

# VL Transport Center



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# CONTENTS

Introduction	2	Paperwork	14
Accident/Incident Procedures	3	Employee Incident Report	14
Alcohol/Drugs/Prescription Drugs	4	Daily Checklist	15
Over-the-Counter Medications	4	Maintenance Requisition Form	15
Attendance	5	Monthly Mileage Report	15
Backing up Buses	5	Radio	15
Absence & Leave Requests	6	Railroad Crossing Procedures	15
Compound Area	6	Ridership Agreements/Student Lists	15
Moving within the Compound	6	Road Test/Check Ride	16
Speed of Buses	6	Route Maps/Route Binder	16
Parking in the Stalls	6	Route Responsibilities	16
Bus Cleanliness and Readiness	7	Safety Advisory Committee	16
Bus Usage	7	Seat Belts	17
Child Abuse	7	Smoking Prohibited	17
Clipboard/Binder	8	Stop Sign Violations	17
Community Relations	8	Student Drop-Off	17
Confidentiality	8	Student Infraction Report	17
Daily Operational Guidelines	8	Student Incident Report	17
Descending Long Grades	9	Student List	18
Driver Appearance and Apparel	9	Student Management	18
Emergency Equipment/Drills	10	Student Transfer	18
Food and Drink	10	Trip Guidelines	19
Fueling	10	Wash Bay & Washing of Buses	20
Headlights	11	Winter Driving	20
Exiting & Keys	11	Conclusion	21
Idling Procedure	11	Additional Information	22
Inspections	11	Emergency Procedures	22
Pre-Trip Inspection	12	Showing Students Proper Emergency Procedures	22
Post-Trip Inspection	12	Student Management Procedures	23
Loading & Unloading of Passengers	13	Staff Acknowledgement	24
Lost and Found	13	Procedure 6601P2	25
Mailboxes	14		
Meetings	14		
Minimum Authorization Requirements	14		

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# INTRODUCTION

**W**elcome to the VL Transport Center. As a VL Transport Center school bus driver, you are accepting responsibility for the safe operation of a school bus and most importantly, the safety of the students who will ride on the bus.

For the safe operation of a school bus, you are responsible for maintaining proper discipline of the students, applying first aid if needed, proper care of the school bus assigned to you and enforcing all district polices and state laws that regulate the operation of a school bus.

This handbook will make your job easier by providing you with the state and district rules and regulations governing the operation of school buses, as well as driving tips and bus care.

*Valley School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employees of the Valley School District at 3030 Huffman Rd., Valley, WA 99181 are designated to handle questions and complaints of alleged discrimination: Danielle Tupek, Title IX Liaison; Janet Williams, Section 504/ADA Coordinator; Ben Ferney, Compliance Coordinator for State Law (RCW 28A.640/28A.642). A complaint regarding alleged discrimination may be made by email to: [compliance@valleysd.org](mailto:compliance@valleysd.org), or by calling the district office at 509-937-2791.*

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# ACCIDENT/INCIDENT- SCHOOL BUS DRIVER'S PROCEDURES

**A**n Incident/Accident Reporting Kit is to be maintained on each bus and kept within arm's reach of the driver. The procedures described below are included within the Kit. Any forms or documents used from a bus's Kit shall be replenished prior to the next scheduled route.

In the event of an accident/incident, secure the bus. Stay on the bus unless it is safer off the bus. If it is safer off the bus, execute an emergency evacuation. If an emergency evacuation is necessary, take all the emergency equipment (triangles and first aid kit) and evacuate to a safe location. Stay in a group and release no one unless directed to do so by the law enforcement officer in charge of the scene.

1. Check for any injured students and administer first aid if necessary. Do not move any injured students. Have all students remain in their seats unless an emergency evacuation is needed.
2. Using the two-way radio, call the VL Transport Center Transportation Supervisor and state, "(School name) bus (number) to VL Base, I have a Code Red." VL Base acknowledges the Code Red: "Bus (number) switch to channel (channel number) immediately."
3. After changing to the assigned radio channel, provide the following information and any other requested information to the VL Transport Base (the VL Base will contact the emergency responders).
  - (a) Location of the bus
  - (b) Number of students
  - (c) Number of injured students, if any
  - (d) ID of injured students (student IDs are located on Route Sheet next to Stop #)
  - (e) Direction of travel—N, S, E, or W
  - (f) Crossroads (blocked or unblocked)
4. Keep radio volume up and with you at all times and put the cord out the window if you exit the bus.
5. Set up triangles as directed in the triangle box.
6. Check off names from the student list and circle those that have an injury.
7. Fill out the seating chart showing where the students were seated at the time of the incident.
8. Provide the on-scene responders with the bus registration and insurance card. Complete the emergency packet while responders are tending to the accident scene.
9. Work with and follow the lead of the emergency responders at the scene.
10. State only the facts: no opinions, statements or comments. Do not make comments to the news media.
11. Stay calm, cooperative and courteous.
12. If the incident/accident involves an unattended vehicle or fixed object take reasonable steps to locate and notify the owner. Leave a note with your name, supervisor's name, the VL Transport Cen-

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ter address and phone number and the date and time it occurred. Report this information to the Transportation Supervisor upon returning to the VL Transport Center. Complete driver's statement inside the accident packet.

13. Make a detailed report of the incident/accident after returning to the VL Transport Center:

- (a) Date
- (b) Time
- (c) Bus number
- (d) Location
- (e) Weather condition
- (f) Roadway condition
- (g) Visibility
- (h) Direction of the bus and other vehicle (if any)
- (i) Step by step details of the incident/accident
- (j) Anything else concerning the factors contributing to the incident/accident
- (k) Make a physical inventory of damage to other vehicle/property
- (l) Complete a diagram of the incident/accident scene

## ***ALCOHOL/DRUGS/PRESCRIPTION DRUGS***

**T**he use of alcohol or drugs before reporting for duty and/or while on duty is prohibited. No driver will operate a school bus with any odor of alcohol on their breath. Alcohol, prescription drugs, over-the-counter drugs, tobacco and illicit drugs are not permitted on a school bus for any reason at any time. Some over-the-counter drugs and prescription drugs can cause drowsiness and/or affect the central nervous system. Inform the Transportation Supervisor of any over-the-counter drug and/or prescription drug usage. (*Policy 6632-Transportation-Mandated Drug and Alcohol Testing and 6632P1-Federal Highway Administration Mandated Drug and Alcohol Testing Program*) With regard to prescribed medication, the driver shall report it to the Transportation Supervisor without identifying the medication and shall provide a certificate from the driver's prescribing authority that the use of the medication will not impair his/her ability to safely perform his/her duties as a school bus driver.

## **OVER-THE-COUNTER MEDICATIONS**

**M**any people are unaware that over-the-counter drugs can have similar effects on your body as controlled substances. Antihistamines, decongestants, cough syrups, pain relievers, diet pills, and sleeping aids can stimulate or depress the central nervous system, especially the respiratory system. Additionally, they can alter

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the heart rate, blood pressure, and interfere with control of body movements and reflex actions. Some of the most common symptoms of over-the-counter abuse include:

- Anxiety
- Restlessness
- Confusion
- Dizziness
- Numbness
- Mild euphoria
- Drowsiness
- Hostility
- Delirium
- Hallucination

Pay close attention to the directions and warnings on any over-the-counter medication. Don't make the mistake of thinking these can be harmless while driving. Any medications, oral or otherwise, that affect the central nervous system are prohibited. School bus drivers should use caution when operating a school bus while taking any of the above-mentioned substances, whether prescribed by a physician or not. If medication is required, check with a physician or pharmacist before taking the medication about the possible side effects while driving a motor vehicle (from the Washington State School Bus Driver's Handbook).

## ***ATTENDANCE***

**P**rompt, dependable attendance is essential to the operation of a smooth and efficient transportation department. All employees are expected to be punctual and maintain the highest attendance pattern throughout the school year.

## ***BACKING UP BUSES***

**B**uses are only to be backed up at approved locations. Any deviation shall require prior approval by an authorized school district administrator or the VL Transport Supervisor. Drivers are to use their hazard warning lights and honk before backing up. If necessary, contact another driver via radio to provide a spot/guide during the back-up process.

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## **ABSENCES & LEAVE REQUESTS**

It is the employee's responsibility to schedule absences (sick leave, personal leave, vacation, etc.) through the Frontline Education absence management system (formerly Aesop) found at <https://login.frontlineeducation.com>. This system will automatically call to fill an absence for an employee who requires a substitute. Frontline account login information will be issued to you by the Human Resource Manager.

Employees must provide reasonable advance notice for foreseeable absences. Notify your immediate supervisor at least ten (10) days prior, or as early as practicable, and register the impending absence(s) in Frontline. If you are sick:

1. Register the impending absence in Frontline by 5:30 a.m. to prompt arrangements for a substitute. If you are still sick and will not be back to work the following day, register the absence in Frontline prior to midnight to prompt arrangements for a substitute.
2. If you intend to return to work the following day, but you're sick the following day, notify the office personnel at least two (2) hours prior to the route start time, and register the absence in Frontline no later than 8:00 a.m.
3. Failure to provide notification of an absence will be considered insubordination and addressed in accordance with district policies concerning staff disciplinary action and discharge.

Additional information about Valley School District personnel leaves and related policies and procedures is located in the District Staff Handbook at [www.valleysd.org](http://www.valleysd.org) under Staff Resources.

## **COMPOUND AREA**

### **MOVING WITHIN THE COMPOUND**

Drivers are to take their turn backing out of the bus stalls and be alert to permanent fixtures and other backing buses.

### **SPEED OF BUSES**

Buses and all other vehicles are to travel no more than five (5) mph within the transportation compound. Furthermore, buses are to travel no more than five (5) mph within any parking lot or parking area. Speed over five (5) mph is unacceptable and will result in disciplinary action.

### **PARKING IN THE STALLS**

Buses are to be parked in their designated stalls. Buses are not to restrict the shop and/or office area at any time.

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## ***BUS CLEANLINESS AND READINESS***

**T**he bus driver is responsible for the cleanliness and readiness of his or her bus every day. A good plan for interior cleaning is to do a little at a time while waiting for students at schools or on trips. Planning and time utilization is the key to managing a tidy bus.

- (a) The inside of the bus is to be kept clean at all times. Sweep when needed. Cleaning also includes removing any writing and markings, keeping the instruments, gauges and dash dusted, and reporting, in writing, any and all damage immediately to the mechanics.
- (b) The driver's compartment is to be free of any loose articles and/or items at all times.
- (c) **WAC 392-145-041 (2)**: the front, rear, and exit windows are to be kept clean and clear of all loose items.
- (d) Side windows are to be kept clean.
- (e) The exterior of the bus is to be washed as needed and as allowed, depending on weather conditions.
- (f) Trip buses shall be clean at departure time. During the winter months, trip buses shall be as clean at departure time as prevailing weather conditions allow.

Buses will be subject to periodic inspection for cleanliness both inside and out. Keep in mind that the appearance of your bus is a statement to the public about yourself, the VL Transport Center and the school district.

## ***BUS USAGE***

**B**uses shall not be used for any purpose other than to transport groups or persons authorized by the district. No persons other than those being transported in relation to official district business are allowed to ride the bus at any time without permission. Buses are NOT to be:

- Used for personal reasons.
- Parked at any point other than related to an official district use.
- Transporting any student who is not assigned to the driver's bus route without prior approval from the Transportation Supervisor or from the school which the student attends. Student must have a permission note if riding a bus other than his/her designated bus.

## ***CHILD ABUSE***

**B**y law, you are required to report any suspected cases of child abuse to the proper authorities, such as: neglect, emotional, physical and/or sexual abuse. **RCW 26.44.040**: A written statement is required to be submitted to the Transportation Supervisor. (Refer to Policy/Procedure 3421–Child Abuse, Neglect and Exploitation Prevention).

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## CLIPBOARD/BINDER

**E**ach bus will be supplied with a clipboard/binder. It will stay with the bus with information pertinent to the operation of the bus and the assigned route. This includes a student list of a.m., p.m. and transfer students.

## COMMUNITY RELATIONS

**R**emember, you are a public employee. Do not argue with parents or the public. Direct them to the Transportation Supervisor and provide the telephone number. Remember, always drive and act in a calm, orderly and professional manner.

## CONFIDENTIALITY

**C**hapter 42.56 RCW (Public Records Act) and Family Educational Rights and Privacy Act: School bus drivers are to keep personally identifiable information confidential (i.e.,) printed forms, video tapes, student records, etc. Personally identifiable information includes, but is not limited to names, identification numbers, birth dates, medical conditions or photos. The driver's legal obligation begins when he/she receives personally identifiable or confidential information. The exception to the no-share rule is: suspected child abuse, emergency situations, traffic accidents, breakdowns, injury, health problem and/or a crime.

## DAILY OPERATIONAL GUIDELINES: CHAPTER 392-145 WAC

**D**river's are to:

1. Start their shift by picking up their bus key in conjunction with the scheduled route time noted on their assigned route guide. (Refer to Route Responsibilities, page 16)
2. Report to work in time to complete a thorough and consistent pre-trip inspection before every route departure as per the daily checklist.
3. Operate a school bus and drive the route in accordance with all federal, state and local laws as well as the Valley School District Transportation policies and procedures (*Policy 6601-Transportation To and From School*).
4. Maintain an accurate route guide with stops, directions and times.
5. Stop at each stop and keep the bus stop times consistent.
6. Remind tardy students to be waiting at least five (5) minutes before the scheduled arrival time to their stop. If the problems persist, inform the Transportation Supervisor. (*Refer to Procedures 6601P1 and 6601P2-Student Drop-Off Procedures*)
7. Place keys in the driver's mailbox after each route/trip is completed.

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8. Return to the school and transport any student who has missed his or her bus upon receiving a call from the school to do so.
  9. Adhere to the p.m. bus route: the assigned lead bus of the Valley School is to depart at the designated time noted on the route guide with other buses assigned to their respective schools to follow in the order of line-up in a professional manner.
  10. Continue on your route if you discover a student who does not belong on your bus or has missed their stop on the p.m. route. Call the respective school office and report the student's name and the school they attend and complete your route. If you have a "misplaced" student on your bus and it is possible to coordinate with other drivers via the two-way radio to rendezvous where routes intersect in order to transfer the student onto the proper bus, then do so. Be sure that the student's school office is informed. If rendezvous is not possible, request that the school office contact the parent or guardian about the drop-off time. Explain to the "misplaced" student what you are going to do.
  11. Backtrack after your route is finished for students who live on your route but missed their stop. Call the VL Transport Center and the respective school office to advise that the student will be dropped off later than the usual time.
  12. Sweep the bus after returning to VL and dump garbage into the dumpster. Do not sweep garbage into the bays.

Drivers are **NOT** to:

1. Deviate from the route at any time without prior authorization.
2. Wear any devices in their ears while driving.
3. Use any cell phones while driving. A VL Transport-issued cell phone can be used while in a safely parked position.
4. Take home students in personal vehicles, unless prior approval is obtained from the Transportation Supervisor.

## ***DESCENDING LONG GRADES***

**B**efore starting down a grade, select a gear low enough that only light braking will be required while descending the grade. Never coast or change gears while descending a grade. Determine and select a safe speed, and then proceed five (5) mph below that speed.

## ***DRIVER APPEARANCE AND APPAREL***

**W****AC 296-800-160:** Protective footwear is to be worn when driving a VL Transport Center cooperative school bus. Protective footwear means the foot is fully enclosed including toes (no open-back shoes such as clogs), the heel is not more than one-and-a-half inches high and there are no straps.

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Drivers are required to dress and groom themselves according to accepted standards for school personnel while working with school-age students. As a professional driver, dress in a manner that will project a positive image of confidence and authority, thus promoting student respect. As drivers, we represent our district and the community both at home and away.

Appearance is to be neat and clean, with hair groomed and maintained. Beards or mustaches should be neatly trimmed. Clothing should be in good condition (clean, no holes, rips or tears). Slacks or jeans in fair condition (no holes) should be worn and pulled up to an appropriate height to project a positive image. Walking shorts and short sleeved shirts are acceptable. Sweat pants are NOT allowed to be worn on field trips or anytime the bus leaves the district. Clothing and footwear must be weather and job appropriate for all conditions (i.e., chaining up bus in winter). Tobacco, drug, and/or alcohol advertising on clothing is not permitted. Inappropriate or sexually explicit words and/or pictures on clothing is prohibited.

## ***EMERGENCY EQUIPMENT / DRILLS***

**W** **AC 392-145-041:** It is the responsibility of the driver, before any trip, to be certain that the bus is fully stocked with a first aid kit, three reflective triangles, a body fluid clean up kit and a fire extinguisher certified to be in good working condition.

**W** **AC 392-145-080:** All emergency drills shall be held on school district premises in compliance with state regulations. Drivers for the VL Transport Center cooperative are required to conduct three (3) emergency exit drills each school term (semester or trimester as applicable). The drills shall occur within the first six weeks of the first and second school terms and will be scheduled by the Transportation Supervisor. (Policy 6605-Student Safety Walking and Riding Buses). Extreme caution will be exercised in drills involving small children. All passengers must participate, and passengers excused or excluded from participation shall receive oral instruction at the same frequency of the drills.

**W** **AC 392-145-080 (6):** At the start of each field trip or extracurricular trip, the school bus driver is required to review with all passengers the location and use of the emergency exits and emergency equipment, as well as any district emergency procedures. The driver **must** obtain initials of the adult in charge of the trip as verification that this review has occurred.

## ***FOOD AND DRINK***

**D** rivers are not allowed to drink beverages or eat while driving.

## ***FUELING***

**W** **AC 392-145-041 (1):** It is the driver's responsibility to ensure that upon departure there is sufficient fuel in the bus to safely complete the route or trip. The fuel tanks are to be kept above one-quarter (1/4) tank. If a driver runs out of fuel, disciplinary action may be taken in accordance with Valley School District policies.

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## ***HEADLIGHTS***

**W**AC 392-145-050 (8): All school buses are required to have headlights on at all times while traveling on a public roadway. VL Transport Center cooperative buses will have their headlights and marker/clearance lights on whenever the bus is moving for increased visibility and safety purposes. Strobe lights are to be used only in inclement weather conditions for better visibility.

## ***EXITING & KEYS***

**W**AC 392-145-031 (4): No driver shall leave the driver's seat without first securing the school bus by setting the parking brake, placing the transmission in the manufacturer's recommended position, shutting off the engine, and removing the key from the ignition switch. The only time a driver may leave the key in the ignition while not being in the driver's seat is during engine warm-up at VL Transport Center with the parking brake set, the transmission in the neutral position and with no one else on the bus. The keys shall be kept in the driver's or other authorized school official's possession. Bus keys are to be placed in the driver mailbox at the end of each route/trip.

## ***IDLING PROCEDURE***

**W**hen school bus drivers arrive at loading and unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The bus shall not be restarted until it is ready to depart and there is a clear path to exit the pick-up area.

Exceptions include conditions that would compromise passenger safety, or during vehicle maintenance tasks, such as:

1. Extreme cold weather conditions
2. Idling in traffic
3. External heater check-up
4. Programming, setting timers, and mechanical tests

At bus compounds, limit the idling time during early morning warm-up to what is recommended by the manufacturer (generally three to five minutes) in all but the coldest weather.

## ***INSPECTIONS***

**K**eeping the fleet clean and prepared is a major responsibility for all bus drivers, including substitute drivers. This requires the cooperation of both drivers and mechanics.

**WAC 392-145-031 (2):** Drivers are responsible for reporting any malfunctions to ensure their bus is in good condition, and immediately call to the attention of the mechanics in writing (Maintenance Requisition Form) of

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any mechanical malfunctions or difficulties. Mechanics will then analyze, repair and test the equipment.

## PRE-TRIP INSPECTION

**WAC 392-145-041:** Drivers are to perform a thorough, consistent pre-trip inspection of their bus prior to the first daily departure, and a partial inspection for the next route. Drivers are responsible for, but not limited to, inspecting all items and equipment. The DAILY CHECKLIST is the guideline to be followed to ensure proper working order of all operating equipment.

- Each item is to be marked off once it has been observed and checked to be properly working. Check all sequencing of the lighting system.
- All emergency equipment is present and ready for any unforeseen emergency: first aid kit, mess kit, fire extinguisher and reflectors.
- **WAC 392-145-031 (2):** Report any abnormalities to the mechanics immediately and in writing on the Maintenance Requisition Form describing the problem.
- Remember to complete each brake test prior to leaving for each route/trip (as noted on the back of the Daily Checklist). There are four brake checks.
- Once the inspections are complete, sign and date the inspection form prior to leaving the compound.
- When on a trip, the driver is to re-inspect the bus prior to departure for the return trip.
- When driving long distances, drivers should do a visual walk-around of the bus every time the bus is stopped and parked.

### AT ENGINE START UP, DRIVERS ARE EXPECTED TO:

- Check all gauges for proper readings. Be alert for unusual noises, vibrations and/or odors.

### WHILE ON THE ROAD, DRIVERS ARE EXPECTED TO:

- Check all gauges for proper readings. Be alert for unusual noises, vibrations, odors, handling characteristics and/or visual signs (smoke, steam, wet trail). An alert driver lessens the odds of a mechanical disaster.

## POST-TRIP INSPECTION

Drivers are expected to:

- **WAC 392-145-014 (7):** At the end of each trip or route segment, the driver shall thoroughly check the bus to ensure that no students are left on the bus. Check the bus for sleeping students and post the "bus empty" sign in the rear window.

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- Sweep the bus and place the garbage in the main dumpster.
  - Check for any damage to the interior of the bus. Immediately fill out a Maintenance Requisition Form for any damage.
  - Complete a walk around of the bus and look for anything unusual i.e. fluid leaks, etc. Immediately fill out a Maintenance Requisition Form for any leaks found.
  - The Daily Checklist will be submitted to the VL Transport office at the end of each month.
  - **WAC 392-145-041 (7):** The driver shall take reasonable action to ensure that any articles left behind by students are safe, secure and dealt with according to district policy. Lost and found items are to be returned to the child at the school he/she attends, not disposed of at the VL Transport Center.
  - Plug in when the weather falls below 32 degrees or as directed.

## **LOADING & UNLOADING OF PASSENGERS**

**T**he laws governing loading and unloading are RCW 46.61.370 (School Bus Stop Law) and WAC 392-145-060 (Loading and Unloading Procedures). Also, a complete section of loading and unloading is referenced in the Washington State Driver's Handbook (*Policy 6631–Transportation-Driver Training and Responsibility*).

In accordance with the loading zone plan for each individual school, all buses are to be parked as close together as possible to avoid students' walkways. It is the driver's responsibility to see that students load and unload in a safe and orderly manner. When loading or unloading passengers the following should be used:

- Bus is secured with brake set.
- **WAC 392-145-060 (4-10):** Proper usage of lighting sequencing.
- Drivers are to instruct students to load and unload in an orderly manner. Younger children should be seated in the front portion of the bus, and preschool age children should be buckled in. Middle school age students should be seated in the middle, and high school students seated in the rear.
- Students are required to stand in line in an orderly manner 10 feet back from the bus.
- Students are to remain seated until the service door is opened; this is a signal for students to safely unload.

## **LOST AND FOUND**

**Wac 392-145-041 (7):** The driver is to take reasonable action to ensure items left on the bus are returned to the student. Items need to be handed back to the student(s), or taken to the school they attend for return to the student or, if unidentified, deposited in the school's lost and found. Items with food are not to be

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placed in the lost and found but taken to the student's school office. Items found on a bus after a field trip or extracurricular trip should be tagged with the bus number and delivered to the relevant school office.

## **MAILBOXES**

**M**ailboxes are provided to employees for receiving information pertinent to their job position throughout the school year. Mailboxes must be checked and emptied before and after each run.

## **MEETINGS**

**A**ll Driver Meetings are mandatory. It is required that each driver be in attendance.

## **MINIMUM DRIVER'S AUTHORIZATION REQUIREMENTS**

**W****AC 392-144-101, -102:** Drivers must maintain a valid Washington State School Bus Driver's Authorization-Type I (*Policy 6631-Transportation-Driver Training and Responsibility; 6632-Transportation-Mandated Drug and Alcohol Testing Program and related procedures*).

In order to maintain authorization and remain valid the holder must:

- Complete the Washington State annual In-Service training at the beginning of each school year.
- Be able to pass all Department of Transportation physicals.
- Possess a valid Basic First Aid card.
- Maintain a clean, current Washington State Commercial Driver's License with SB endorsement.
- Successfully complete the agility test at the beginning of each school year.

It is the responsibility of the bus driver or mechanic to maintain required licenses and certifications in good standing. All required certificates and licenses are to be carried by the driver whenever operating a school bus.

## **PAPERWORK**

### **EMPLOYEE INCIDENT REPORT**

On-the-job accidents must be reported to the Human Resource Manager. A written report is to be completed and returned to the Transportation Supervisor within 24 hours of the accident. Report all injuries, even if they seem minor.

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## DAILY PRE- AND POST-TRIP CHECKLIST

The Daily Checklist will be submitted to the VL Transport office at the end of each month

## MAINTENANCE REQUISITION FORM

**WAC 392-145-031 (2):** Drivers shall immediately report (fill out a Maintenance Requisition Form) any suspected malfunction or needed repair of the school bus in their charge. Place the work order form in the shop mailbox located on the door of the shop. If you need to explain the problem, see the mechanics.

## MONTHLY MILEAGE REPORT

Drivers are responsible for documenting the current mileage after each route on a Monthly Mileage Log that is submitted with the Payroll Timesheet to the mailbox of the Transportation Supervisor on the last working date of each month, after the p.m. route. Each month is to be documented on a separate monthly mileage log report. Student Count is to be recorded for every route. This form is to be filled out in its entirety for audit purposes.

## RADIO

**E**ach driver shall have a radio on at all times while on route and/or a trip. Radios are to be used for school district business only and radio communication shall be done in an efficient manner by saying only what is necessary.

## RAILROAD CROSSING PROCEDURES

**I**n addition to **RCW 46.61.340** and **WAC 392-145-070:** drivers of the VL Transport Center will **stop at all railroad crossings**, regardless of the type of crossing (controlled or uncontrolled), loaded or empty, when driving. When driving out of the district, follow all current state rules and regulations. Students are always expected to be quiet during this procedure.

## RIDERSHIP AGREEMENTS/STUDENT LIST

**I**t is the driver's responsibility to collect ridership agreements (*6605F2-VL Ridership Form*), from students within five (5) school days and give them to the Transportation Supervisor to compile a student list for your route. The original student list will be placed in the Ridership Survey Binder for audit purposes. A copy will be placed in your route binder with the route guide and a student listing.

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## ***ROAD TEST /CHECK RIDE***

**A**ll drivers will be given an on-the-road evaluation/check ride when time permits. A written documentation of the ride will be reviewed with the driver. A copy will be placed in the driver's personnel file attached to the driver's annual evaluation. The check ride will act as a training tool to promote and aid drivers in overcoming any difficulties he/she may have.

## ***ROUTE MAPS /ROUTE BINDER***

**I**t is the driver's responsibility to maintain accurate and current information in the following order:

- Accurate route guide with stops, directions and times (a.m. and p.m.).
- Snow Route, if applicable.
- Names of student helpers.
- Notations about special seat assignments.
- Medical information pertinent to a student when this information has been provided by the school (drivers will sign a Confidentiality Form for this reason).
- Student list of a.m./p.m. and transfer students.
- Other information given to you regarding your route or students.

## ***ROUTE RESPONSIBILITIES***

**W**hen drivers become aware that there is no longer a requirement for a stop or stops (some or all of the students are no longer riding the bus) drivers are required to immediately report such information to the Transportation Supervisor. However, until advised otherwise by the Transportation Supervisor, drivers are to stop at each stop daily to support consistent route times. The driver will check the riding status of any student who has not ridden his/her designated bus for five (5) consecutive school days.

## ***SAFETY ADVISORY COMMITTEE (SAC)***

**E**ach year the transportation staff will vote for a committee of transportation personnel to review all incidents. A spokesperson from the committee will give an assessment of pertinent factors to the administrative team and then report the findings to drivers at the Drivers' Meetings. The SAC will meet at least quarterly throughout the school year.

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## SEAT BELTS

**W**AC 392-145-031 (1): Drivers shall wear a properly adjusted seat belt whenever the school bus is in motion.

## SMOKING PROHIBITED

**U**se of any tobacco or tobacco product and marijuana or marijuana product on school property and/or on district buses is prohibited at all times—no exceptions. (*Policy 4215–Use of Tobacco, Nicotine Products and Delivery Devices; Policy 5201–Drug-Free Schools, Community and Workplace*).

## STOP SIGN VIOLATIONS

**I**f you encounter a public violator of bus stop sign regulations, you should attend to the safety of your students first (get their attention and do what is necessary). Try to get a mental picture of the vehicle and the driver. Write down the license number or make other notes. Upon your return to the VL Transport Center, fill out a Stop Sign Violation Report. Hand the form to the Transportation Supervisor to process immediately.

## STUDENT DROP-OFF

**W**AC 392-145-060 (1): A student may not be permitted to leave the bus at any place other than his or her regular stop unless written permission is first obtained pursuant to district policy. “Permission” means ONLY when the driver is presented with an approved Bus Pass signed by official school personnel. The Bus Pass is to be picked up by the final destination route driver. If a pass is good for more than one day, the driver should note the appropriate information on his or her route guide. **Drivers will not accept handwritten notes.** Refer to Valley School District Procedures 6601P1-*Transportation To and From School*, and 6601P2 -*Student Drop-off Procedures* located in the Additional Information section at the end of this Handbook.

## STUDENT INFRACTION REPORT

**A**n Infraction Report is to be written in accordance with school and bus discipline procedures.

## STUDENT INCIDENT REPORT

**I**f a student is injured while on or near the bus, report it to the Transportation Supervisor immediately. Once you return to the compound, fill out a Student Incident Report and hand it to the Transportation Supervisor.

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## STUDENT LIST

**A**t the beginning of each school year, drivers are to compile a list of their students with name, school attending, address, parent or guardian names, telephone numbers, including the a.m. and p.m. transfer students with their home bus number. This list will be provided to and maintained by the VL Transport Dispatch Assistant who is responsible for entering and maintaining route lists within the Skyward Student Management busing module.

If students change buses, a new ridership agreement (*6605F2-VL Ridership Form*) is to be given to the student by the new driver. Ridership agreements are to be filed in the route binder, filed in the order of stops in alphabetical order by last name.

## STUDENT MANAGEMENT

**I**t is the driver's responsibility to enforce all of the ridership rules. In the beginning of the year, drivers are to set expectations and review the rules with their students (*Policy 6605-Student Safety Walking and Riding Buses* and *6605P1-Student Safety and Conduct on Buses*). **WAC 392-145-031 (3)**: No person other than the driver shall be allowed to sit in the driver's seat.

As soon as signs of inappropriate behavior are seen on the bus, drivers are expected to:

- Pull over as soon as safely possible.
- Investigate the problem: who, why, etc.
- Determine a course of action: seat assignment, etc. Follow up on all cases.
- Be firm, fair and consistent.
- Never give an order you cannot enforce.
- Give the child an option to make good choices. If the child chooses the good choice, give him/her praise. Example: Ask, "What are you supposed to be doing?" Give the child time to react.
- Set a good example. Students respect a conscientious, fair and consistent driver.
- Be friendly. Show interest in your students and know their names.
- Be alert to the signs of child abuse.

## STUDENT TRANSFER

**I**t is the driver's responsibilities to:

- Drive no faster than five (5) mph when pulling into the transfer area.
- Shut off the engine while waiting (except in extreme cold weather). Refer to Idling Procedure on page 11.

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- Park and secure the bus in the designated slot and wait for the assigned bus.
  - Instruct students to unload and load in an orderly manner (do not allow pushing and shoving).
  - Remind students to walk, not visit in the parking area and to go directly to their assigned bus.
  - Direct and instruct students to keep the area in front of the service door clear so students can disembark from the bus.
  - Buses shall not move until all students are unloaded and loaded.
  - Buses shall leave in the order of line-up, unless there is a problem. Then the driver of that bus will signal to the driver on their right to go around.

During loading and unloading, the driver should be alert to what is going on inside and outside of the bus, including directing students to their respective bus and/or seat.

## **TRIP GUIDELINES**

**T**he following is a general list of procedures, requirements and recommendations for drivers operating a bus on an out-of-town trip (*Policy 6621-Transportation-Additional Uses*). Bus and driver are to remain at the trip destination and/or follow the direction of the district staff coordinator of the trip.

- **Remember, the driver is in charge and has final authority of the bus and passengers at all times.**
- Trip schedules, routes and destinations must be adhered to by attending staff and the driver unless directed otherwise by the Transportation Supervisor. Drivers will receive regular wages and a stipend for meals.
- **WAC 392-145-080 (6):** At the start of each field trip or extracurricular trip, the school bus driver is required to review with all passengers (and document such review) the location and use of the emergency exits, emergency equipment and any district emergency procedures. Failure to do so will result in losing a rotation trip. The bus will be full of fuel at departure and clean.
- Be familiar with directions before you leave. If you have questions, ask another trip driver or obtain a map.
- Be sure the radio is on. Have emergency numbers available before you leave.
- Be at the school 10 minutes prior to the departure time unless otherwise instructed.
- **WAC 392-145-021 (3):** Heavy, sharp, bulky and/or other articles which may be hazardous in the event of an accident or an emergency stop shall not be transported unsecured in the passenger area of any school bus. Drivers are to open and close the undercarriage compartments and supervise the loading and unloading of those compartments (use district procedures for musical instruments).
- **WAC 392-145-041 (3):** The entrance step well, emergency exits, rear window exits and aisles are to be kept clear of items at all times.
- Students are not to play radios, music players or similar items on the bus without headphones.

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- Lock the bus whenever it will be left unattended. Check your bus periodically. Remember, you are responsible to do your best to ensure the safety of your bus as well as your passengers.
  - When it is dark outside, the two rear interior lights are to be left on at all times during the trip.
  - Passengers are not to walk around inside while the bus is moving. Sitting in or lying across the aisle is not allowed. If problems persist with a particular group, talk with the person in charge first, then inform the Transportation Supervisor.
  - Students on the bus must be supervised by an adult at all times.
  - Drivers are expected to chain up the bus when the Department of Transportation posts that traction tires are required. The mechanics will offer a refresher course annually. It is the driver's responsibility to ensure that two complete, operable sets of tire chains (that fit the bus) are on-board before going out of town.
  - Convoys: Buses need to keep a safe following distance between vehicles. Always allow space for a passing vehicle. The last bus and lead bus will stay in contact in case of any breakdowns, as well as make sure that the entire group follows the same direction (on/off a freeway, turns onto a different highway, etc.). If one bus stops, all buses stop. If possible, park near a light at night.
  - After having stopped and parked for a while, complete a thorough pre-trip inspection: check for leaks, bumps on tires, check oil, look for anything unusual. In the winter when parking on ice or snow, remember to move your bus so that you don't "melt in."

## **WASH BAY & WASHING OF BUSES**

**W**ash bay is for district vehicles only. Do not park the bus in the wash bay unless you are washing the bus. Once the bus is washed, it needs to be parked in its stall.

- After washing the bus, hang up the hose, turn the pressure washer off, take the garbage to the dumpster and close the door.
- Make sure to clean up any debris left, wash brushes, mops and empty wash buckets.
- In weather colder than 32 degrees, the wash bay is closed due to freezing weather. Do not wash the bus in freezing weather.

## **WINTER DRIVING**

**A**ll of our route schedules are based on normal driving conditions. In the event of bad weather or roadway conditions, leave the VL Transport Center earlier to be at the first stop at the regular time. This way you can test road conditions with the operation of your bus, while allowing for the unknown.

Start with your first stop time and drive according to road conditions. If you get behind on your route, stay behind. Call if you are running late to inform the school office. The school office will need to know the number of students for each school so breakfast can be held for them. Arriving to school safely takes priority over arriv-

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ing on time. Some additional thoughts to keep in mind about winter and/or poor driving conditions:

- Increase your following distance from other vehicles.
- Help keep your brakes dry by frequent, light brake application while the vehicle is moving.
- Caution your students to wait further back from the edge of the road.
- Plan to stop short of your students.
- Begin slowing for stops further back than usual.
- It is advisable to place the transmission in neutral just before stopping to help keep the front end from sliding. By doing this, if the bus slides sideways during the stop, you will be less likely to slide into your students.
- Always try to use minimum brake application.
- Keep bus entrance clear of packed snow and ice.
- Use tire chains when required or conditions warrant. Do not exceed 25 mph with steel chains or 35 mph with cable or install-chains.
- If you get into a skid, let off the brakes and steer in the direction of the skid until the vehicle responds.
- During winter months, the demand on the bus electrical system and batteries is high. Drivers should turn off the heaters, defrosters and other non-essential electrical equipment about 10 minutes prior to the return to the VL Transport Center. This allows the alternator to fully charge the batteries before the bus is shut off.

## **CONCLUSION**

**R**e-read this handbook throughout the school year as a reminder of listed procedures and driving requirements while working within this department. Your professionalism is greatly appreciated. Thank you.

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# ADDITIONAL INFORMATION

## EMERGENCY PROCEDURES

- **WAC 392-145-080:** Shut off motor, turn off all lights, heater motors and heated mirrors. Set hand brake, leave bus in neutral (automatic transmission) and remove the keys.

## SHOWING STUDENTS PROPER EMERGENCY PROCEDURES

- Seek emergency help.
- Open and exit through bus windows.
- Open and exit the emergency and service door.
- Handle and use fire extinguisher by removing the fire extinguisher key.
- Exit the bus in an orderly fashion.
- Set up emergency/red triangles.
- Assign a student to sit next to the emergency exit door(s) who can open the exit doors. This student will be the first out to give assistance to other students exiting the bus.
- Driver will personally supervise this operation.
- Students should be instructed to perform this drill on their own in case the driver is injured and unable to provide direct supervision of emergency exit procedures.
- The driver will explain that if an emergency occurs on the roadway that requires evacuation of the bus, students will be expected to get well off the roadway and remain there in a group until another bus/district vehicle picks them up, until it is safe to re-enter the bus they were riding on or an emergency responder releases the students.
- The driver will explain that in a real emergency situation, an older student will telephone/radio the emergency phone number 9-1-1, the VL Transport Center radio and the Transportation Supervisor, 509-937-4021 or 509-993-3276. Emergency packets with all numbers and insurance information will be provided to all drivers for placement in each school bus overhead compartment and motor pool vehicle glove box.
- Before each trip the driver should say:
  - “By law and for your safety this bus is equipped with emergency exits.” The driver will point out the exits and the proper operation of the exit doors and windows.
  - “The student/adult seated at the emergency door(s) will open door(s) and assists other passengers during an emergency.”

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- “The student or adult seated in the front seat on the right side will be responsible for taking the first aid kit, mess kit (for biological materials), triangles and fire extinguisher out of the bus.”
  - “If outside assistance is necessary, the student or adult selected by the driver will be responsible for placing the phone call/radio call to a number listed on the emergency calling card.”
  - The driver will leave the emergency calling card in plain sight to be used if needed with the telephone number of the VL Transport Center office and name of the Transportation Supervisor.

## STUDENT MANAGEMENT PROCEDURES

**T**he following is a list of concepts that may help with student management; this will eliminate many disciplinary problems before they start.

- Be sensitive. Students don't always tell the driver if they are under pressure or upset. Become aware of signs of stress and emotion. Watch for opportunities and provide personalized attention as soon as possible.
- Avoid group punishment. Individuals are responsible for behavior, not groups, even when two or more individuals are acting inappropriately.
- Suggest an action which can be successfully obeyed.
- Be fair. Treat all students the same. Be positive, not negative.
- Be consistent. Leave no area for questions about right or wrong.
- Saying “Good Morning” and “Good Night” does wonders.
- Maintain poise at all times. Do not lose your temper.
- A good approach is to pull over, secure the bus and sit. This tells the student(s) that you are serious.
- Listen for suggestions and complaints. Sometimes the student will give you a totally new perspective.
- Be certain you still have the respect and confidence of the child. Don't shut them out or ignore them.
- Put the ball in the student's court. Give choices with consequences, not demands with threats.



Valley School District #070  
TRANSPORTATION DEPARTMENT

STAFF ACKNOWLEDGEMENT:

I have received a copy of the VL Transport Center Driver Handbook and will assume all responsibilities for reading, understanding, and implementing the requirements and guidelines contained therein.

Employee Name (please print): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

This form will be kept on file by the Transportation Supervisor.

## **Student Drop-Off Procedures**

### **Purpose**

This procedure provides for consistent practices in transporting students from school to home.

### **Scope**

This procedure guides school staff, bus drivers, parents and students who ride the bus.

### **Procedure**

#### **1. INTRODUCTION**

Student transportation is a privilege, not a right. Valley School District is committed to providing this service to students and will implement the following procedures to ensure their safe, consistent transport home.

#### **2. COMMUNICATION**

The primary point of contact for bus drivers on route will be the Valley, Paideia and Valley Early Learning Center school staff. School staff will assist drivers concerning arrangements for students from other school districts, questions regarding drop-off instructions, and parent contact.

#### **3. DROP-OFF PROCEDURES**

##### **3.1. Students and children Grade 1 and under; special needs students or students with an Individual Education Plan (IEP)**

- 3.1.1. A child over the age of twelve (12) years, parent or other adult **must** be visible to the driver before a first grade or younger child, and/or a special needs student whose IEP contains such a restriction, is permitted to disembark. When no older child, parent or other adult is visible, the driver will notify the school to attempt to contact the parents of the young student.
- 3.1.2. The driver will wait no more than two (2) minutes at a stop for an older child or adult to appear. After such time has elapsed, the driver will notify the school office staff that he/she will continue his/her route and return the child to school to be picked up by parents.
- 3.1.3. Parents who fail to provide for adult reception of a young child disembarking a school bus will lose the privilege of their child(ren) riding the bus for the remainder of the school year after the third offense.
- 3.1.4. An exception to this procedure may be made under the following conditions:
  - 3.1.4.1. If the entrance to the home is clearly visible to the driver, a parent or guardian may submit a written request allowing the child to be dropped off whether or not an adult is visible. The

request must state that the parent or guardian of the child accepts full responsibility for the safety of the child once he/she disembarks from the bus. However, if, in the opinion of the Transportation Supervisor, the safety of the child would be questionable were the exception permitted, the exception request will be denied.

### **3.2. Drop-off of children at an alternate location**

- 3.2.1. When a parent requests that their child(ren) be permitted to disembark at a location other than their regular address, the parent must provide a written request and include the date(s) of effectiveness, address of the alternate location and other details to assist the driver in identifying the proper location for student drop-off.
  - 3.2.1.1. Regularly-scheduled alternate drop-off requests must clearly state the date(s) of effectiveness and location addresses, and when the alternate drop-off arrangements are to begin and end.
  - 3.2.1.2. Written requests that do not provide a specific drop-off location will not be honored.
- 3.2.2. The school office will review the written request for authenticity, keep a copy of the request and provide it to the bus driver prior to his/her route departure.
- 3.2.3. Bus drivers may not alter their routes to accommodate an alternate drop-off request.

### **Supporting Documentation**

6601P1-Transportation To and From School

### **Document History**

<b>Action:</b>	<b>Date:</b>
New	September 18, 2013
Revised	July 16, 2014
Revised	
Revised	