

TRANSPORTATION PERSONNEL HANDBOOK



ELL-SALINE USD 307

2021-2022

This handbook is also available on our district website (www.ellsaline.org).

TRANSPORTATION TABLE OF CONTENTS

INTRODUCTION	4
BENEFITS AND COMPENSATION	
Insurance	4
Holidays	4
Temporary leave	5
Unpaid Leave	5
Legal Leave.....	5
Family and Medical Leave.....	5
Worker’s Compensation	7
Compensation	8
Regular Ed Routes	9
Special Ed Routes	10
After-School Program Routes.....	10
Substitute Bus Driver on Retainer	10
Inclement Weather Closings	10
Kansas Public Employees Retirement System (KPERs)	11
Activity Passes	11
Reimbursements.....	11
Required Records.....	11
SCHEDULES	
Work Schedule.....	11
Overtime	11
Time Sheets.....	11
CONDUCT	
Drug Free Schools and Communities Act/Drug Free Workplace	12
Sexual Harassment.....	12
Political Activity	13
Conflict of Interest	13
Sale of Items to Students.....	13
Communication by Employees to the Board of Education.....	14
Employee Confidentiality	14
Employee Fraud	14
Notice of Nondiscrimination.....	14
Grievance Procedures	15
Termination.....	16
Employee Exit Survey	16
DISTRICT PROCEDURES	
Employment Status and Evaluation	16
Orientation	17
Supervision	17
Use of Tobacco	17
Telephone Use	17

Cellular Telephones in School	17
E-Mail Messages.....	17
Employee Technology Use	18
Staff Development	18
Drug and Alcohol Testing.....	18
RECORDS	
Employee Personnel Files Kept by the District	19
Payroll Records.....	19
Employee Information Changes	19
Driving Records	19
HEALTH	
ADA Accessibility	20
Asbestos Notice	20
Radon Tests.....	20
Physical Examinations	20
SAFETY AND SECURITY	
Safety and Training Meetings.....	21
Safety Rules and Regulations	21
Securing Work Area	23
TRANSPORTATION GUIDELINES	
Routes	23
Inspections	24
Driver Responsibilities.....	24
Parking Buses Outside District Boundaries	26
Instructions to Pupils and Drivers.....	26
Guidelines for Activity/Field Trip Transportation.....	28
JOB DESCRIPTION	
Job Descriptions.....	31
Physical Requirements for Bus Driver Positions.....	31
APPENDIX	
A. Absence Report	

INTRODUCTION

This handbook is a compilation of school board policy and administrative regulations that provides a single source of information relating to transportation personnel. An attempt has been made to be as nearly complete as possible, but it is reasonable to assume that not all areas have been addressed nor all questions answered. It is essential that transportation personnel read this material and become familiar with it.

It is understood that nothing in this handbook is intended to circumscribe or modify the existing right of the school board to manage and operate its facilities; direct the work of its employees; hire, promote, demote, transfer, assign and retain employees in position with the school board; suspend or discharge employees for proper cause; maintain the efficiency of governmental operation; or for other legitimate reasons; take actions as may be necessary to carry out the mission of the school board; and to determine the methods, means and personnel by which operations are to be carried out. It is further specifically agreed that the foregoing enumeration of the rights of the school board shall not be determined to exclude other rights not specifically enumerated unless abridged and modified by provisions included within this handbook. It is also understood there are other inherent rights of management that may be exercised during the terms of this handbook.

It is further understood and agreed that the provisions of this handbook are intended to extend to such matters relating to conditions of employment enumerated in this handbook except any subject pre-empted by federal or state law.

BENEFITS AND COMPENSATION

Insurance

The USD 307 Ell-Saline Board of Education will fund a medical benefit for KPERS-covered classified employees not to exceed \$600, on a take-it-or-leave-it basis. Classified employees covered by their spouse's insurance but not covered for dental may use this benefit to purchase a single or family dental plan from the district carrier.

Eligible retirees may participate in the district total health and dental insurance plans. The premium anniversary date coincides with the school calendar. Premium increases that affect the retired employee must be paid before the premium is due. Notice will be sent by the district office of amount and date of payment. The employee will be responsible for the payment of premiums by the due date; failure to do so may terminate insurance coverage. The option to maintain health or dental insurance shall automatically terminate following the end of the benefit plan year in which the employee reaches 65 or upon the death of the employee.

Retirees, from the pool of all eligible staff, will not be eligible to participate in Plan 125. However, eligible retirees may still participate in the district's total health and dental insurance plans providing they have been employed by the district for a minimum of ten (10) consecutive years. The premium anniversary date coincides with the school calendar. Premium increases that affect the retiree must be paid before the premium is due. Notice will be sent by the district office of amount and date of payment. The retiree will be responsible for the payment of premiums by the due date; failure to do so may terminate insurance coverage. The option to maintain health and dental insurance shall

automatically terminate following the end of the benefit plan year in which the retiree reaches 65 or upon the death of the retiree.

Holidays

The following paid holidays will be granted to employees working during the school term:

Labor Day	Christmas Day
Thanksgiving Day	New Year's Day

Temporary leave

Temporary leave will be granted to employees on the following basis -- 10 days per school year accumulative to 30 days. During the first school year of employment, the employee will accrue .83 temporary leave days per month. Each subsequent school year, the employee will be credited with 10 days at the beginning of the school year.

When conditions indicate, such as following surgery, accident or illness, the superintendent may require a doctor's permit before the employee may return to work.

Employees may use available temporary leave days for self, spouse, son, daughter, parents of the employee, and siblings of the employee. Employees may use up to five (5) available temporary leave days for the parents and siblings of the employee's spouse.

Temporary leave days shall not be taken the day preceding or the day following a school observed holiday. Temporary leave may not be taken the final five days of student school attendance except for the school activities and/or graduations of immediate family members including self, spouse, or children. Any other days taken during that time period will be at the discretion of the transportation director or superintendent. If temporary leave has been approved and a paid substitute driver scheduled, the temporary leave can not be cancelled. If a driver has scheduled to take a field trip and a paid substitute driver is scheduled, then if the driver changes his/her mind about driving for the field trip it will either be a Temporary Leave or a no-pay.

There shall be no payment for unused temporary leave when an employee ceases employment with the district.

Unpaid Leave

Unpaid leave will not be extended until temporary leave has been exhausted. At that time, unpaid leave will only be approved on an emergency or pre-arranged basis. Any unpaid leave in excess of the equivalent of 2 days (4 routes) may result in loss of seniority. Use of unpaid leave in excess of the equivalent of 4 days (8 routes) may result in dismissal.

Legal Leave

Leave will be granted for jury duty, or if the employee is called as a witness or to give testimony in a trial or hearing. Special circumstances that require legal leave need prior approval of the Superintendent. Employees have the option of keeping the money received from the court, or surrendering that money and receiving their regular daily salary.

Absences due to legal matters not pertaining to school business will be deducted from employee's accumulated or current leave. It is always an option to take temporary leave days for personal legal matters but the leave must be specified as a legal issue if used before or after a holiday or after May 15.

Family and Medical Leave

Family and medical leave as required by federal law shall be granted for a period of up to 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave for the birth or adoption of a child within a 12-month period.

Leave is available for the following:

1. the birth of a son or daughter of the employee and to care for the newborn child;
2. the placement of a son or daughter with the employee for adoption or foster care and to care for the newly placed child;
3. to allow the employee to care for the employee's spouse, son, daughter or parent with a serious health condition;
4. a serious health condition of the employee that makes the employee unable to perform the functions of his or her job;
5. any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to achieve active duty) in support of a contingency operation; and
6. the need to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member. Eligible employees are, for reason (6) only, entitled to a combined total of 26 workweeks of leave during a 12-month period.

(Leave for reason 1 or 2 must be taken within 12 months of the date of birth or placement of the child.)

This leave shall normally be unpaid leave. However, if the employee has any paid leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The superintendent will notify the employee of the beginning date of family and medical leave and the amount of the employee's accrued paid leave designated as family and medical leave.

The employee is eligible for family and medical leave if he or she has been employed by the district for at least 12 months and has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the FMLA leave.

During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the treasurer on the payroll date or other time as the employee and superintendent may agree prior to the commencement of the leave. The board may terminate group health coverage if the employee's portion of the payment is not received within 30 days of the due date, so long as written notice of the delinquency in payment and the notice of intent to terminate coverage are sent at least 15 days prior to the termination.

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as is practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of the following within 5 business days, absent extenuating circumstances:

- a. whether or not the employee is eligible for FMLA leave; the reasons that leave will count as family and medical leave,
- b. any requirements for medical certification,
- c. employer requirement of substituting paid leave,
- d. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,
- e. right to be restored to same or equivalent job, and
- f. any employer required fitness-for duty certifications.

Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

The superintendent may require an instructional employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health conditions or for a qualifying exigency as described in section (5) above, the superintendent may require an instructional employee to continue leave until the end of a semester, if:

- ◆ the leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
- ◆ the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

Worker's Compensation

WHAT TO DO IF AN ACCIDENT OCCURS ON THE JOB

Notify your supervisor immediately. A written report must be filed by the injured employee within 10 days of the accident. Injuries occurring during the day should be seen by a physician at **Occupational Health Partners, 2265 S 9th, Salina**. If a serious injury occurs during an evening or on a weekend, see the physician on call at the hospital emergency room, the hospital should notify Occupational Health Partners. The employee should contact the Superintendent and Occupational Health Partners the next business day to arrange care.

MEDICAL BENEFITS

An employer is required to furnish all necessary medical treatment and has the right to designate the treating clinic. **The designated clinic for USD 307 Ell-Saline Schools is Dr. Kelly Yoxell, Occupational Health Partners, 785-823-8381.** If the employee seeks treatment from a doctor not authorized by the employer, the employer or its insurance carrier is only liable up to \$500.

INJURIES OCCURRING WHEN AN EMPLOYEE IS "UNDER THE INFLUENCE"

The Workers' Compensation Law clearly states that compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician. Under the law, the employer may require the employee to submit to a test for the presence of any or all drugs or alcohol in his or her system. If the injured worker refuses to submit to a drug test, it shall be presumed in the absence of clear and

convincing evidence to the contrary that the injury was caused primarily by the influence of drugs or alcohol.

INJURIES SUFFERED WHILE TRAVELING TO AND FROM WORK

An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment whether or not the employer provided transportation if such means of transportation was available for the exclusive personal use by the employee, unless the employee was engaged in a special errand or mission for the employer, or access to the vehicle was an integral element of the employment. An employee, who is injured while deviating from the course of his employment, including leaving the employer's premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer.

HORSEPLAY

An employee who is injured during horseplay occurring in the course of the workday is not entitled to benefits unless the injured employee is an innocent victim not participating in the activity.

WEEKLY BENEFITS

Benefits are paid by the employer's workers compensation insurance carrier. Injured workers are not entitled to compensation for the first week they are off work unless they lose three consecutive weeks. The first compensation payment is normally due at the end of the 14th day of lost time. An injured employee is entitled to a weekly amount of 66 2/3% of his average weekly wage up to a maximum of 75% of the state's average weekly wage. These benefits are subject to legislative changes and for the latest information on benefit levels, please contact the division at the address and phone number below. If the injury results in permanent disability, the Kansas compensation law provides for additional benefits.

According to district policy Section EBAA Workers Compensation, an employee using temporary leave or other available leave in combination with workers compensation will be charged one full day of leave for each day of absence until the employee's leave benefits are exhausted. If the employee is the recipient of workers compensation benefits for absences resulting from the injury, the salary of the employee will be reduced by the amount the employee receives in workers compensation benefits. The amount of workers compensation benefits and leave benefits shall not exceed the regular daily rate of pay.

WHERE TO GET HELP OR INFORMATION ON YOUR CLAIM

Contact the Claims Advisory Section at the Kansas Division of Workers Compensation (DWC) immediately if you do not receive compensation in a timely manner. The DWC has full-time personnel who specialize in aiding injured workers with claim problems. DWC can be reached at - Kansas Department of Human Resources, DWC, 800 S.W. Jackson, Suite 600, Topeka, KS 66612-1227, (785) 296-2996. DWC can give information on what benefits an injured worker is entitled to receive. Such problems as benefits not being paid on time, unpaid medical bills, questions in regard to proper settlement amounts, etc. should be brought to the attention of the Division's Claims Advisory Section. Current claims are being administered by AmTrust North America, 800 Superior Avenue East, 21st Floor, Cleveland, OH 44114 administered by Assurance Partners, 201 East Iron Ave, P.O. Box 1213, Salina, KS 67402.

For further information contact the district office at 785-225-6813.

Compensation

Salaries shall be set annually by the board of education based upon the review and recommendation of the superintendent.

Employees will receive full recognition for all years of comparable experience.

An employee hired to perform a specific duty for the district will be paid at the rate of pay for that position, even though they may be asked to assist in another area of employment during their eight-hour work day. Should they be working beyond the eight-hour day (forty-hour workweek) and drawing overtime for that work, the established guideline of the wage and hour laws will take effect.

- ❖ Example #1 – A custodian working as a bus driver during their eight-hour regular custodial shift will be paid as a custodian for the eight-hour day.
- ❖ Example #2 – A cook working a six-hour day that drives a bus on an afternoon route beyond their regular shift will not be on overtime, but will draw their pay for the bus driving assignment based on a bus driver's pay.
- ❖ Example #3 – A cook or bus driver working in another area beyond the forty-hour week and on overtime will have the pay rate established by the federal wage and hour laws, which is based on a formula that averages the pay of the different positions to determine the hourly overtime rate.

Employees will be paid monthly on the 15th of the month. If the 15th falls on a weekend or over a holiday or a school vacation, then paychecks will be ready on the last working day before the 15th.

The pay period each month will end on the last day of the month. The time period to be covered by each payroll is from the first day of the month to the last day of the month.

Each driver and substitute driver will be paid an hourly wage which will be determined annually by the board of education. If an event (activity or field trip) is cancelled or downsized (lost trip), the scheduled substitute bus driver has the option whether to drive the route or not. If the substitute opts not to drive, they will not get compensated and the regular route driver will be required to drive the route. If the Transportation Director or transportation secretary cannot notify the substitute driver of the cancellation, the substitute will be required to drive the route as scheduled. The regular route driver will be compensated for the route either way. A lost trip is a scheduled trip that gets cancelled or downsized through no action of the driver. Therefore the scheduled driver is first on the trip selection. When a driver gives up a trip on their own choice that they were scheduled for, that does not constitute a lost trip.

All normal school year routes are considered for time paid for leave: AM and PM routes, the AM kindergarten route, the After School routes, **the Pre-School routes**, and the Special Education routes. Summer school routes are not considered to be paid for any leave.

On all routes, the driver is paid only for the days the route is driven. At the start of school drivers will be paid 4 hrs. for setting up and calling on regular routes, and 2 hrs. for setting up and calling on kindergarten routes and **Pre-School routes**.

Regular Ed Routes

Regular ed route drivers will be paid two hours for each run of a regularly assigned route. Effort will be made to keep the route first pick-up and last delivery time to approximately one hour. The remaining time is to cover pre-trip inspection, fueling, washing the bus, maintenance trips and additional travel time necessary to complete the route. This remaining time accumulates throughout the year to cover the non-route driving activities

Regular ed route hours will be:	AM	–	6:30-8:30
	PM	–	3:10-5:10
	Kindergarten	–	11:00-1:00
	Pre-School	--	6:30-8:30; 11:15-1:15; 11:40-1:40

Regular ed routes are considered to be AM and PM routes, **Pre-School routes** and the AM kindergarten route. Other routes are considered additional routes and they are as follows: PALS and any other after-school routes.

Special Ed Routes

Do to the nature of special education routes, they will be paid a minimum of 2 hours. If the time from the first pickup to the last drop off exceeds 1 hour then an additional 1 hour of time will be paid, i.e., first pickup to last drop off equals 1½ hours of time then time paid equals 2½ hours.

After-School Program Routes

After-School Program route drivers will be paid two hours. These programs and routes will be reviewed and determined annually.

Substitute Bus Driver on Retainer

The district will place up to three qualified bus drivers that are hired as substitute drivers on a "minimum retainer wage" of \$200 per month during the months of September through May. For the month of August, the driver will be paid on a per hour basis. Salary in excess of the retainer will not be received unless the hours driven exceeds the \$200 retainer. At that point, they will receive salary for the hours driven times the hourly rate for the position; the \$200 will not be in addition to the salary for the hours driven.

Employees placed on retainer will be placed on the salary schedule on a year-for-year basis for their experience.

This pay is in consideration for those substitute drivers being available and "on call" as needed. Should a substitute decline to drive more than once, he/she will be removed from the "retainer" for a length of time to be determined by the superintendent in conjunction with the Board of Education. If a substitute is ill or cannot drive for a reason that is acceptable to the transportation director, no penalty or reprimand will be implemented.

When listed as a sub on retainer, a driver may be driving one of the activity routes on a daily basis and still be considered only as a sub on retainer, not a full-time driver. The hours from this daily assignment will also count toward the \$200 minimum pay the driver would receive.

Substitute drivers will be assigned a “base station” where they will pick up their bus when subbing unless notified otherwise. They will not be paid mileage for trips to and from this base station. Should they, however, need to go to any other location to pick up the bus they drive, they will be compensated for mileage both from and to their “base station” to the new location.

Special ed route drivers may substitute on regular ed routes when time/conditions can be worked out.

Inclement Weather Closings

Compensation will not be made for days when school is closed due to inclement weather and employees do not report to work. On days that the decision to cancel school is after drivers have already begun their pre-trip preparation drivers will be compensated for one hour. If the Transportation Director or Superintendent requests that drivers pre-trip their bus in anticipation of school being held the next day drivers will be compensated for one hour. The same practice will be followed if school is closed for any unscheduled reason, i.e. power outage, flooding, etc.

Kansas Public Employees Retirement System (KPERS)

Employees who meet the qualifications for the Kansas Public Employees Retirement System must become a member. All employees having regularly scheduled hours exceeding 630 hours per year or 3½ hours per day will be covered. An employee contribution as determined by current law will be made each pay date.

Activity Passes

The board shall provide each classified employee with a pass to district-sponsored activities with the exception of specified athletic tournaments and KSHSAA events.

Reimbursements

The district will not pay sales tax when reimbursing employees for merchandise they have purchased themselves. As much as possible, employees should contact the district office and utilize those vendors/credit accounts which will honor the district’s tax exempt status. All reimbursements must be made within 60 days of purchase.

Required Records

Drivers not having state and/or district required paperwork: driver’s license, physical, Defensive Driving, First Aid, Physical Capacity Profile (PCP) will not be permitted to drive until all requirements are met. This time will be without pay and without use of leave.

SCHEDULES

Work Schedule/Routes

Work schedules/routes for transportation personnel will be assigned at the beginning of the school year by the transportation director and superintendent. These schedules/routes may be adjusted by the transportation director and/or superintendent during the year based on need. +After school program routes will be assigned by after school personnel.

Overtime

There will be no overtime worked unless approved in advance by the Transportation Director or Superintendent. All overtime will be paid at the rate required by current law. All approved overtime shall be recorded on the employee's time sheet and initialed by the employee's supervisor.

Overtime pay is paid for hours actually worked in excess of 40 hours per week. Paid leave shall not be considered as hours worked.

Time Sheets

All classified employees are required to maintain and submit to the district office time sheets reporting all time on their job. Time sheets are required for all hourly employees and must be signed by the employee. Employees will turn their time sheets in by the first working day of the next month.

Any and every time an employee is absent from work, an absence form should accompany time sheets stating the reason for the absence.

CONDUCT

Drug Free Schools and Communities Act Drug Free Workplace

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free School and Communities Act, P.L. 102-226. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every other year using criteria developed by the superintendent and approved by the board.

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on district property or at any school activity. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy will be subject to the following sanctions:

1. Short-term suspension with pay;
2. Short-term suspension without pay;
3. Long-term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program;
5. Termination or dismissal from employment

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this

policy is intended to diminish the right of the district to take any other disciplinary action, which is provided for in district policies or the negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs.

Sexual Harassment

The primary goal of American public education is to prepare its young citizens for the full exercise of citizenship rights and responsibilities. If students are to develop the attitudes and behavior identified with effective citizenship, the school itself by precept and example should create a democratic atmosphere gradually expanding the opportunities for student participation in school decision-making as students demonstrate their capacity for accepting greater responsibility. It shall be the policy of the board to foster and encourage the development of procedures through which students may be effectively involved in establishing goals and objectives for their lives, insofar as these goals may properly be developed in the school setting.

In order for this to be possible, schools must operate in a fashion that allows all students and employees to function free from discrimination. Court decisions have clarified what sexual harassment is and the problems that it creates in the workplace and school. The board recognizes that sexual harassment of students or employees create a stressful situation that makes working or learning extremely difficult.

The board prohibits any and all forms of sexual harassment against any student or employee. Sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature are sexual harassment when:

- A. submission to such conduct is made implicitly or explicitly a term or condition of employment;
- B. submission to or rejection of such conduct is used as a basis for employment decisions; or
- C. the conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Should a person wish to file a sexual harassment complaint against an individual or group, that person would need to notify the building principal or superintendent in writing of the charges. All charges will be investigated and handled as discretely as possible. A written report will be prepared for the offended party. No retaliatory measures will be permitted nor tolerated against the person filing the complaint. Persons found to be in violation of the policy will have disciplinary measures applied, which may include suspension or dismissal from employment with the district.

Political Activity

No partisan political activity or agitation shall be permitted on the part of any school employee at any time during regular school hours.

Conflict of Interest

District employees are prohibited from engaging in any activity which may conflict with or detract from the effective performance of their duties.

Sale of Items to Students

District employees are not to sell items to students. This does not prohibit Ell-Saline Fundraisers, shop project materials, instrumental music supplies, etc.

Communication by Employees to the Board of Education

All communications concerning school business from the board to employees and from employees to the board shall be made through the Superintendent of Schools.

Employee Confidentiality

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limits its release.

Employee Fraud

The Board of Education expects officers and employees of the district to fulfill the public's trust and to conduct themselves in an honorable manner, abiding by all district policies and regulations and by all applicable state and federal laws and regulations.

When district officers or employees know or have reasonable cause to believe that serious instances of wrongful conduct (e.g., mismanagement of district resources, violations of law and/or abuse of authority) have occurred, they should report such wrongful conduct to the Board or one of its designated officers.

Wrongful conduct of any kind by employees will not be tolerated, and could result in disciplinary action being taken against the employee, including termination.

The term "wrongful conduct" shall be defined to include (but may not be limited to):

- Theft of district money, property, or resources;
- Abuse of district property;
- Unapproved use of district premises/property;
- Fraud or fraudulent activities;
- Violations of applicable federal and state laws and regulations;
- Unauthorized possession of firearm or other dangerous weapons while on school district property;
- Consumption, use, possession, selling, distribution, or being under the influence of illegal drugs, alcohol, or other controlled substances unless prescribed by a physician, while on duty or on school district premises/property;

- Divulging confidential information relating to a student or employee;
- Physical assault/battery on another employee, a student, or a visitor;
- Serious violations of district policy, regulation, and/or procedure.

Notice of Nondiscrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Ell-Saline School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Ell-Saline School District's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Mr. Brian Rowley, Superintendent of Schools, 412 E. Anderson, Brookville, Kansas, 785-225-6813, who has been designated by the Ell-Saline School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.

Grievance Procedures

The Board of Education has adopted the following resolution relating to grievance procedures of mandated programs:

1. The Local Education Agency (Ell-Saline USD #307) recognizes the right of employees and students to express their grievances and to seek a solution concerning disagreements arising from working conditions, employment practices, or differences of interpretation of policy which might arise between the LEA and its employees.
2. The procedures for processing grievances shall be as follows:
 - a) Should a grievant or the representative feel, after oral discussion with the supervisor, that the grievant's rights under LEA Policy have been violated, they may originate a grievance. The grievant and/or the representative shall, within 180 days of the date the grievance occurred, present the facts, in writing, to the proper supervisor, department head or a designated representative of the LEA. The decision of such official shall be made, in writing, to the grievant within ten (10) working days.
 - b) Should the grievant decide that the reply of the supervisor, department head or representative is unsatisfactory, the grievant shall, within ten (10) working days, submit an appeal to the chief school officer. The decision of the chief school officer shall be made, in writing, to the grievant or the representative within ten (10) days.
 - c) Should the grievant decide that the reply of the chief school officer is unsatisfactory, the matter may be appealed, within ten (10) working days, to a Grievance Committee which shall be established as follows:
 - 1) The grievant or the representative may designate one (1) member.
 - 2) The chief school officer or the representative shall appoint one (1) member.
 - 3) The two members appointed, as provided in a) and b) above shall agree upon a third member.
 - 4) In the event the grievant representative and the LEA representative cannot agree upon a third member of the Grievance Committee within a period of ten (10) working days, the President of the local board shall designate a third member.

- 5) The Grievance Committee, as provided in "3" shall meet within a period of ten (10) working days after the appointment of the third member of the Committee and set the matter for hearing and shall render its decision as promptly as possible. A decision of the Grievance Committee may be reached upon the concurrence of any two (2) of the three members.
- 6) The Grievance Committee shall keep a complete record of any hearing before it, including any exhibits or papers submitted to it in connection with the hearing and a complete transcript of any testimony taken. Upon rendering its decision, the complete record shall be filed in the office of the chief school officer and shall be available to the grievant, the grievant's representative or the LEA's representative.
- d) In the event the decision of the Grievance Committee is unsatisfactory either the grievant or the chief school officer, either may, within ten (10) days after receipt of the decision of the Grievance Committee, file a written notice of appeal to the local Board of Education.
- e) Upon receipt of the notice of appeal, the President of the local board shall cause the transcript of the hearing before the Grievance Committee to be filed with the local Board of Education who shall review such record. The decision of the local Board of Education, upon such review, shall be final.
- f) If the decision is deemed unsatisfactory by the complainant(s), a complaint of alleged discrimination may be filed with the:

Equal Employment Opportunity Commission
400 State Ave., 9th Floor
Kansas City, KS 66101

Kansas Human Rights Commission
900 SW Jackson, 568-S
Topeka, KS 66612-1258

United States Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, Missouri 64114-3302

Termination

Any employee may be discharged for cause, or when he/she is found to be inefficient in the discharge of his/her assigned duties, or for violation of any provisions of this policy handbook. Such discharge shall be effective immediately or with such notice as set by the superintendent or the board of education. The employee shall have the right to appear before the board of education at its next regular meeting for the purpose of reconsidering such discharge if the employee considers the discharge to be wrongful. Following the hearing, the board shall specify the reasons for upholding the discharge, if the discharge is re-affirmed.

Employee Exit Survey

In an effort to develop and maintain a high quality certified and classified staff, the Ell-Saline USD 307 Board of Education directs that each and every departing employee of the district complete an "exit survey". This exit survey will be conducted by the superintendent of schools prior to the

departing employee receiving his or her final paycheck. The survey will become a part of the employee's personnel file and will be utilized only to improve the conditions of employment of the personnel of the district.

DISTRICT PROCEDURES

Employment Status and Evaluation

Transportation personnel will be employed on a year-to-year basis by the board of education on the recommendation of the superintendent of schools.

Each year the transportation director will evaluate each transportation employee in accordance with the performance evaluation instrument.

Orientation

All new classified employees shall receive an orientation as designed by the superintendent and shall be given a copy of this handbook.

Supervision

Transportation personnel will be directly responsible to the Transportation Director and Superintendent and will promptly and consistently carry out directives.

Use of Tobacco

The use of tobacco products in any form is prohibited in any school building, or property owned, leased, or rented by the district. No employee shall use tobacco products during the workday or when accompanying or sponsoring students away from the school or school grounds.

Telephone Use

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted.

Cellular Telephones in School

Employees shall not use a cellular phone for personal business during the regular drive/work schedule, unless it is an emergency. Federal law prohibits texting while the bus is in motion. If cellular device is in need to be used during drive/work time, the driver is to have a hands-free device i.e. Bluetooth, wireless, or to pull over and stop in a safe area.

The Board of Education has indicated that the primary purpose of the cellular phones is to serve as an emergency communication device when the radios will not work or there is no one monitoring the radios.

E-Mail Messages

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used only to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines published by the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

Employee Technology Use

USD 307 may provide access to district information retrieval systems for students and employees. Information retrieval systems is a phrase which includes all existing technologies related to computers, e-mail and the Internet as well as services or equipment to be developed in the future.

Access and use of district information retrieval systems is a privilege, not a right and inappropriate use may result in the cancellation of the privilege and/or disciplinary action.

Employees shall have no expectation of privacy when using district e-mail, Internet or other district information retrieval systems. Use of district information retrieval systems is subject to monitoring and review or access of stored records or messages.

Employees will be expected to sign and abide by the Employee Technology Use form. This form will be filed with the building principal.

Prohibited Conduct

1. To access, upload, download or distribute pornographic, obscene or sexually explicit material;
2. To transmit obscene, abusive, insulting, harassing, sexually explicit, or threatening language;
3. To use another's password or allow the use of one's own password (the district technology facilitator shall be exempt from this provision);
4. To intentionally introduce malicious code or viruses into any computer resource;
5. To use the district network for personal commercial purposes, including but not limited to Internet gambling, solicitation or advertising;
6. To knowingly violate any local, state or federal statute;
7. To disseminate personally identifiable student records or information when such records are protected by law, including KSA 6214, the Family Educational Rights and Privacy Act and the Individuals with Disabilities Education Act;
8. To vandalize, damage or disable the property of another individual or organization;
9. To install, copy or remove software on district-owned computers without prior authorization;
10. To access another individual's or organization's materials, information or files without permission;
11. To violate copyright or otherwise use the intellectual property of another without permission; and
12. To intentionally disclose, modify or destroy information contained on the file servers without prior authorization.

Staff Development

Each employee shall attend all meetings called by the Superintendent. Employees who are requested by the Superintendent to attend classes, workshops, etc. will have fees and/or tuition paid by the board of education.

Drug and Alcohol Testing

All district employees performing job functions which require the employee to maintain a commercial driver's license shall be tested for alcohol and drugs as required by current federal law. Board approved rules and regulations necessary to implement the test program shall be on file with the clerk.

Each new employee who is required to undergo alcohol and drug testing shall be given a copy of the appropriate regulations.

Compliance with the required elements of the testing program is a condition of employment as a driver in the district.

RECORDS

Employee Personnel Files Kept by the District

Personnel files kept by the district concerning district employees shall be under the custodianship of the school district office. An employee has the right to inspect his/her file upon proper notice.

Requests for release of any personnel record by a third party shall be made in writing and submitted to the appropriate supervisor or record custodian for disposition as required by law.

All records and files, including personnel records and files, maintained by the district should be screened annually by the custodian of said records to discard obsolete materials.

Payroll Records

Each classified employee must have the following records/forms on file with the district office before the first day of employment:

- ◆ Employment application;
- ◆ KPERS enrollment form (if eligible);
- ◆ W-4 withholding certificate;
- ◆ I-9 form (proof of identity);
- ◆ Social security number;
- ◆ Loyalty oath or affirmation;
- ◆ Health form (if applicable); and
- ◆ Driver's license (if applicable)

Employee Information Changes

All address/name or other personal information changes must be made with the district office before the end of the pay period in which the changes took place. It is the responsibility of the employee to notify their employer of any changes.

Driving Records

Each bus driver must hold a Commercial Driver's License (CDL) for the operation of school buses including the 'P' and 'S' endorsements. The air brake endorsement will be each driver's option. Each driver is to adhere to and observe all provisions of the school transportation regulations, standards, and statutes prescribed by the Kansas State Board of Education, the Kansas State Department of Transportation, and applicable federal regulations. New drivers will be reimbursed after 1 year of service. Drivers will each be reimbursed for the current cost of the initial commercial driver license and renewals for school bus driving. Endorsements to the license other than air brakes, "P" and "S" will be borne by the driver. Time paid for Defensive Driving and First Aid will be attendance time.

For initial CDL applicants the required 12 hours of riding and driving training will be paid at the current rate of pay. Time will be paid for the actual attendance time for Defensive Driving and First Aid. This payment will be included on the first paycheck the driver receives for driving for USD 307. The actual CDL test taking time is not paid for by USD 307.

HEALTH

ADA Accessibility

The Ell-Saline School District recognizes that becoming compliant with the Americans with Disabilities Act is an ongoing effort. Accessibility has been provided in each building in the areas of restrooms and entrances/exits.

Asbestos Notice

In accordance with Federal Regulations as put forth in AHERA, USD 307 has filed a management plan with the State of Kansas on or before October 12, 1988. This report contains information about the location of all asbestos containing materials located within the buildings of the district. There were only a few areas of the building that contained any highly friable asbestos. By school, those areas are: ELL-SALINE ELEMENTARY SCHOOL -- Pipe insulation elbows in custodial room and pipe chase. ELL-SALINE MIDDLE/HIGH SCHOOL -- no highly friable asbestos.

Non-friable asbestos containing materials have been identified in both buildings. All entrances to areas where friable asbestos is identified, as well as specific spot notices for workers will be marked. All suspected asbestos containing materials are monitored on a regular basis and should they become hazardous, will be properly removed. Inspections occur as per the requirements of the regulations.

As long as the asbestos is monitored properly and is not disturbed unless by properly trained personnel, there is no safety risk. A copy of all inspection reports and results is on file in each building as well as the central office. This information is available to all interested parties within a reasonable amount of time after a request. If you should have any questions about asbestos in our district, please do not hesitate to call the superintendent of schools.

Radon Tests

The Ell-Saline School District has conducted radon tests in both buildings. The results of the tests were negative, and testing will be continued as recommended.

Physical Examinations

All individuals upon initial employment by Unified School District #307 shall submit verification that they are in compliance with K.S.A. 72-5213 which states "Every board of education shall require all persons, whether employees of the school district or under the supervision thereof, who come in regular contact with the pupils of the school district, to submit a certification of health signed by a person licensed to practice medicine and surgery under the laws of any state on a form prescribed by the secretary of health and environment. The certification shall include a statement that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test."

Additionally, if the board of education has reason to believe that the employee may be suffering from a disease detrimental to the health of the students, a new examination may be required.

A bus driver must also have a physical examination on file as required by law. Substitute drivers are required to have a physical on file in the District Office within 30 calendar days of their first trip. The physical examination form will be furnished at the district designated examination center (Occupational Performance Corporation – OPC). A minimum of 1 hr. is paid for physicals and/or Physical Capacity Profile (PCP).

SAFETY AND SECURITY

Safety and Training Meetings

Bus drivers will be paid their regular rates for attending the monthly safety and training meetings. The amount of time for each meeting will be determined as per the official sign-in sheet. All drivers are expected to attend all scheduled safety and training meetings **or make arrangements for a make-up meeting.**

Safety Rules and Regulations

The following rules and regulations must be followed at all times by all drivers of vehicles transporting school children:

- a. Drivers of school buses shall at all times operate such vehicles in a safe, prudent, and careful manner with due regard to the traffic and the use of the highway by others. All requirements of the Kansas traffic code must be strictly observed at all times. At no time shall a school bus be driven over forty-five (45) miles per hour on unimproved roads nor over the posted speed limit not to exceed seventy (70) miles per hour on any other 2-lane or 4-lane divided highways. On 4-lane divided highways drivers may exceed the seventy-two (72) miles per hour limit to a maximum of seventy-five (75) miles per hour to help alleviate a dangerous driving situation. Once the dangerous driving situation has been alleviated the driver is to reduce speed to no more than seventy (70) miles per hour.

- b. When transporting pupils, each driver shall be responsible for immediately discontinuing use of a bus when an accident occurs or when a defect develops which renders the continued operation of the vehicle unsafe for pupils. In such event, emergency arrangements shall be made by the driver who will communicate to the transportation director, district office or superintendent for the safe transportation of pupils to their respective destinations.
- c. Twice each school year bus drivers shall participate in the emergency bus evacuation drills for all pupils who ride buses.
- d. In no case shall a school bus known to be unsafe or reported as unsafe by a driver be continued in use for transporting pupils until it is examined and, if necessary, repaired.
- e. An interior light of each bus shall be in the on position whenever there are passengers on the bus and it is dark enough to use the headlights.
- f. No person shall be allowed to occupy a position in a school bus except in a seat, and then that person must not obstruct the vision of the driver in front, to the sides, or by means of a mirror, to the rear, or shall that person interfere with the operation of the bus in any manner. Each passenger shall be provided a seat and must stay seated while the bus is in motion.
- g. Smoking, tobacco use and vaping on school buses is prohibited. Smoking, tobacco use and vaping by a driver when not on the bus but when near school children or school property is prohibited.
- h. No intoxicating liquor or illegal or controlled substances shall be permitted on a school bus.
- i. No animals shall be transported on a school bus with children.
- j. No weapons of any kind shall be permitted on a school bus.
- k. No driver of a school bus, unless charged with the care and maintenance of the buses, shall make any repairs to a bus or its equipment except for emergency repairs while on the road.
- l. No school bus shall stop to load or unload pupils except at the regular designated stops as approved by the Superintendent and/or the Transportation Director. The designated student exchange areas are not regular route stops. These are for bus transfers only. Buses will not take pupils to destinations off the regular routes. With written permission from the parents, drivers will let pupils off at any regular route stop.
- m. No driver of a school bus shall indulge in unnecessary conversation with passengers or by radio while transporting pupils.
- n. **Bus operators driving hours within a twenty-four hour time period are stated in the federal regulation guide.**

- o. Buses shall be checked daily and thoroughly cleaned as necessary.
- p. No driver shall leave the bus while the engine is running or the brakes released when passengers are aboard.
- q. The fuel tank should be checked before each trip and kept as full as possible, especially during severe weather. No fuel tank shall be filled when pupils are aboard or when the engine is running. Tires are to be checked with an iron hammer and/or tire gauge before each trip.
- r. Drivers should be sure to exercise extreme caution at danger points along the routes, such as intersections, dips, sharp curves, narrow bridges, and the like. Drivers are to report bad road conditions to district officials or county officials.
- s. Drivers should never back a bus unnecessarily while on or off school grounds.
- t. A bus driver shall bring the vehicle to a full stop at all railroad crossings not closer than fifteen (15) feet nor more than fifty (50) feet from the nearest rail and must not proceed until it has been determined that the tracks are clear from both directions. Shifting of gears shall not be permitted until all tracks have been cleared. Caution should be exercised when more than one set of tracks must be crossed.
- u. If a bus stalls on a highway or the shoulder of a highway, reflectors should be placed as required by law.
- v. Substitute drivers who are unfamiliar with a route may ride with the regular driver two (2) times and be paid for the same before running the route.
- w. The route maps and bus check in/check out sheets need to be filed with the district office by the September bus safety meeting. The map should show points of pick up, family name, number of pupils picked up, and the approximate time of each pick up. All regular route drivers are required to update routes as needed. ***Routes will also be updated at the monthly meetings.***
- x. Drivers will be reimbursed \$1 per day for plugging in diesel buses between November 15 and March 15. Any other days are to be approved by the Transportation Director or superintendent. The days when buses are plugged in are to be logged and turned in to the district treasurer each month with timesheets.
- y. At the end of the school year, each driver is to wash and clean the assigned bus and check it in at the designated school together with assigned equipment. The check-in will be as scheduled with the Transportation Director.

Securing Work Area

Those employees entering the building or leaving after the building has been properly closed are responsible to see that the building has been fully locked at their leaving.

TRANSPORTATION GUIDELINES

Routes

The district will operate its pupil transportation program in accordance with state law. Buses will not enter other school districts for regular route pick up of pupils. Out-of-district students who wish to ride the bus will either meet at a pre-determined stop on a district boundary road or a regular route stop within the district to be determined by the Transportation Director and Superintendent.

Bus routes are mapped out by the Transportation Director or Superintendent with primary regard to safety, efficiency, and economy. Bus routes are subject to change at any time during the school year. Buses will be routed as close to homes as possible, but other considerations may make it necessary to have children walk a short distance. Buses will not pull into driveways to pick up children except when it is necessary to turn around for safety reasons. Suggestions on ways to improve the route are welcome, but the driver will not make changes without the prior approval of the Superintendent and/or Transportation Director.

Inspections

Annual inspections of all school buses are made each school year by the Kansas Highway Patrol prior to the beginning of school. Any deficiencies must be corrected before buses are used to transport pupils.

A daily inspection of the bus using the Pre-Trip Inspection Form will be made by each driver. All deficiencies and/or needed repairs are to be reported to the Transportation Director and/or Superintendent.

- a. There is to be a hammer in each bus and each tire is to be checked with the hammer before each trip.
- b. There is to be a fuel and mileage log in each bus, and each driver is to record the transactions.
- c. Buses are also to have a fire extinguisher, emergency triangles, a body fluid kit, a first-aid kit, a broom, a dust pan, a flashlight, and an ice scraper.
- d. Buses are to be cleaned thoroughly as needed. Windows must be cleared and clean before buses are used. Particular attention should be paid to the rear windows.

Driver Responsibilities

The bus drivers are responsible for the care and safety of the passengers, for the care and safety of equipment, and for attending safety meetings. The following guidelines should help drivers in carrying out these responsibilities:

- a. The driver of a school bus shall be held responsible for the orderly conduct of the pupils transported on routes. Drivers will be provided with bus behavior rules for pupils.

- b. No bus driver shall require a student to leave the bus before arriving at the pupil's regular discharge point. An exception would be to have an unruly student removed by authorized personnel.
- c. In loading pupils along the highway, the bus shall be driven to the extreme right-hand side of the road and brought to a full stop. The bus shall not be put in motion until all pupils are seated. When children are picked up and must cross the road, the driver should beckon them to cross when it is safe to do so. The children must be instructed to wait for the proper signal from the driver.
- d. In discharging pupils from a properly stopped bus at a point where traffic is not controlled by a flagman or a clearly visible electrical or mechanical signal, drivers must have pupils cross in front of the bus. The bus shall not move from that point until all pupils have crossed. The driver shall not permit the pupils to cross until the driver has beckoned them to cross when it is safe to do so. The school bus should be driven onto school grounds to discharge pupils as designated by the building principal. It is permissible for a bus to stop on the paved portion of the road to load or unload pupils only when it is not practical or safe to pull off the road, such as when the road has no shoulders or wet shoulders.
- e. Pupils should be taught and warned to look for oncoming traffic before crossing a road when boarding or leaving a bus.
- f. Drivers are to let no one, other than teachers and pupils assigned to the bus, ride without a special permission from the school administration.
- g. In case of an accident or breakdown while the bus is transporting students, drivers are to attempt to contact school personnel by a communication device. If unable to do so, drivers are not to leave the bus to go to the nearest telephone to summon help. No students should be let off the bus or to leave the area without the driver. Drivers should not leave the bus with students unsupervised.
- h. Radios and headlights are to be on at all times while buses are in operation.
- i. Communication via the radio and cellular phones should be kept to a minimum and used for safety and transportation purposes only. Unless absolutely necessary, neither the radio nor cellular phones shall be used while the vehicle is in motion.
- j. Monthly safety and training meetings are required by law. The meeting dates, places, and times will be determined by the Transportation Director. The purpose of these meetings is to review with the transportation personnel safety procedures and to have a forum for the discussion of matters relating to the transportation program.
- k. Drivers are responsible for turning in required paperwork (pre-trip and mileage reports, for example) monthly.
- l. Drivers will always be on the bus when students are loading and unloading. Students are not to be left unattended. Because of last minute radio communications, all drivers shall be at the bus 5 minutes prior to student dismissal.

Students will begin loading at 3:40. Buses will depart 5 minutes after student dismissal time.

- m. Complaints and concerns regarding safety, transportation personnel, routes, and bus maintenance will be expressed to the Transportation Director and/or Superintendent in writing or by email.
- n. Drivers will check the passenger compartment of their bus before pulling away from their unloading spot at the school following taking students to school; before exiting their bus following their route taking students home from school and after returning from field/activity trips.

Parking Buses Outside District Boundaries

When a bus driver resides at an address not within the boundaries of USD 307, he/she will park the bus they drive at Ell-Saline Elementary School or at another location within district boundaries that has been approved by the superintendent of schools.

Should there be a savings of mileage put on, and should the out-of-district parking be “off-road” and meet area requirements for such parking, the driver may file a written request with an explanation and rationale for the exception to this policy. Until the request has been approved by the superintendent for each specific exception, the bus will be parked at Ell-Saline Elementary School or at another in-district approved location.

Any alternative location to be considered must have electricity available to operate the engine heater during the times needed.

Instructions to Pupils and Drivers

BUS RIDER RULES

Bus riders must abide by the following rules:

- a. All riders must obey the directions of the bus driver promptly and respectfully.
- b. The bus driver may assign a seat to each rider, and each rider must be provided a seat. Permission for riders to change seats may be granted by the bus driver only when the bus is stopped.
- c. All riders are to remain seated facing forward with feet on the floor while the bus is in motion. The only exception is if the driver asks for a rider to help in an emergency situation.
- d. Unnecessary conversation with the bus driver while the bus is in motion is prohibited. All riders may visit with seatmates in a normal voice; otherwise, classroom conduct is to be observed.
- e. Touching other riders in any manner is prohibited.

- f. All riders are expected to use classroom appropriate language and tone.
- g. All riders must keep all body parts inside the bus from the time they enter until they exit.
- h. All riders may only eat or drink on the bus when it has been approved by the bus driver.
- i. All riders are responsible for properly disposing of their trash and for keeping their bus area clean and in good condition.
- j. Musical instruments and sports equipment must be kept in their cases and/or book bags. Small toys and electronic devices may be taken and used on the bus with bus driver permission. Loss/damage to any property (school or personal) is the rider's responsibility.
- k. The aisle must be cleared at all times (items and body parts) to allow for clear view out the back window.
- l. All riders must be silent when the bus is stopped at a railroad track.
- m. When getting on or leaving the bus, all riders must observe the directions of the driver. All riders crossing the road must cross in front of the bus after an all-clear sign from the driver.
- n. Absolutely no glass containers or seeds/nuts with shells on the bus.
- o. All riders should be waiting at the bus stop. All riders in a household must be ready to board the bus at the same time. Bus drivers are instructed to honk and wait no longer than two minutes. Drivers will not return to a stop once they have left.
- p. If bus transportation is not needed on a particular day, the bus driver should be called/texted in advance or the bus driver should be motioned to go on.
- q. All riders must wait for the bus off the traveled portion of the road. All riders should wait in an orderly manner.

BUS RULE CONSEQUENCES FOR GRADES Pre-K-6

Students who choose to break a rule will be subject to the following:

- | | |
|---------------|---|
| 1st incident: | Driver will verbally warn student. |
| 2nd incident: | Driver will change student's seat, issue disciplinary slip, and notify the administration who will contact parents. |
| 3rd incident: | Driver will issue disciplinary slip, notify the administration who will contact parents. |

Additional incidents: Disciplinary slips will be issued and a behavior plan will be developed. Suspension of bus privileges will be considered.

Any student causing harm to another student may be removed from the bus without receiving the warning slips.

BUS RULE CONSEQUENCES FOR GRADES 7-12

- 1st incident: Verbal warning by driver
- 2nd incident: Verbal warning by driver and change of seat
- 3rd incident: Behavior slip issued. Driver informs student the slip will be issued. Administration discusses slip with student and contacts parents by phone or mail. Student loses bus privileges for three (3) days.
- 4th incident: Behavior slip issued. Student referred to the office. Parents notified by administration. Consequences to be determined by the administration, depending on severity of student offenses. Student loses bus privileges for five (5) days.

Students can and will be suspended from bus riding privileges at any time by a building principal, depending on the severity of the misbehaviors. The length of the suspension can be up to one calendar year.

Guidelines for Activity/Field Trip Transportation

The following guidelines are to be observed by drivers of activity trips. The driver should work closely with the building principal and the sponsor of the activity to be sure there are no misunderstandings regarding the trip.

- a. Selection of activity trips and field trips will take place at the monthly safety meetings with all drivers having an opportunity to participate. Some activities will have the bus with air brakes assigned to it. Dates not filled will be offered to substitute drivers. All trips will be selected on the rotation basis through the District Office as they become available at times other than the monthly safety meetings. Coaches and sponsors with CDL's will be used when they are needed. Selection is tentative based on the availability of a substitute for the regular route. When driving a team/class to a KSHSAA state championship level event, bus drivers will receive the same daily meal rate allowances as the players and coaches.
- b. The scheduling of buses for activity and field trips will be made by the transportation director.

- c. Transportation will be provided for students to and from all school locations. Buses will stop at a designated location in Salina when the route to and from activities allows.
- Buses traveling to or from an activity will be authorized only one stop to eat. The time and place will be determined prior to departure by the sponsor and/or administration. The building principal may, in advance, authorize additional stops.
- d. On activities involving buses with mechanical brakes, bus drivers will be paid beginning forty-five(45) minutes before the scheduled leaving time to check that the bus is ready. Buses with air brakes will be paid beginning sixty(60) minutes before the scheduled leaving time to check that the bus is ready. Buses will arrive at least 15 minutes before the scheduled leaving time. Bus drivers will also be paid thirty minutes after returning to refuel and to clean the bus so that it will be ready for the regular driver or the next activity. Time paid for overnight stays will only include those activities directly related to the trip i.e. games and meals. This is in effect as long as a driver is not being compensated for a regularly scheduled route.
- e. If an event (activity or field trip) is cancelled or downsized, the scheduled substitute bus driver has the option whether to drive the route or not. If the substitute opts not to drive, they will not get compensated and the regular route driver will be required to drive the route. If the Transportation Director or transportation secretary cannot notify the substitute driver of the cancellation, the substitute will be required to drive the route as scheduled. The regular route driver will be compensated for the route either way. A lost trip is a scheduled trip that gets cancelled or downsized through no action of the driver. Therefore the scheduled driver is first on the trip selection. When a driver gives up a trip on their own choice that they were scheduled for, that does not constitute a lost trip.
- f. After a driver has selected a trip, and by their own choice decide to give up the trip, they must do so in written form. Once that decision has been made it is final.
- g. Field/activity trips with a 20-mile radius of the school will be compensated at a 2-hour minimum driving time.
- h. Drivers will be reimbursed for admission costs while on field trips or when attending sporting events.
- i. Activity bus drivers are not to leave on an activity without the sponsor of that activity unless other arrangements have been made with the building principal. Should the sponsor not be present at departure time, drivers should communicate to the appropriate building principal.
- j. Prior to and after the completion of the trip, discipline on the bus is the driver's responsibility. The driver will review the rules and expectations with sponsor and riders prior to departure. During the trip, the coach/sponsor is in charge of student behavior. Once the trip is in progress, the driver will inform the coach or sponsor if student behavior is not within the driver's expectations. The coach or sponsor will then take the necessary action. If the problem is not resolved, the driver should notify the transportation director the next working day. If the sponsor has concerns, he/she should notify the building administrator on the next school or working day.

- k. Consumption of food and beverage during the trip will be determined by the bus driver. Seeds and nuts with shells are not to be eaten on the bus.
- l. Space for passengers other than those scheduled to attend the event must be approved in writing by the sponsor/coach and school administration.
- m. Unless arranged in advance through school administration, the only people returning on the bus will be those that went to the event on the bus. If the bus needs to take students to eat or other places while on the trip, only students who rode on the bus will be transported. Students will not change buses for the return trip unless arranged through the administration or sponsors in advance.
- n. **Portable audio/media devices with external speakers will not be turned on during the trips.** Electronic devices may be taken and used on the bus with bus driver permission. Loss/damage is the student's responsibility.
- o. *The back door will be used for unloading only in emergency situations.* Equipment only may be loaded or unloaded on the bus through the back door under supervision of a sponsor. NO STUDENT will enter or exit the back door except in an emergency situation.
- p. All students will ride in their seats for the entire trip. No one can stand in the aisle or sit on the steps while the bus is in motion.
- q. ABSOLUTELY no glass containers on the bus.

****ANY CHANGE OR VARIANCE FROM THESE GUIDELINES MUST BE APPROVED IN ADVANCE BY THE SUPERINTENDENT AND/OR TRANSPORTATION DIRECTOR****

JOB DESCRIPTION

BUS DRIVER

JOB GOAL: To provide the school district with safe and dependable transportation.

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility and exercises authority in enforcement of bus rules for passengers.
2. Operates bus/vehicle in a safe and skillful manner.
3. Takes proper care of assigned bus/vehicle.
4. Completes and submits necessary reports to the central office.
5. Keeps clean, neat and well groomed.
6. Keeps information confidential concerning school records and school operations as it pertains to pupils, parents, and school personnel.
7. Orients pupils regarding bus/vehicle rules as appropriate.

PHYSICAL REQUIREMENTS FOR BUS DRIVER POSITIONS:

	1	2	3	4	5	6	7	8	9	10
	:	:	:	:	X	:	:	:	:	X :

Explanation:

1. Very rarely requires physical exertion beyond walking.
2. Very rarely requires physical exertion beyond walking or climbing stairs.
3. Requires prolonged (over 50% of time) standing and walking.
4. Requires prolonged (over 75% of time) standing and walking.
5. Occasionally requires physical exertion to manually move, lift carry, pull, or push heavy* objects or materials.
6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
7. Frequently, (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
8. Over 50% of the time requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
9. In addition to Items 5,6,7,8, occasionally requires physical exertion to manually move, lift, carry or push heavy objects weighing in excess of 50 lbs.
10. Driving skills and physical ability required to drive vehicle.

* "heavy" means not over 50 pounds

ABSENCE REPORT

Employee Name _____

Date Submitted _____

Temporary Leave

Vacation

Without Pay

Jury Duty

Professional Leave

Other (specify) _____

Date(s) of absence(s) _____

Remarks _____

Approved/Disapproved _____ Date _____
Principal/Supervisor

Approved/Disapproved _____ Date _____
Superintendent

Name of Substitute (if needed) _____

White – District Office

Canary – Principal

Pink – Employee

USD 307
6/06