for each bus serving their school and provide their drivers with a copy of the procedure for conducting a school bus emergency evacuation drill.

Each school submits a report to the Transportation Office upon completion of the required evacuation drills. The report reflects the school bus number, dates the drills were satisfactorily completed, and the name of the school.

Procedure for Emergency Evacuation Drills

1. Select a suitable site such as school grounds or other protected areas.
2. Driver should secure the bus by turning off the ignition, placing the transmission in neutral (low gear if manual), engaging parking brake and activating the emergency flashers. Place reflectors 50 feet in front and in rear of the bus.
3. Driver or Transportation Assistant should explain the purpose and the procedure of the drill.
4. Training pupils to follow the best practice for safe evacuation is the objective of the drill. Speed, though desirable, is not the only goal to be attained.
5. Instruct pupils to leave all personal belongings on the bus, leave in an orderly manner, and assemble in a group at least 100 feet from the bus and remain there for further instructions.
6. If possible, arrange for a larger student to be just outside the door to assist smaller students.
7. Practice the drill three times: entrance door only, emergency door only and both doors. Those drivers operating a bus with a side emergency exit door should point out its availability to the students. At this time students are not required to physically exit this door during a drill.
8. The driver should usually remain in the bus directing and assisting with the evacuation.
9. Remember to pick up the reflectors upon completion of the drill.
10. Driver should check to see that all students are accounted for.
11. These drills should be conducted under administrative supervision.
12. It is suggested that a gym mat be placed at the rear exit door for the students.

C-7 Reporting Crashes

A written report on forms furnished by the State Board of Education of all crashes involving school buses, school pupils, and personnel who ride school buses (including injury or death while crossing the road, waiting at bus stops, etc.) shall be sent to the State Supervisor of Pupil Transportation by the Division Superintendent within 5 days from the date of each crash. Such report shall give the apparent cause of the crash, the extent of personal injury or injuries to pupils or others, and the amount of property damage.

C-8 Safe Driving Awards

Drivers who operate without a preventable school bus crash during the previous school year will be eligible for a safe driving award pin. These pins will be awarded to the drivers by their supervisor at the In-Service Meeting in January.

C-9 School Bus Safety Week

The governor of Virginia annually recognizes one week in October as School Bus Safety Week. The Office of Transportation Services distributes the Safe Driving Awards at the In-Service Meeting in January. School administrators typically recognize the drivers through small gifts and favors.

C-10 Crash Review Board

Crash Review Board C-10

The Crash Review Board meets monthly to review the circumstances behind all vehicular crashes involving school board vehicles. The committee follows the guidelines established by the National Safety Council to determine whether each crash was preventable or non preventable. All preventable crashes can be appealed in front of the Transportation Crash Review Board by notifying the Safety Supervisor. The driver has three months to appeal after the date of the Notification Letter. After the 3 months has expired, no appeals will be accepted. The safety supervisor will report to the Director of Transportation/or his designee any driver charged with a third preventable crash. Refer to Section A-8.1 for additional information.

The current committee:

Chair: Steve LePock, Occupational Safety Specialist
Gary Ponton, Transportation Safety Supervisor
Bonnie Wolf, Training Supervisor
Larry Ames, Director of Custodial Services
Eric Woodhouse, Director of Supply Services
John Smith, Director of Food Service
Jett Bell, Assistant Director School Plant
Keith Acosta, VBPD
Marjorie Brannan, School Bus Driver Representative

C-11 Break Downs

1. The driver shall activate the hazard lights to warn other motorists that the bus is disabled.
2. The red portable reflectors must be placed properly within 10 minutes.
3. The driver should notify the school bus dispatch by radio or call 263-2870. After duty hours and on weekends, call the police Department (911) and they will contact designated Garage personnel. A dispatcher is available by radio until 7:00 PM.
4. Should the bus start after the driver has called for service, the driver should notify the dispatcher or the garage to cancel the service call or wait until the service truck arrives.
5. Students should remain on the bus until repairs are completed or they are transferred to another bus.

C-12 Illness or Injury of Passenger

1. Any injury or complaint of injury reported by a passenger on the bus as being school bus related (falling, being pushed, injured at the bus stop, etc.) is to be reported to Transportation Services and the appropriate school principal.
2. In case of serious illness or injury of a person, the driver should notify the rescue squad and Transportation Services. Each should be given the bus number, location, name of the child, name of child's parents, child's phone number, and attending school.
3. The driver should know the contents of the first aid kit and what to do with them. The driver should be sure that the first aid kit is in the bus and that it is well supplied.

C-13 Emergency Vehicles

1. When being approached from front or rear by an emergency vehicle (police, fire, rescue) with a flashing red and/or blue light and/or siren, a school bus must pull to the right side of the road and stop and remain stopped with hazard lights on until the emergency vehicle has passed.
2. If the school bus driver is loading or unloading students when approached by an emergency vehicle at a pupil stop, continue using the traffic warning lights and stop arm, but prevent any more students from getting off the bus or crossing the road.
3. After the school bus driver has checked carefully to see that all students are either safely across the road or on the bus, the driver should then cancel the warning lights and stop arm, permitting the emergency vehicle to pass.
4. After the emergency vehicle has passed and the school bus driver has determined that it is safe to continue loading or unloading passengers, the warning lights are to be turned on, stop arm extended, and the pupil stop is to be completed.
5. **THE DRIVER SHOULD USE GOOD JUDGEMENT AND NOT JEOPARDIZE THE SAFETY OF THE CHILDREN.**

C-14 Vandalism

All acts of vandalism or theft must be reported to Transportation Services and to the police.

Damage caused by passengers while riding the bus must be reported to the principal of the school and Transportation Services with the names of the pupils involved if known. A *Bus Behavioral Referral* form should be used and video recording when possible.

The bus driver will take the bus to the garage and fill out a vandalism report and submit a ticket to have the damage repaired. The school will notify the parents or guardians of the student about the incident and the procedures for restitution for the vandalism. The garage will send an invoice for the repair work to the school after the vandalism has been repaired. The school will send the invoice home with the student.

The student, parent or guardian will bring a check with the invoice to the school to pay for the damage. The school will forward them to the Harpers Road garage.

School bus drivers are responsible for fire extinguishers, red portable reflectors, and first aid kits. Losses should be reported immediately to the bus garage and items replaced as soon as possible.

C-15 Tornado

Drivers are instructed to never attempt to outrun a tornado. If a bus driver has reason to believe that a tornado is approaching, the following steps should be taken.

If there is time to get the students into a well-constructed building, this should be done as quickly as possible. The students should move into the interior or basement of the building away from windows and doors.

If no well-constructed building is available, highway underpasses can provide protection. Stop the bus just downwind from the underpass so that high winds do not blow the bus in the direction of the students. The students should be moved up under the overpass structure and positioned with their hands over their heads.

If no building or underpass is available, the students should be directed to a ditch or low-lying area, preferably without water. Stop the bus just downwind from the selected location so that high winds do not blow the bus in the direction of the students. The students should be positioned with their hands over their heads.

C-16 Student Altercations

The school bus driver and/or assistant are not expected to physically intervene in any situation that may cause them physical harm. When an altercation between students develops, the driver or assistant is instructed to **verbally** intervene to resolve the situation.

If the altercation develops on the school bus while on school grounds, the driver should summon assistance from school personnel. The driver should never tell the students to “take the fight off the bus.”

If the altercation develops while in route, the driver should pull to the side of the road in a safe location and verbally intervene to resolve the situation. If the verbal intervention is unsuccessful, the driver may summon the police by using the cellular phone or contacting the Transportation Office via radio. Under no circumstances shall the school bus driver or assistant order the students off the school bus.

The school bus driver and/or assistant shall complete a Discipline Referral Form for each student involved and submit this information to school personnel. The driver should include his/her employee number on the discipline referral form.

C-17 Extreme Weather Conditions

1. During inclement weather (rain, snow, etc.) and during periods of reduced visibility, (rain, fog, twilight, early morning hours, overcast days, etc.) buses are to be operated with headlight and clearance lights turned on. Virginia law requires that all vehicles must use headlights while windshield wipers are being used. Buses are not to be operated with only the parking lights and/or clearance lights.

2. During periods of heavy rain, school buses are to be stopped with hazard lights on in a safe location until the rain subsides. Increase normal following distances to allow for adverse driving conditions.

3. **Transporting Students:** Drivers should make the best effort to get the students home. They should only drop off students in dry area with a clear walking path to their homes. Drivers must not require students to walk through deep water. The school bus driver should inform the Transportation Office of high water/flood zones. If there is any doubt, the driver must return the students to the safety of the school and inform Transportation Services.

C-18 Transporting Students with Oxygen

This is what DOE states in the **Care of the Respiratory System** guidelines:

“NOTE: The Virginia Department of Education has taken the position that students who need to be accompanied by a supply of oxygen can be **transported by the school bus** under the following conditions:

- An aide, attendant, school nurse, etc. who has received specific training for administration of oxygen and general training on the student’s special needs, shall accompany and sit next to the student;
- Only the driver, aide, and the student should be on the vehicle when oxygen is present;
- The tank or cylinder shall be removed from the bus when the student departs;
- **If a portable oxygen system (backpack) comparable to a “C” or “D” type that holds 200-400 liters is used, then the student can be transported on the same bus as other students;**
- The oxygen equipment (backpack tank) shall be mounted and securely fastened to the bus body in an upright position so that valves are protected from possible breakage and to prevent exposure to intense heat. Mounting should be as near as practical to the student’s seating position. If a wheelchair is used, the oxygen may be secured to the properly secured wheelchair. If oxygen is necessary during transportation, instead of removing the cylinder from its mounting, a small amount of regular oxygen extension tubing from the cylinder, which should be adjacent to the student’s seating position, to a face mask shall be considered.”

Section D: Student Conduct

D-1 Student Conduct and Discipline

D-1.1 Discipline Responsibility

The principal of the school served is responsible for the discipline of students on the school buses. The driver exercises the principal's authority in maintaining a safe and wholesome atmosphere on the bus. Drivers and assistants are reminded that the principal is the chief administrator in the school.

An acceptable classroom standard of conduct is expected of passengers. The driver should be familiar with the standards contained in the pamphlet, "*Code of Student Conduct.*" See Section D-2, below, for a copy.

D-1.2 Discipline Referral Procedure

The driver and/or assistant are to refer pupil behavior problems associated with school bus transportation to the principal or his/her designee.

The driver and/or assistant are instructed to complete a written referral for the principal for any pupils who have become so unruly that operation of the bus is unsafe. Should there be a problem on a bus or at a school that is not satisfactorily resolved, please contact your area supervisor of Transportation Services for assistance.

Although the principal of each school is responsible for the discipline of students, the driver is the first link in the chain of good conduct. If the driver fails to take this part of the job seriously, the chain is broken. Serious disciplinary problems involving injury to students, assistants, or bus driver, disruptions which involve parents, other motorists, or others not authorized to ride on school buses should be reported immediately to Transportation Services and to the principal of the school served.

The driver should report all the facts to the principal in writing using the Bus Behavior Referral form each time there is a discipline problem, regardless of whether or not the driver wants the principal to take action. When action of the principal does become necessary, the driver will receive his/her full support. A copy of the bus referral shall be forwarded to the appropriate transportation supervisor.

The driver must not commit the principal to a decision that he/she may not be willing to make.

D-1.3 Suspension of Riding Privileges

Only the principal of the school has the authority to suspend the riding privileges of an unruly student. School bus drivers have **no** authority to suspend riding privileges except under the following circumstances:

The driver has the right to refuse transportation to any student who has an unsafe object (matches, knives, firearms, etc.) in his/her possession. Under no circumstances will a pupil be put off the bus on the way to or from school.

The driver must notify the student and inform the principal immediately of the action taken, name of student, and nature of the offense.

D-1.4 School Bus Driver's Responsibility

The school bus driver has the authority and is encouraged to arrange seating plans as deemed necessary.

Drivers are not to carry students who have been suspended from riding another bus. If a suspended student boards the bus in the morning at his pupil stop, the driver should not refuse to transport him. The driver should report the incidence immediately upon arrival at the school.

Do not try to discipline passengers while driving. If necessary, stop in a safe location, activate hazard lights, and regain order before proceeding. Notify the dispatch office or the police if necessary.

In case of improper conduct, the driver should remember the following:

The driver should always be polite to the parents, answering their questions, and not arguing with them. Refer their questions to the principal or Transportation Services.

School bus driver's conferences with parents should be held with the principal or transportation designee and, if needed, a representative of Transportation Services in attendance.

Students are not permitted to leave their cell phones on the school bus under the driver's care during the course of the school day. Students may not "store" their cell phone on the school bus at any time.

D-1.5 Student Responsibilities

Refer to the Code of Student Conduct.

D-1.6 Students with Large Items

Refer to the Code of Student Conduct.

D-2 Code of Student Conduct

D-2.1 REGULATIONS FOR PASSENGERS RIDING SCHOOL BUSES

The following information has been copied from a document issued to all students of Virginia Beach City Public Schools.

D-2.2 MEETING THE SCHOOL BUS (S.B.Policy 5-34/S.B.Reg.5-34.1)

- Students are subject to all conditions of the Code of Student Conduct while at the bus stop, going to and from the bus stop, or riding the bus. Items that are prohibited at school, such as skateboards, boom boxes, etc., are not allowed on the bus.
- Parents or their designee should accompany their children to and from the school bus stop.
- Students must be on time. It is recommended that students be at their stop FIVE MINUTES before regular pickup time.
- Students must not stand on the traveled portion of the roadway or on private property while waiting for a bus.

- While waiting at a bus stop, students must respect the property of homeowners in the area.
- Students must not run alongside of a moving bus, but wait until it has stopped, then walk to the front door.

D-2.3 CONDUCT ON THE SCHOOL BUS (S.B. Policy 5-34/S.B. Reg. 5-34.1 & 5-36.8)

- Students must obey the driver and be courteous to him/her and to fellow students. The driver is in full charge of the bus and students and has the authority to assign seats to maintain discipline or promote safety.
- Students must never mar or deface the bus. Willful or careless damage must be paid for by the student performing the act.
- Students must not extend arms, legs, or heads out of the bus.
- Students must not talk to the driver while the bus is in motion except in an emergency.
- Students must not tamper with the emergency door.
- Students must not wave or shout at pedestrians or passengers in other vehicles
- Students must not throw objects about the bus or from a window.
- Books, book bags, band instruments, or other loose objects must not be placed in the aisle or at the front of the bus on the floor. These items will be permitted aboard ONLY if they can be held in the student's lap and not encumber another student.
- Eating, drinking, or selling any commodity on the bus is prohibited.
- Students must not open windows without permission from the driver.
- The following items will not be permitted on the bus: head phones, live animals, glass objects, skateboards, scooters, surf/boogie boards, and other items that do not directly support the educational process.
- Portable communication devices, including cell phones, may be displayed, activated or used on school buses by high and middle school students while being transported to and/or from school.
- The bus driver has the right to refuse transportation to any student who has an unsafe object (matches, knives, firearms, etc.) in his/her possession.
- Students must have a written request from their parents to go home any other way than their regular route, subject to the approval of their school administrator.
- No change will be made in the location of bus stops or bus routing without the approval of the Office of Transportation Services, 263-1545.
- Students must use the bus to which they are assigned. No change in a bus may be made without the permission of the school principal.

D-2.4 LEAVING THE SCHOOL BUS (S.B. Policy 5-34/S.B. Reg. 5-34.1)

- Students must remain seated until the bus comes to a full stop.
- Students must leave the bus at their regular stops.
- If students must cross a highway, they are to do so at the front of the bus and at a distance of at least ten feet in front of the bus. They must not cross until the driver has signaled that it is safe to do so.
- Riding a school bus is a privilege. Should any child be reported to the principal, the principal will be responsible for the disciplinary action including loss of the privilege of bus transportation. If you need help with problems relative to transportation, please contact the school principal or the Office of Transportation Services, 263-1545

Section E: Related School Board Policies

E-1 Bylaws

Complaints Regarding Students or Employees **SB 1-25**

E-2 Administration

Conditions of Employment **SB 2-48**
Safety: Hazard Communication Program **SB 3-57**
Safety: Weapons on School Property **SB 3-63**
Safety Program **SB 3-56**
Crash Reporting and Investigation **3-56.1**
Use of Metal Detectors **SB 3-64.1**

E-3 Business and Non-Instructional Operations

Transportation/Generally **SB 3-76**
Schedules, Routes and Stops/Traffic Control Plan **SB 3-78**
School Board Owned Vehicles **SB 3-80**
Compulsory Use of Seat Belts **SB 3-80.1**
Standees on School Buses **SB 3-80.2**
Motor Vehicle Operation **SB 3-80.3**
Transportation of Disabled Students **SB 3-82**

E-4 Personnel

Equal Employment Opportunity Plan **SB 4-6**
Complaint Procedures for Job Applicants **SB 4-6.1**
Employee Input Process **SB 4-8**
Employee Groups **SB 4-8.1**
Employees Exposed to/or Infected with HIV/AIDS **SB 4-10 SB 4-10.1**
Resignation **SB 4-16**
Dismissal or Placement on Probation **SB 4-18 SB 4-18.1**
Drug and Alcohol Testing of Motor Vehicle Operators **SB 4-22 SB 4-22.1**
Health Examinations/AIDS Awareness Orientation **SB 4-9**
Hours of Employment/Work Day **SB 4-13**
Personnel Records **SB 4-15**
Suspension **SB 4-17 SB 4-17.1**
Retirement **SB 4-19**
Retirement Programs **SB 4-19.1**
Payment to Estate of Deceased Employees **SB 4-21**
Conflicts of Interests **SB 4-23 SB 4-23.1**

Transportation of Students in Private Vehicles **SB 4-25.1**
Use of Alcohol and Drugs/Tobacco Products **SB 4-27 SB 4-27.1**
Drug-Free Workplace **SB 4-27.2**
Political Activities **SB 4-29.1**
Non-school Employment **SB 4-31.1**
Investigative Procedures **SB 4-33 SB 4-33.1**
School Bus Privileges **SB 4-24.1**
Personnel Identification Systems **SB 4-26.1**
Firearms and Weapons **SB 4-28.1**
Endorsement of Commercial Products or Services **SB 4-30.1**
Employee Associations **SB 4-32**
Guidelines for Meetings, Solicitation of Members **SB 4-32.1**
Pay Schedule **SB 4-35.1**
Insurance/Retirement Plan **SB 4-37**
Workers Compensation **SB 4-37.1 SB 4-37.2**
Personal Protection from Assault/Other Acts **SB 4-41**
Sexual Harassment **SB 4-43 SB 4-43.1**
Employee Assistance Program (EAP) **SB 4-40.1**
Property Damage/Reimbursement **SB 4-42**
Leave, Funeral **SB 4-46.1**
Leave, Religious Holiday **SB 4-52.1**
Leave, Transfer of **SB 4-54.1**
Leave, Sick **SB 4-45.1**
Leave, Personal Reasons **SB 4-47.1**
Leave, Military **SB 4-49.1**
Leave, Jury Duty and Witness **SB 4-51.1**
Leave, Academic **SB 4-53.1**
Leave, Health Care **SB 4-53.2**
Leave, Parental **SB 4-53.3**
Leave, Long-Term Illness **SB 4-53.4**
Leave, Parental Sick **SB 4-53.5**
Leave, With/Without Pay for Family and Medical Purposes **SB 4-55**
Leave, Family and Medical **SB 4-55.1**
Sick Leave Banks, **SB 4-45.2**
Leave, Terminal Pay for Unused Sick Leave **SB 4-45.3**
Reporting Child Abuse or Neglect **SB 4-68 SB 4-68.1**
Investigating/Reporting Alcohol or Drug Use; Employee Responsibilities **SB 4-67.1**
Conditions of Employment **SB 4-75 SB 4-75.1**
Bus Drivers/Driver Assistants **SB 4-77 SB 4-77.1**
Evaluation **SB 4-83 SB 4-83.1**
Meetings, Conferences and Conventions **SB 4-85**
Overtime **SB 4-87 SB 4-87.1**
Contracts: Classified Personnel **SB 4-82.1**
Holidays **SB 4-88 SB 4-88.1**
Substitute Employees **SB 4-90**
Designation of Employees for Emergency Operations **SB 4-96.1**

E-5 Students

School Attendance Areas **SB 5-14 SB 5-14.1**
Age of Compulsory Attendance **SB 5-11 SB 5-11.1**
Conduct on School Buses **SB 5-34 SB 5-34.1**
Conduct Invoking Punitive Action **SB 5-36**

Bus and Safety Patrols SB 5-59.1
Search and Seizure SB 5-65 SB 5-65.1

E-6 Instruction

Delayed Opening/Emergency Closing of Schools **SB 6-15.1**

E-7 Community Relations

Use of School Buses **SB 7-52**

Section F: Driving Fundamentals

STARTING THE BUS

1. You should adjust the driver's seat so you can operate the pedals, the steering wheel, and other controls effectively, and also be able to see all surrounding areas. Sometimes it is necessary for the garage staff to relocate the seat or make adjustments to provide you with a more comfortable position. If a relocation of the seat or mirrors is performed, make sure their placement conforms to all safety standards.
2. Mirrors should be adjusted. The inside mirror is used for viewing passengers within the bus and also serves as a rear view mirror. The left and right outside mirrors should be adjusted so that you can see at least 200 feet to the rear. The crossview mirrors should be adjusted to optimize your indirect view of the children in the "Danger Zone."
3. The safety belt should be fastened before the bus is put in motion.
4. The parking brake should be set so that the bus will remain stationary.
5. Turn the key to start the engine. The engine should be warmed slowly, never "revved" while it is cold. Check all gauges. The ammeter should be in the plus (+) direction. On those buses equipped with a voltmeter, the gauge should show 12 - 14 volts. The oil gauge needle should be in the center of the dial. There should be a minimum of one-quarter of a tank of fuel. The air pressure gauge should read at least 100 psi. The low air pressure warning signal should function when pressure falls below 60 psi.

STARTING OUT AND ACCELERATION

1. Place your foot on the service brake pedal and then release the parking brake.
2. Shift to "Drive".
3. Use the mirrors to check approaching traffic and the area surrounding the bus.
4. Give a signal indicating your readiness to enter the flow of traffic. If any significant time elapses, recheck traffic before moving.
5. Depress the accelerator slowly and smoothly until you feel the bus moving.
6. During normal braking, brakes should be applied gradually by increasing pressure. Smooth stopping requires you to think about your stop and plan it in advance.

STEERING

1. Grasp the steering wheel with both hands. Your left hand should be at approximately the 9:00 position, your right hand at the 3:00 position. Your hands should be on the outside of the steering wheel and the thumbs on the top or outside of the wheel.
2. You should always scan the environment ahead, about the distance your bus would travel in 12 to 15 seconds (about a 1/4 mile at highway speeds). You should also look in the side and rear view mirrors to see that all is clear.
3. The hand-over-hand method of steering should be used.

RIGHT TURNS

When the entire bus clears the curb at the corner and stays as nearly as possible in its own lane of traffic, the driver has made a perfect right turn. To make this perfect turn, the driver must consider the following factors: where to stop prior to the turn if a stop is necessary, how far to angle out when leaving the curb, where to begin the turn, the speed of the bus, and how to straighten out after making the turn. Follow these procedures when making a right turn under normal conditions:

1. Check the traffic surrounding the bus
2. Give a signal within the designated distance for your speed
3. Move to the far right-hand lane and slow down
4. Observe and obey all traffic signs and signals
5. Reduce speed to 10 MPH or less -- this gives you and others time to avoid problems
6. Allow sufficient space to avoid running over the curb or striking parked vehicles
7. Check for and yield to all pedestrians and traffic, left and right
8. Don't turn wide to the left at the beginning of the turn unless necessary. Turn wide as you complete the turn
9. Never change gears while making a turn
10. Deactivate your turn signal after completing the turn

LEFT TURNS

When the bus stays as nearly as possible in its own lane of traffic, the driver has made a perfect left turn. To make this perfect left turn, the driver must consider the following factors: where to begin the turn, when to make the turn in relation to oncoming traffic, the speed of the bus, and how to straighten out after making the turn. Follow these procedures when making a left turn under normal conditions:

1. Check the traffic surrounding the bus
2. Give a signal within the designated distance for your speed
3. Move to the far left-hand lane or the right-hand lane if there are two turning lanes, and slow down
4. Observe and follow all traffic signs and signals
5. Reduce speed to 10 MPH or less (this gives you and other drivers more time to avoid problems)
6. When making a turn at an intersection, allow sufficient space to avoid running over the curb or striking parked vehicles
7. Check for and yield to all pedestrians and traffic, left and right
8. Reach the center of the intersection before you start the turn
9. Never change gears while making a turn
10. Deactivate your turn signal after completing the turn

PARKING THE BUS

1. When the bus is parked on a level area or upgrade ~~and~~ turn the front wheels away from the curb (if there is a curb to your right). If there is no curb, turn your front wheels toward the shoulder.
2. When the bus is parked on a downgrade turn the front wheels toward the curb.
3. Place shift handle in neutral and set the parking brake. Turn off the ignition and remove the key.

POSITION ON THE ROADWAY

School bus drivers should be careful to stay in the right-hand lane for normal driving, not straddling the lane marker lines, or driving in the center of an unmarked roadway, or obstructing more than one lane.

1. Use parking lanes only for emergency stopping, stay on the hard (improved) surface.
2. On unmarked roadways, position the bus to the right of the center of the road. Special care should be practiced on unmarked roadways where hills restrict sight distance. **Keep to the right!**
3. Rural roads are often narrow and have weak outer edges and soft shoulders. Avoid the weak outer edges which may give under the weight of the bus. Be on the lookout for farm vehicles, potholes, and high crowns (road center higher than outer edges).
4. Keep a safe following distance.

ENTERING THE FLOW OF TRAFFIC

1. Before entering a roadway, stop at the point of entry.
2. Activate the appropriate turn signal.
3. Check to determine that there are no pedestrians or other obstructions in your path.
4. Check the mirror to determine that all passengers are seated.
5. Check all mirrors and "blind spots."
6. Yield the right of way to all vehicles on the road.
7. Look for a suitable gap in traffic, and when safe, accelerate into the road (using the appropriate gear).
8. Deactivate your turn signal when correct lane position is established.

INTERSECTIONS

Approach intersections with caution and observe all traffic surrounding you. Be prepared to stop if necessary even though you might have the right-of-way.

1. When two vehicles approach or enter an uncontrolled intersection at approximately the same time, the driver of the vehicle on the left shall yield the right-of-way to the vehicle on the right.
2. When two vehicles approach an uncontrolled intersection at approximately the same time, the driver of the vehicle on the highway that intersects but does not cross the other highway shall yield the right-of-way to any vehicle traveling on the other highway.
3. If you intend to turn left within an intersection not controlled by a left turn signal, you shall yield the right-of-way to any vehicle approaching from the opposite direction, if it is close enough to constitute a hazard.
4. Give the right-of-way to all pedestrians.

5. Obey all traffic signs, signals, law enforcement officers, and uniformed school crossing guards. Police officers and crossing guards take precedence over traffic control devices.

OVERTAKING AND PASSING

Generally, the school bus driver will not have to overtake and pass other vehicles. But when it is necessary, pass only where it is permitted, pass on the left at a safe distance, and keep the following in mind:

1. Check for oncoming traffic and that traffic behind you is not rapidly overtaking and attempting to pass the bus.
2. Indicate your intention of passing by giving a left-turn signal in advance. Check all blind spots.
3. When all is clear, move to the left-hand lane.
4. Increase the speed of the bus and pass traffic at a safe distance.
5. After passing, check mirrors to make sure you have cleared the vehicle. Make sure you can see the entire front of the overtaken vehicle.
6. Signal to return to the right-hand lane and check blind spot.
7. Return to the right lane and resume speed.
8. Do not pass or run side by side another bus on the highway.
9. Never pass another vehicle:
 - A. if it is weaving (sound your horn and increase your following distance)
 - B. when it is passing pedestrians, cyclists, or animals
 - C. that is signaling or otherwise indicating a left turn
 - D. on a hill, curve, intersection or when a railroad crossing is in view.

BEING OVERTAKEN OR PASSED

Except when overtaking or passing on the right is permitted, the driver of the overtaken vehicle shall give way to the right in favor of the overtaking vehicle and shall not increase the speed of his vehicle until completely passed by the overtaking vehicle. Remember:

1. Stay in the right-hand lane.
2. Continue at the same speed, or decrease your speed to aid the passing vehicle.
3. Allow the overtaking vehicle to pass.

Section G: Driving In Emergencies

Expert drivers may use their skills to get them out of tight spots, but they depend more on their judgment to avoid tight spots in the first place. It is a lot easier to **stay** out of tight spots than to **get** out of them. However, you may still find yourself confronted with one of the following situations: Skidding, Tire Blowout, Brake Loss, Loss of Engine Power, Obstruction in Path of the Bus, Run Off the Pavement, or Other Emergencies

Under these circumstances, you must know what emergency driving technique to draw upon. Your response must be automatic, because there will be little time to think about what to do. Obviously, you cannot practice an emergency driving situation while sitting in a classroom. So the next best thing is to develop the skills and know-how for coping with emergency situations beforehand -- **in your mind**.

The following procedures are "last-ditch" measures to avoid an crash, if at all possible. Since it is impossible to eliminate human error in the performance of routine driving tasks, your skill and ability to take appropriate and immediate action under emergency conditions is critical.

SKIDDING

Many things can cause a school bus to skid. Skidding occurs when the tires lose proper traction with the road surface. Skidding reduces the effectiveness of steering, braking, deceleration, and acceleration. You must be able to detect a loss of traction in time to maintain or regain control of the school bus. Here are the basic types of skids:

BRAKING SKID: If you break too hard (jam on the brakes), your bus may go into a braking skid. In a braking skid, one or all of your brakes lock. If all the brakes lock you will have no steering control over the vehicle. If the rear wheels lock and the front do not, the vehicle will begin to rotate.

POWER SKID: A power skid results from accelerating too hard. Power skids produce vehicle rotation and usually occur on a slippery or gravel surface.

CORNERING SKID: If you over-steer or attempt to take a turn or a curve too fast, your vehicle may experience a cornering skid. In a cornering skid the vehicle begins to rotate or slide and it resists your attempts at steering.

BLOWOUT SKID: If a tire loses air suddenly, the vehicle will go into a skid. If a front tire blows out, the vehicle will pull sharply toward the side of the blowout. If a rear tire blows out, the vehicle may begin to fishtail, which is accented with steering input. Either of these conditions may produce a skid.

OTHER LOSS OF TRACTION: Loss of traction may also result from downshifting, poor tire maintenance, panic braking, excessive speed on wet roads, and slippery roadways (including film on the surface minutes after the beginning of rain).

SKID RECOVERY

Practicing good judgment and being proficient at the driving task will enable you to prevent most skidding situations. However, some situations are unique. One such situation is driving on a snow or ice covered downgrade. Skids may be prevented in this situation by shifting into the lowest gear and accelerating slightly while going down the hill. This forces the wheels to

keep turning and gives better traction than you would get by braking or not accelerating in a higher gear. Also, downshift before you reach the spots where skids are likely.

Once you lose traction and the bus goes into a skid, you must be able to regain directional control. To do this requires the proper application of steering, braking, deceleration and acceleration:

1. **STEERING:** Immediately apply controlled steering, turning into the direction of the skid. Follow up with controlled countersteering to prevent fishtailing. Continue this sequence of steering until you regain control of the vehicle.
2. **BRAKING:** Apply no brake pressure or only gentle, intermittent braking, as appropriate until you regain control of the vehicle.
3. **DECELERATION:** Remove pressure from the accelerator smoothly (not suddenly) and do not accelerate until you regain control of the vehicle.
4. **ACCELERATION:** Once you regain steering control, shift to a lower gear and accelerate gradually to maintain traction.

BLOWOUT: FRONT TIRE

When a tire blows out or the air pressure decreases suddenly, steering is affected. If a front tire blows out, the front wheels tend to be pulled in the direction of the blowout. To maintain control of the vehicle in a front blowout:

1. Grip the steering wheel firmly and steer the bus straight down the center of your lane.
2. Immediately press down on the **accelerator**. This regains control rather quickly, prepare to release the accelerator.
3. Steer the vehicle in the opposite direction of the deflated tire, as necessary.
4. When the bus is stabilized, slowly let off the accelerator and bring the vehicle to a smooth stop.
5. Turn on the hazard lights.
6. Evacuate the bus if necessary.

BLOWOUT: BACK TIRE

Your bus is not affected as severely with a rear blowout because of dual wheels. Follow these guidelines:

1. Grip the steering wheel firmly and steer the bus straight down the center of your lane.
2. Immediately press down on the **accelerator**.
3. When the vehicle is stabilized, slowly let off the accelerator and bring the vehicle to a smooth stop.
4. Turn on the hazard lights.
5. Evacuate the bus if necessary.

BRAKE LOSS OR BRAKE FAILURE

1. The causes of brake failure are:
 - A. A leak in any part of the brake system
 - B. Loss of friction between the drum and the lining because of overheating, poor adjustment, defective components, or excessive moisture
 - C. Twisted or worn brake hoses
 - D.. Breakdown of some mechanical linkage within the system
2. Signs that alert you to brake problems:
 - A. Drop in air pressure. You will be alerted when air pressure falls below 60 psi.
 - B. Spongy pedal
 - C. Swerving or pulling when the brakes are applied

BRAKE LOSS WITH AIR BRAKES

1. Partial loss of air allows the driver to slow the vehicle and gently pull to the side of the roadway. The bus should not be used to transport passengers until the system is functioning properly.
2. Sudden, full air loss should be treated differently. When the air pressure drops below 60 psi, the spring brakes will set. Secure the bus in the quickest safest area when you hear the low air pressure warning signal.

LOSS OF ENGINE POWER

1. Your ability to quickly recognize the problem of lost power will play a major role in how effectively you will be able to handle this dangerous situation. You must maintain your composure so that you can use your good judgment and skills to ensure the safety of you and your passengers. If you are confronted with the loss of engine power, you may encounter the following handling problems:
 - A. Steering will become more difficult because the power steering system will not function with the engine not running.
 - B. Your brakes will become less effective, thus increasing your stopping distance.
 - C. Headlights will begin to dim initially. This will reduce your ability to see at night. Eventually you will lose your lights completely.
 - D. Windshield wipers will be less effective from the onset. Eventually they will stop completely.
2. Loss of engine power; **What To Do:**
 - A. Grasp the steering wheel firmly and begin to look for a safe location to pull off the roadway.
 - B. Apply brake pedal firmly -- remember that your stopping effectiveness is reduced.
 - C. Use the emergency brake if necessary. Be careful not to lose control of the vehicle while reaching for the emergency brake.

OBSTRUCTION IN THE PATH OF THE BUS

1. If you suddenly see an obstruction in the path of the bus, evasive action should be taken to avoid impact. You must decide which of the following actions should be taken to avoid collision:

A. Controlled Braking

B. Quick steering to the right with or without braking

C. Leaving the paved portion of the road whether or not roadside hazards are present.

2. You must be careful not to "slam on" the brakes. Even though this is sometimes effective, sudden braking can lock the wheels and cause loss of steering control, making it impossible to steer away from a collision.

3. A preferred braking technique is CONTROLLED BRAKING. In controlled braking you apply the brakes as hard as you can without locking the wheels. If the wheels do lock, release the brakes and then use them again as soon as possible.

4. You may decide that braking to a stop is the best evasive action to take to avoid an obstruction. Such action will depend on how fast the bus is going, how far away the object is, how good the tires are, and whether the road is wet or dry.

5. The sudden appearance of an obstruction doesn't leave you time to make lengthy calculations. If you have any doubt about the correct course of action, you should steer the bus into an alternate path. To do this you should be able to recognize the best "escape route" and at a glance, decide whether:

A. The escape route is free of obstacles

B. The escape route can accommodate passage of the bus

C. The off-road surface will permit steering control

D. Which escape route is safest.

6. The size and weight of the bus limits its capacity to swerve sharply to avoid an object or leave the road with any great degree of control. Overturning is always a danger. Steer firmly and as gradually as possible to clear the obstruction. Use only controlled braking. Your decision will probably be a split-second one. Remember these points:

A. If you are traveling as fast as 40 mph, the obstruction has to be at least 200 feet away to stop safely.

B. If a ball rolls in front of the vehicle, more than likely a child will be following.

7. In cases where a collision is unavoidable, try to:

A. Angle the bus to reduce the force of impact

B. Avoid hitting human beings at all costs.

8. YOU SHOULD ALWAYS EXPECT THE UNEXPECTED

RUN-OFF THE PAVEMENT

You may encounter an emergency situation that requires you to steer part or all the way off the roadway to avoid a collision. Returning from the shoulder (Off-Road Recovery), however,

can be a hazardous maneuver. There is essentially one factor that will influence the technique you use for off-road recovery; that is whether the shoulder is even with the pavement or is lower than the pavement. In either case remaining calm will enable good judgment and skill to direct your action.

1. OFF-ROAD RECOVERY: EVEN PAVEMENT AND SHOULDER

- A. Firmly grip the steering wheel at the 9:00 and 3:00 positions
- B. If the way is clear, ease off the accelerator
- C. Brake very gently or not at all
- D. Continue to straddle the pavement edge until it is safe to return to the roadway.

2. OFF-ROAD RECOVERY: UNEVEN PAVEMENT AND SHOULDER

- A. Firmly grip the steering wheel at the 9:00 and 3:00 positions
- B. Decrease speed by easing off the accelerator and gently braking (if at all)
 - C. Bring the bus to a point where the right wheel is about 1 to 2 feet from the edge of the pavement, hold that course.
- D. Choose a spot where the shoulder and pavement are least uneven
 - E. Steer sharply left about a quarter of a turn (90 degrees) until the right front tire hits the edge of the pavement
- F. Quickly counter steer to the right to avoid entering the oncoming lane
- G. **Caution:** Beware of objects on the roadside (signposts, etc.)

WINDSHIELD WIPERS FAIL

1. Decrease speed and look out the side window to keep sight of the road
2. Activate right-turn signal
3. Steer out of the traffic lane and stop in a safe location off the road
4. Activate hazard lights

HEADLIGHTS FAIL

1. Decrease your speed
2. Depress dimmer switch to see if other beam (high or low) is operational
3. Activate turn signal and hazard lights
4. Use surrounding (ambient) light to keep a sense of direction
5. Apply brakes, steer out of traffic, and stop in a safe location off the road

STUCK ACCELERATOR PEDAL

1. Place transmission in neutral
2. Apply the brakes and leave the road as soon as possible
3. When the bus is stopped, push the pedal hard two or three times or attempt to pull it up with your foot
4. If the accelerator remains stuck, turn the engine off
5. **VERY IMPORTANT:**
 - A. Do not attempt to free the pedal while the bus is in motion
 - B. Do not turn the engine off until you have stopped (you will lose braking and steering capacity)

HOOD FLIES UP

1. Decrease speed and try to look through the opening between the hood and the chassis

2. Look out the left and right windows to help keep a sense of direction
3. Apply the brakes
4. Activate the hazard lights
5. Steer out of the traffic lane and stop in a safe location off the road

REMINDERS ABOUT THE USE OF BRAKES

1. A slight pumping action of the brake pedal serves to test the proper functioning of the brakes, and provides a brake-light warning to the traffic behind you.
2. Avoid braking when you are steering into a curve or turn. Slow down in advance of a curve and keep the wheels freely rotating (not decelerating) in the curve.
3. When stopping on slippery surfaces, begin the braking sequence early and use a pumping action. Wheels will lock up more quickly with less pressure on slippery surfaces. If you lock the wheels, you will have no steering control
4. Select a lower gear before starting down a long, steep grade. This will give the engine braking power, which will take some strain off the brake lining and prevent brake fade-out.
5. Light, smooth pumping instead of heavy pumping is preferable on a long downgrade. Too much pumping may use up air pressure.
6. Use CONTROLLED BRAKING when you must stop quickly.

Section H: Driving Under Special Conditions

Most drivers learn how to operate motor vehicles under ideal conditions; but when unfavorable road, lighting, traffic or weather conditions occur, they sometimes run into trouble. Special conditions put special responsibilities on the driver. The expert driver modifies driving approaches under unfavorable conditions. For example, the expert driver will reduce the speed of the bus when stopping distance has been increased by inclement weather.

In all driving environments, the driver is responsible for the safety of the passengers and the bus. This is a difficult task since the driver operates the school bus over many types of roads and in varied conditions. It is necessary to be constantly prepared to adapt driving habits to the circumstances encountered. To do this requires a large part of the driver's attention being focused on the roadway and the traffic, especially while driving under special conditions.

DRIVING ON RURAL HIGHWAYS

Many miles of school bus travel occur on suburban or rural roads. These roadways vary from standard-width, hard-surfaced roads to narrow, crushed rock or dirt surfaced.

Rural roads are generally narrow and often have little or no shoulder. With buses being 8 feet wide, the potential for crashes on these roads increases. One of the greatest hazards on such roads is the condition of the outer edges. During wet weather the shoulders may become soft and give way under the school bus. A wash-out may also occur leaving the shoulder lower than the road surface. When these conditions are likely to occur, the driver should avoid pulling too far to the right.

Hills and rises are another source of danger. Many motorists tend to drive toward the center of the road. School bus drivers approaching a hill or grade should decrease speed and pull to the right as far as possible to minimize the potential for a collision with an approaching vehicle driving over the center. This is especially critical on curves, and where dips in the road reduce sight distance.

Be on the lookout for blind and uncontrolled intersections and driveways. These occur more frequently in a rural setting because of foliage near the road edge, and because of the increased incidence of sharp curves and rises. Be aware of these locations; approach them prepared and with reduced speed.

URBAN DRIVING

Driving in an urban setting requires constant vigilance due to the large frequency of intersections, other motor vehicles, pedestrians, and traffic control devices -- all of which are sources of potential conflict. Give yourself time to make decisions.

In heavy city traffic, you may find your escape routes limited. During peak traffic hours, you may be hemmed in by other vehicles. In this type of traffic you should increase the distance between yourself and the vehicle ahead, giving room to see, maneuver, and stop.

School bus drivers must always keep their vehicles in the proper lane of traffic. In city traffic, it is generally best to travel in the right-hand lane. On one-way streets, your choice of lanes depends on what you plan to do. If lanes are not marked, the driver should imagine that they exist and keep the bus in its proper place.

The speed of the school bus should be consistent with the speed of other vehicles traveling in urban areas, subject to legal and safe speed limits. If the bus is driven too fast or too slow, it presents a traffic hazard to other drivers. The distance between the bus and the other vehicles should be sufficient to permit the bus to stop in emergencies without a collision.

NIGHT DRIVING

Driving at twilight is more dangerous than driving during daylight. During twilight hours, shadows increase the difficulty of judging speed and distance of other vehicles, and some drivers overestimate their ability to see clearly. At twilight, as soon as light begins to fade, turn on your headlights, not parking lights, to make your vehicle more visible to other drivers. You must use headlights from sunset to sunrise, but be aware that some other drivers may not have done so.

TO IMPROVE YOUR ABILITY TO SEE AND DRIVE DURING DARKNESS:

1. Use the tail lights of the vehicles ahead to determine a safe following distance, particularly in rural areas.
2. Be alert to the sudden appearance of dark or dim objects on the highway.
3. Watch for slow moving or unlit vehicles, pedestrians, animals, and potentially dangerous highway conditions.
4. When approaching a pedestrian or animal at night:
 - A. Put lights on low beam
 - B. Decelerate
 - C. Prepare to take evasive action should they enter the highway
5. When approaching an animal refuge or crossing area, decelerate and watch for animals on or near the roadway.
6. Never drive so fast that you cannot stop within the distance you can see ahead with your lights -- **Never out-drive your headlights.**
7. If drivers of oncoming vehicles fail to dim their headlights:
 - A. Decelerate
 - B. Keep your headlights on low beam. Do not flash your headlights.
 - C. Avoid looking directly at the vehicle's bright lights
 - D. Focus your eyes on the right side of the roadway, beyond the oncoming vehicle.

NIGHT DRIVING PROCEDURES:

1. Before starting, check to make sure that all interior and exterior lights on the bus are clean and working.
2. Keep headlights on low beam in cities and towns, in fog or haze, and when approaching other motorists on a highway.
3. Use high beams on highways when no other vehicle is coming toward you within 500 feet ahead. When following, use low beams whenever you are within 200 feet of the vehicle ahead of you.
4. Keep interior overhead lights off while driving. See that lights on the instrument panel are not so bright as to interfere with vision.

5. Schedule trips to allow for increased night driving time.

ADVERSE WEATHER AND ROAD CONDITIONS

During the school year a bus driver will face many hazardous driving conditions due to the weather. Such conditions as ice, snow, mud on the roadway, rain, and fog will demand alert and skillful driving. Conditions of the road may also change rapidly. Potholes develop over night; loose gravel appears; slick spots develop through accumulations of snow, ice, and oil deposits. Highway conditions may vary from day to day and the driver must be alert to these changes.

Rain, snow, sleet, fog or icy pavement makes driving more hazardous and drivers must adjust to these conditions. Crashes blamed on skidding or weather conditions are classed as "preventable." The following suggestions will help you drive more safely under adverse conditions:

1. Reduce the speed of the bus and drive on the right-hand side of the road.
2. Watch side roads closely for vehicles sliding into the path of the bus.
3. Beware of patches of wet leaves, sand on the roadway, and traffic polished surfaces.
4. Never look directly at the lights of approaching vehicles.
5. Use windshield wipers and defrosters continually in fog.
6. In fog, haze, or rain, drive with headlights on low beam and marker lights on.
7. Avoid sudden stops. In advance of stopping, gently tap the brake pedal to warn those following of the impending stop.
8. Remember the four "musts" in driving in bad weather and road conditions:
 - A. Must be able to see
 - B. Must be able to stop
 - C. Must be able to turn
 - D. Must be able to control the vehicle

DRIVING ON ICE AND SNOW

Ice on the roadway significantly affects the driver's ability to control the vehicle. On completely ice covered roads, the driver has little control of the vehicle. especially during braking and turning.

When snow is present on the roadway, a vehicle's stopping distance is greatly increased. This increase is particularly significant during emergency braking. Since there is potential for a significant increase in stopping distance, following distance must be increased. If icing and/or snowy conditions exist the driver should:

1. DURING THE PRE-TRIP INSPECTION

- A. If chains are used, make sure they are securely locked on the tires.
- B. Clear precipitation from lights, mirrors, and front and rear windows.
 - C. Check to see if entrance and emergency doors are frozen (more pre-departure time may be needed).

D. Warm up the vehicle for several minutes.

E. Start the trip slightly earlier than usual to compensate for slower driving time. However, this should occur only when students have been forewarned.

2. WHILE ON THE ROAD

A. When pulling onto the highway, allow for greater stopping distance from other vehicles.

B. When stopping at intersections, modulate the brakes. Pressure on both hydraulic and air brakes should be proportioned to prevent the wheels of the bus from locking on the slippery snow or ice.

C. To avoid skidding, disengage the clutch when the bus is nearly stopped.

D. If snow or ice accumulates on the front or rear windows or headlights, stop the bus and clear it off.

3. DURING THE POST-TRIP INSPECTION

A. Sweep water and snow out of the bus and off the steps.

B. Clear excess snow from the windows.

DRIVING IN RAIN

When it rains, the road becomes slippery and dangerous. Oil on the highway, mixed with rain can create a driving hazard worse than snow. Wet roads can double your stopping distance -- reduce your speed and increase your following distance.

Rain also increases the possibility of "hydroplaning." Hydroplaning occurs when the tires ride on a cushion of water when the vehicle is driven through water that is deeper than the grooves of the tire. Hydroplaning is accentuated by speed. Reduce your speed, avoid standing water if possible, and increase your following distance. During raining conditions you should:

1. DURING THE PRE-TRIP INSPECTION

A. Clear windows, lights, and mirrors of mud and dirt.

B. Make sure the windshield wipers operate properly.

C. Plan to compensate for slower driving time by starting slightly earlier.

2. WHILE ON THE ROAD

A. Drive slower, if necessary.

B. Maintain a greater following distance.

C. Make turns slowly, avoiding use of the brakes as much as possible.

D. Be prepared for slippery roads due to oil film and watch for puddling during heavy rains. Deep water is to be avoided if at all possible.

E. Use windshield wipers.

F. Drive with the low beams and marker lights on.

3. DURING THE POST-TRIP INSPECTION

A. Sweep water off the floor and steps of the bus.

B. Clean mud off all lights.

4. DRIVING DURING FLOODING CONDITIONS

A. Try to keep the brakes dry. This can be done by driving with your foot lightly on the brake pedal while you are driving through standing water (and for a short time after you have passed through it). Always check your brakes after you pass through deep water.

B. Never drive through standing water that is high enough to hide the road. If you cannot see the road, it may have washed out.

C. Never drive through standing water high enough to stall your engine. This may strand you in a flooding area.

D. Driving through water high enough to submerge the wheels hubs may contaminate the lubricant of the bearings and can cause bearing failure. Any bus that drives through water high enough to submerge the hubs should have the bus inspected by the garage staff ASAP.

E. Never cross a bridge that is **covered** with water. Keep in mind there may be times when bridges cannot be crossed due to high water. Never attempt to cross a bridge during high water if you think there is any danger involved. Re-routing the bus may take more time, but it could prevent a disaster.

DRIVING IN FOG

Visibility can be considerably reduced by fog. When foggy conditions exist, the driver should proceed with caution and at a slower rate of speed. The driver should also:

1. Activate the clearance lights and use the low beam headlights.
2. Turn on the windshield wipers.
3. Since moisture is often associated with fog, the vehicle's stopping distance will be increased. Reduce speed and increase your following distance under these conditions.
4. Find a safe place to park off the roadway if the fog is too dense.

DRIVING IN HIGH WINDS

Strong wind can make it difficult for you to control your vehicle, particularly if it is a crosswind. Wind is especially dangerous for school buses because of their size. To gain more control over your school bus in strong wind, you should:

1. Slow down.
2. Be alert for crosswinds, especially on bridges and coming out of tunnels.
3. Be prepared to make steering corrections.

ENTERING AN EXPRESSWAY

1. Be sure you are entering the correct ramp. If you make a mistake, drive on to the next exit and get off. **Never back up on an entrance ramp.**
2. Once on the entrance ramp, check traffic around you and on the expressway. Begin looking over your shoulder for a gap in the traffic large enough for your vehicle to fit into without crowding anyone. Turn on the proper turn signal and continue to check for an opening.
3. As the ramp straightens, accelerate to the speed of the expressway traffic so that you can blend in smoothly. Continue to watch the gap in traffic. Remember, you must yield the right-of-way to traffic already on the highway.

4. If you judged your speed and distance correctly, the gap should be near you as you reach the end of the acceleration lane. If you are traveling at the speed of the traffic, you can make a simple lane change to merge with the flow of traffic. However, since your school bus is often traveling slower than the speed of traffic, merging is more difficult, so practice extreme caution.
5. If there is a solid white line between the entrance ramp and the expressway, wait until you have passed it before merging. **Caution:** Watch for vehicles in front of you in the acceleration lane that may have stopped or slowed without warning.
6. Once you have merged, cancel your turn signal and adjust your speed. Establish a good following distance and try to maintain a cushion of space to the sides and to the rear.

HOW TO DRIVE ON AN EXPRESSWAY

1. Drive smoothly at a steady speed. Give drivers of following vehicles the opportunity to pass the bus safely. Choose a lane and stay in it. Wandering from one lane to another is dangerous on a high speed expressway. In general, keep to the right. If trucks and merging traffic make this lane hazardous, move to the next lane.
2. Whether you are changing lanes, passing, entering or exiting an expressway, always use your turn signals and check traffic to the rear and sides.
3. Leave enough room between your vehicle and the one ahead so that you will have time to react. Apply the "one second for every 10 feet of bus plus 1 second" following distance rule. For example, if the bus is 30 feet long, there should be a 4 second gap between you and the vehicle ahead.
4. If a vehicle cuts into the space ahead of you, just slow down a little and re-establish a safe following distance.

EMERGENCIES ON AN EXPRESSWAY

1. If you are confronted with a vehicle approaching from the wrong direction, blow your horn and blink your lights. Drive the bus as far as possible to the right of the roadway.
2. If you are faced with an emergency on the expressway and must stop the bus:
 - A. Signal for a right-hand turn and decelerate.
 - B. Drive the bus completely off the right side of the road -- all four wheels and fenders.
 - C. If circumstances warrant, evacuate the bus, ensuring that your passengers are a safe distance from danger.

EXITING AN EXPRESSWAY

1. About a half mile before the exit, signal and move into the lane nearest the exit. Move into the deceleration lane. Do not slow down until you are in the deceleration lane.
2. Cancel your turn signal and start braking. Maintain a cushion of space ahead and to the rear.
3. Adjust your speed according to the posted ramp speed.

Section I: First Aid

First aid is immediate and temporary care given to a person who is injured and in need of medical attention. **Remember** -- Do not attempt first aid beyond the level for which you are trained.

GENERAL DIRECTIONS

1. Survey the scene:
 - A. Observe any and all hazards; identify them to determine if the scene is safe
 - B. Never enter an unsafe scene: Be a part of the solution, not a part of the problem
 - C. Gather information about the "Big Picture." Do not charge in and get yourself injured
2. Patient Care:
 - A. Check for any victims in need of medical assistance. Always take care of the severely injured first, then work your way to the less injured person.
 - B. Try to get help from bystanders
3. Phone the Emergency Medical Services (EMS) System -- **911**
 - A. Type of emergency (traffic crash, injured or unconscious person, etc.)
 - B. Number of people injured
 - C. Location of the emergency -- Be Exact!
4. Do not move an injured person unless another life-threatening condition exists
5. Keep onlookers away from the injured. Get help from onlookers if necessary or appropriate
6. Priority should be given to victims who are bleeding severely, not breathing, or who are in shock
7. Never apply ice directly to the skin

IN AN EMERGENCY

1. Keep calm
2. Give immediate attention to:
 - A. Establishing an open airway if this is blocked, and starting mouth-to-mouth resuscitation if the individual has stopped breathing
 - B. Stopping bleeding
 - C. Treating shock

ABDOMINAL PAIN

1. Mild abdominal pain may be due to constipation, menstrual periods, diarrhea, etc. This usually responds to rest and time.
2. If a child has severe abdominal pain, if the pain is accompanied by vomiting, fever, passage of bloody stools, or if the pain follows to the abdomen, parents should be notified and medical attention obtained. Nothing should be given by mouth.
3. Vomiting may be due to hasty eating, car sickness, strenuous exercise or eating indigestible foods. The child should lie down and keep quiet. Cool cloths may be applied to the face. The child may have small sips of water after nausea subsides.

BLEEDING

In case of crashes, the control of external bleeding generally demands first priority (after being sure the victim is breathing through an adequate airway). Obviously, the more rapid and extensive the bleeding, the more urgent control becomes. Bleeding may be one of the following three types, or may be due to a combination of these types:

1. *GENERAL OOZING*: Oozing in a small area is best controlled with firm pressure applied over the area with the fingers or hand covered with sterile gauze, if available. Always use the plastic gloves provided.

2. *BRIGHT RED, PULSATING BLEEDING*: This is arterial bleeding and is often profuse. To control, apply firm pressure with fingers or hand on the side of the wound closest to the heart or over the wound itself. If this doesn't stop the bleeding, it may be necessary to apply, at the appropriate "pressure point," firm enough pressure to compress the pulsating artery at this point. These pressure points are the points in the groins and midway up the inner aspect of the upper arms where pulsating arteries can be felt.

Do not use a tourniquet unless it is impossible to control very severe life-threatening bleeding by other methods. If it is necessary to apply this, a physician should be contacted immediately and should see the patient as soon as possible. Be sure the physician knows it is there and when it was applied.

3. *STEADY, DARK BLEEDING*: This is generally venous and is controlled by pressure on the side of the wound away from the heart or on the wound itself. If possible, elevate the bleeding part above heart level.

A combination of the methods of control for the various types of bleeding may be indicated. Use as much cleanliness in control as possible. If bleeding is more than mild oozing, medical care is indicated as soon as possible. **Shock** may accompany bleeding and, if so, treat this. Shock may be due to internal bleeding, particularly after blows to the abdomen.

BROKEN BONES

If the injury has been severe, if the patient thinks he has felt a bone break, or if there is physical deformity or swelling, suspect a fracture or dislocation. Medical attention is necessary as soon as possible. Call for someone trained in first aid until the physician arrives. In the mean time:

1. Keep the patient quiet and warm.
2. Do not move the bone which may be fractured or dislocated. Do not try to straighten it. Do not move the fragments or the adjacent joints.
3. Do not move or twist the spine or neck if you suspect fractures or dislocations there.
4. Do not attempt to move the patient until proper splints or litter are available.
5. Treat shock or bleeding if present.

CONVULSIONS

Each school bus driver should know of any pupil who is subject to seizures, and should have learned from the parents any signs the child may show before a seizure, a description of how the child acts during the seizure, and how long the seizures usually last. The driver should

know any actions found by the parents to be useful in preventing seizures, or on handling the child while it lasts. When a seizure occurs:

1. Be calm. With proper care and precautions, the child is not going to injure himself during the convulsion.
2. If there is a sign of seizure coming on, try to get the child to a place to lie down.
3. Loosen clothes around the neck and waist.
4. Gently try to place the child on his side so that his head is turned to the side, and his tongue does not fall back in his throat and block his airway. With his head to one side, chances of aspiration are lessened. There is seldom any need to put anything between the teeth.
5. Wait for the seizure to subside. If it does not subside in a few minutes, call the parents, or if they are not available, call a physician.
6. If this is the first time a child has had a seizure to your knowledge, call the parents and seek immediate medical care.
7. Give nothing by mouth until the child has recovered.

CHOKING

If a child coughs or chokes after he has swallowed an object such as a piece of candy, he may have this object lodged above his windpipe. If coughing does not dislodge the object, the airway may be obstructed. If the victim is unable to cough, speak, or breathe, the airway is completely obstructed and emergency action is necessary.

1. Ask the victim, "*Are you choking?*" The victim may not be able to speak but will give the universal choke sign (grasping throat).
2. If the victim is moving any air, ask if you may assist.
3. If the victim indicates that he is choking, position yourself behind him and administer abdominal thrusts until the object becomes dislodged or the victim become unconscious.
- 4 How to perform Abdominal Thrusts:
 - >Stand behind victim and wrap your arms around his waist.
 - >Grasp one fist with the other hand and place thumb side of fist midway between waist and ribcage.
 - >Press fist into abdomen with quick inward and upward thrusts. Give 4 thrusts or until object is dislodged. Physician should be called immediately.

CUTS, ABRASIONS AND LACERATIONS

1. Do not try to wash and cleanse deep wounds -- particularly wounds that go down to the bone or deep wounds to the head. Deep wounds which require stitching or involve bone should receive a physician's attention promptly. Control bleeding, cover with sterile gauze, and seek medical care.
2. Puncture wounds or wounds made by dirty or rusty agents are apt to cause tetanus. In such cases, advise parents to contact their physician.
3. Inform parents and/or physician of how the wound occurred.

EARS

1. Foreign bodies in the outer ear may sometimes be removed by tilting the head to that side. If it does not come out readily, do not try to remove it with instruments.
2. Be sure the parents know about the foreign body so they can seek medical care. Foreign bodies in the ear should be removed as soon as practical, but removal is not an emergency procedure.
3. It is important to remove vegetable material such as peas, seeds, etc., soon because these absorb water and swell, making removal more difficult the longer they are present.
4. **Note:** The recommendation for handling foreign bodies in the **nasal passages** is the same as handling foreign bodies in the ear.

EYE: FOREIGN BODIES IN THE EYE

1. Tell the child not to rub his eye. Wash your hands before handling eyelids.
2. Pull down lower lid to see if the foreign body is on the inner surface of the eyelid. If so, remove by lifting off with the moistened corner of a clean handkerchief or moistened cotton ball. Do not use **dry** cotton around the eye.
3. Foreign bodies on the inside of the upper lid may be dislodged by grasping the lashes of the upper lid and pulling it forward and down over the lower lid while the child looks up.
4. Foreign bodies may be flushed off the eye with clean water applied gently from a medicine dropper. Do not try to rub it off. If these measures do not remove the object, contact parents and advise medical care.

EYE: BLOW TO THE EYE

1. If severe or if there is clouding of vision, immediate medical care is indicated.
2. Keep child flat and quiet.

HEAD INJURIES

1. Have patient lie down with head slightly elevated.
2. Keep under close observation and notify parents. Advise them to contact their physician.
3. If there is deformity, marked swelling, loss of consciousness, vomiting, changes in rate of breathing, difference in the size of the pupils of the eyes, or bleeding from scalp, nose, or ear, immediate care by a physician is necessary.

INSECT STINGS

1. Scrape out stinger if present with fingernail -- do not pull out. Apply cold compresses.
2. Consult physician immediately if there is a reaction such as hives, generalized rash, pallor, weakness, nausea, vomiting, "tightness" in chest, nose or throat, or collapse.

LOSS OF CONSCIOUSNESS: FAINTING

1. Simple, brief loss of consciousness, generally due to excitement or anxiety responds best to calm waiting. Let patient lie down until fully recovered.
2. Loosen clothing around neck and waist. Do not crowd around the patient.

LOSS OF CONSCIOUSNESS: SHOCK

This is a severe body reaction to some stress such as hemorrhage, a severe fracture, or burn. The patient is anxious, cold, pale, sweating. Pulse is weak and rapid. He does not improve after as brief a period as he would in case of fainting.

1. Make patient warm (not hot) and as comfortable as possible. Keep calm.
2. Patient should lie down with head flat. (Note: In case of possible severe fractures or spine injuries, do not change the person's position. A physician should be contacted immediately.)
3. If there is bleeding, control it.
4. Physician should be called immediately.

LACK OF BREATHING

1. If the child is not only unconscious but has stopped breathing, use mouth-to-mouth resuscitation.
2. With the child lying flat on his back, tilt the head back and hold jaw up firmly in a jutting out position to keep tongue from falling back and closing off the airway.
3. Start mouth-to-mouth breathing, with mouth over patient's nose and mouth.

NOSE BLEEDS

1. Keep calm.
2. Apply cold compress to side or sides of the nose from which blood is flowing. Press side of nose tightly against midline partition for several minutes.
3. Have child sit up. Loosen clothing from around the neck.
4. Discourage nose blowing.

RESUSCITATION TECHNIQUE

1. Check gently for unresponsiveness: Ask victim, "Are you OK?" while gently shaking person around the shoulder area. (The person may just be asleep).
2. If he does not respond, check airway, breathing, circulation.
3. If the victim is breathing, activate the EMS system and protect the victim from further injury.
4. **Remember:** Do not move the victim unless there is a life threatening emergency or event that could cause severe bodily harm or death to the victim.
5. If the victim is NOT breathing, but has a pulse, then position him on his back:
 - >Open the airway
 - >Give two full breaths

- >Check the pulse
- >Repeat process until help arrives

6. If victim is NOT breathing and has NO PULSE, begin CPR and continue until help arrives. If you are not trained in CPR, try to find someone who is. If you cannot find help, give it your best shot -- all you can do at this time is help!

SPINE INJURY

1. If the injury has been severe, if the patient thinks he has felt a bone break, or if there is a physical deformity or swelling, obtain medical attention as soon as possible.
2. Keep the patient warm and quiet.
3. Do not move or twist the spine or neck.
4. Do not attempt to move the patient until proper splints or litter are available.

SPRAINS AND STRAINS

1. Apply cold compresses.
2. Elevate the extremity and do not allow the child to bear weight on it.
3. Notify parents and advise them to contact their physician.

TEETH: LOSS OF TOOTH

1. Have child rinse mouth several times with cold water.
2. Hemorrhage from a tooth socket can often be controlled by pressure on the area with a small piece of gauze.

TEETH: BROKEN TOOTH

1. If a tooth is fractured (partially broken off), notify the parents so they can contact their dentist.
2. If a tooth is completely knocked out by a forceful blow, save the tooth and have the parents take it with the child to the dentist immediately.

VOMITING

1. If a child has severe abdominal pain, if the pain is accompanied by vomiting, fever, passage of bloody stools, or if the pain follows to the abdomen, parents should be notified and medical attention obtained. Nothing should be given by mouth.
2. Vomiting may be due to hasty eating, car sickness, strenuous exercise or eating indigestible foods. Child should lie down and keep quiet. Cool cloths may be applied to the face. The child may have small sips of water after the nausea subsides.

VBCPS Bus Driver's Checklist for Students with Life-threatening Allergies

1. All students, riding your bus, who have a life-threatening allergy (e.g. food, latex etc.), should be identified by the school nurse.
2. A parent/guardian identifying a student with a life-threatening allergy should be referred to the school nurse.
3. Obtain from the school nurse, and maintain on the bus, a copy of the student's Individualized Emergency Health Plan, and do not allow access of this information to other students.
4. Obtain, and include with the Individualized Emergency Health Plan, the student's emergency contact phone numbers.
5. Ensure substitute bus drivers have access to the Individualized Emergency Health Plan and contact phone numbers.
6. Ensure that you have phone or radio access to EMS 911.
7. Enforce the VBCPS no eating on the bus policy.
8. Allow the student preferred seating, a) in front of bus behind bus driver, and/or b) own seat.
9. Monitor for bullying related to allergy (e.g. exposed to allergen food, and/or teased by others etc.)
10. Review the student's Individualized Emergency Health Plan for signs/symptoms of a life-threatening allergic reaction (anaphylaxis) and expected response.
11. Respond early and act quickly, if student tells you they are beginning to have an allergy reaction.
12. Note that a student could be exposed to foods or products that they are allergic to prior to riding the bus, and develop signs/symptoms on the bus.
13. If a student is allowed to self-carry and administer their own Epi-Pen emergency medication, know the location of Epi-Pen (e.g. backpack), allow student to self-administer Epi-Pen if needed. The bus driver should immediately call EMS 911. The medication may only be effective for 15-30 minutes.
14. When a reaction occurs, do not hesitate or delay calling EMS 911, and stay with the child until EMS arrives. You can voluntarily receive training from the nurse on how to administer an Epi-Pen that is carried on and off the bus by a student.
15. Contact your school nurse, or the Health Services office, 263-2025 if you have any questions or concerns.

VBCPS Bus Driver's: Fact Sheet Life-threatening Allergy Reaction

Anaphylaxis (life-threatening allergy reaction)

A life-threatening allergy is when an individual has an over-reactive immune system that targets otherwise harmless substances in our diet and/or environment. Anaphylaxis is a severe allergy reaction that occurs when individuals are exposed to a particular substance such as a food protein, insect bite venom, latex, and/or medication, resulting in inflammatory changes in their body that can cause severe swelling in the throat and airways, and drop in blood pressure. Anaphylaxis can cause death if not treated with emergency epinephrine (Epi-Pen) medication. Epinephrine is given by injection in the thigh muscle to stop and reverse this allergy reaction in the body, and should be given early when the signs/symptoms begin. EMS 911 should be called.

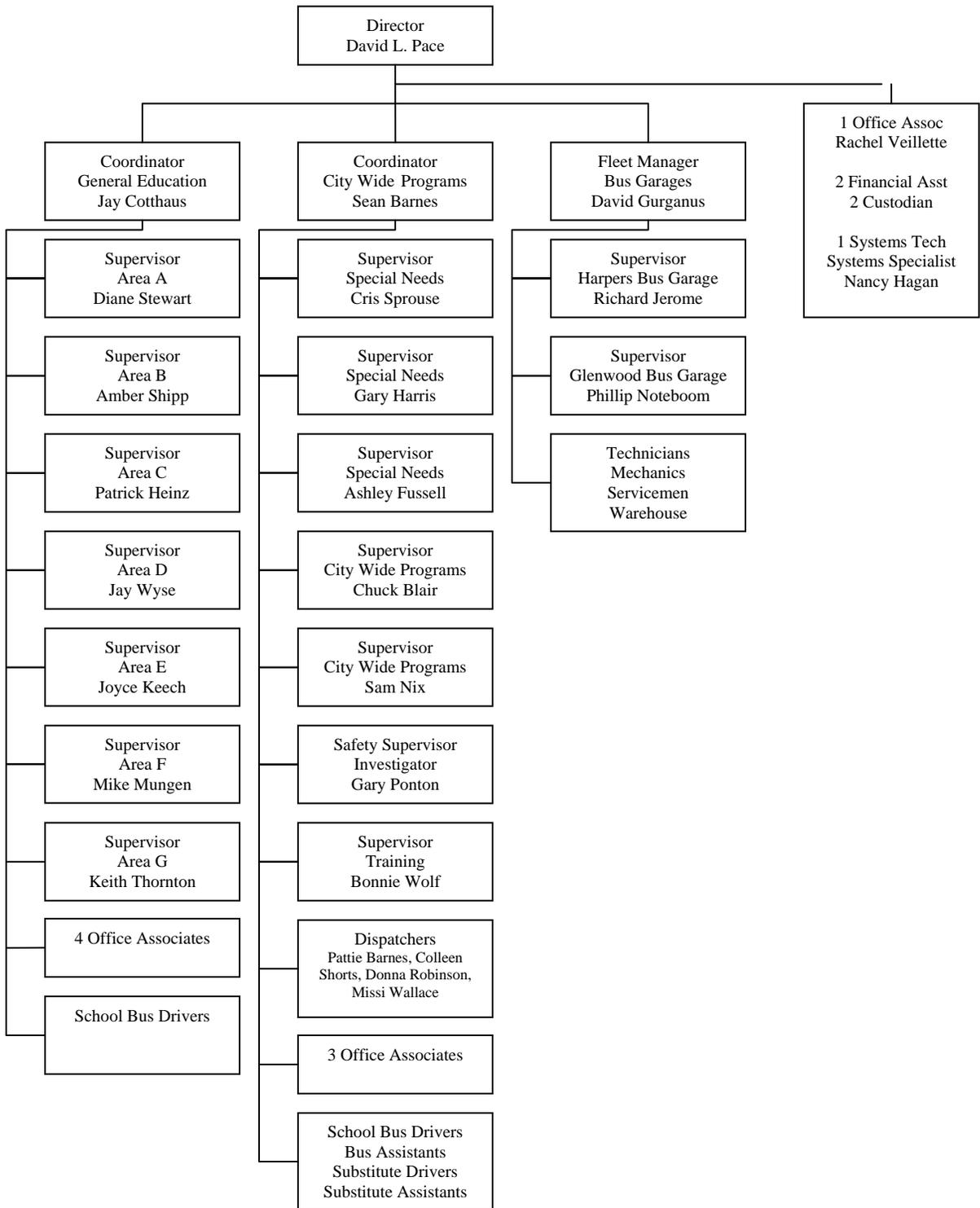
Typical Life-threatening Allergy Signs/Symptoms (Anaphylaxis)

Skin Symptoms	Gut Symptoms	Respiratory Symptoms	Cardiovascular Systems	Neurological Symptoms
Hives Swelling Itchy red rash Eczema Flare	Cramps Nausea Vomiting Diarrhea	Itchy, watery eyes Runny nose Stuffy nose Sneezing Coughing Itching or Swelling of lips Tongue, throat Change in voice Difficulty swallowing Tightness of chest Wheezing Shortness of breath Repetitive throat clearing	Reduced blood pressure Fainting Shock Chest Pain	Feeling of Impending doom Weakness

Example of words that a child might use to describe a reaction:

- My tongue or mouth is tingling or burning*
- I feel itchy all over*
- My mouth feels funny*
- There's something stuck in my throat*
- My tongue feels full, thick, or heavy*
- My lips feel tight*
- It feels like a bump is on the back of my tongue (throat)*

Virginia Beach City Public Schools Transportation Services



Section J: Organization of Transportation Services

School Assignments General Education

Coordinator: Jay Cotthaus

Associate: Shellie Shallis

Area A

Supervisor: Diane Stewart

Associate: Kimberly

Allison

High Schools: Bayside, Cox

Middle Schools: Bayside,

Bayside Six, Great Neck

Elementary Schools:

Bayside, Dey, Hermitage,

Shelton Park, Thoroughgood,

Williams, Newtown, Diamond

Springs

Area B

Supervisor: Amber Shipp

Associate: Gail Stockton

High Schools: First Colonial

Middle Schools: Lynnhaven,

Virginia Beach

Elementary Schools: Alanton,

Birdneck, Cooke, King's

Grant, Kingston, Linkhorn

Park, Seatack), Trantwood

Area C

Supervisor: Patrick Heinz

Associate: Kimberly

Allison

High Schools: Kempsville,

Tallwood

Middle Schools: Brandon,

Kempsville

Elementary Schools:

Centerville, College Park,

Fairfield, Indian Lakes,

Providence, Woodstock,

Tallwood

Area D

Supervisor: Jay Wyse

Associate: Twylla Williams

High Schools: Landstown,

Salem

Middle Schools: Landstown,

Salem

Elementary Schools:

Christopher Farms,

Glenwood, Landstown, New

Castle, Rosemont Forest,

Salem

Area E

Supervisor: Joyce Keech

Associate: Gail Stockton

High Schools: Princess Anne

Middle Schools:

Independence, Plaza

Elementary Schools:

Brookwood, Luxford,

Lynnhaven, Malibu,

Pembroke, Pembroke

Meadows, Thalia, Windsor

Oaks, Windsor Woods

Area F

Supervisor: Mike Mungen

Associate: Twylla Williams

High Schools: Kellam, Ocean

Lakes

Middle Schools: Princess

Anne

Elementary Schools:

Corporate Landing , Creeds,

North Landing, Ocean Lakes,

Princess Anne, Red Mill,

Strawbridge

Area G

Supervisor: Keith Thornton

Clerical Support: Terri

Perry

High Schools: Green Run

Middle Schools: Corporate

Landing, Larkspur

Elementary Schools:

Arrowhead, Green Run,

Holland, Kempsville,

Kempsville Meadows,

Parkway, Point O' View ,

Rosemont, White Oaks

Program Assignments City Wide Programs/Special Needs

Coordinator: Sean Barnes
Associate: Nancy Wilkes

CITY WIDE Mr. Sam Nix
Office Associate Lisa Graber
LANA/ATC
PLIB
RENH
RENM
TECH CTR
TRAEP
PROJECT HOPE

CITY WIDE Mr. Charles Blair
Office Associate Lisa Graber
BAYA
FCHA
OLMS
PAIB
SALA
TALA
LNKA
OLD DONATION (ODC)
KEMPS LANDING (KL)
LAMA
VBMA
GRC

CRASH INVESTIGATION
Mr. Gary Ponton

SYSTEMS SPECIALIST

Mrs. Nancy Hagan

SPECIAL EDUCATION

Office Associate Charlene Whatley
Clerical Support Deborah Tyler
Mr. Cris Sprouse A-G Drivers
SECEP / KLTC / ReEd / Annex /
New Buses/Gov Sch

Mr. Gary Harris H-P Drivers
Fieldtrips(SpEd only) / Speech
Diagnostic Class

Ms. Ashley Fussell Q-Z Drivers
Work Experience /CBI / Early
Discoveries
PA Center / SpEd ACT

Ms. Bonnie Wolf
Training Citywide /Trainers/Substitutes
Sherry Scott ...Trainer

DISPATCH OFFICE

Patty Barnes
Colleen Shorts
Donna Robinson
Missi Wallace

Inclement Weather Responsibilities: 2014-2015

Revised August 15, 2014

Supervisor is to evaluate school grounds and surrounding neighborhoods.

Mungin-

Creeds Elem
Red Mill Elem
Sandbridge

Heinz-

Tallwood High
Brandon Middle
Centerville Elem
Tallwood Elem
Indian Lakes Elem

Wyse-

Salem High
Salem Middle
Glenwood Elem
Rosemont Forest El
New Castle Elem
Landstown High
Landstown Middle
Landstown Elem
Salem Elem

Stewart-

Ocean Lakes High
Corporate Landing
Virginia Beach Mid
Linkhorn Park Elem
Cooke Elem
Strawbridge Elem
Corporate Landing El
Birdneck Elem
Seatack Elem
Ocean Lakes Elem
Croatan

Sprouse-

Blackwater

Wolf-

Princess Anne High
Plaza Middle
Kings Grant Elem
Kingston Elem
Malibu Elem
Thalia Elem
Brookwood Elem
Lynnhaven Elem

Keech-

Bayside High
Bayside Middle
Old Donation Center
Kemps Landing
Bayside Elem
Luxford Elem
Newtown Road Elem
Williams Elem
Pembroke Elem
Pembroke Meadows

Nix-

First Colonial High
Lynnhaven Middle
Alanton Elem
Trantwood Elem

Harris-

College Park Elem
Fairfield Elem
Providence Elem
Woodstock elem
Kempsville Middle

Blair-

Green Run High
Green Run Elem
Holland Elem
Parkway Elem
Rosemont Elem
White Oaks Elem
Windsor Oaks Elem
Windsor Woods Elem

Thornton-

Kempsville High
Larkspur Middle
Renaissance Academy
Arrowhead Elem
Kempsville Meadows Elem
Kempsville Elem
Point O' View Elem

Shipp-

Princess Anne Middle
Princess Anne Elem
Kellam High
North Landing Elem
Tech Center
Christopher Farms Elem

Ponton-

Cox High
Great Neck Middle
John B Dey Elem
Shelton Park Elem
Hermitage Elem
Thoroughgood Elem
Independence Middle
Chick's Beach
Shore Drive

Fussell –Report to Dispatch