



SCHOOL BUS DRIVER'S MANUAL

North Judson-San Pierre School Corporation

2023-2024

This School Bus Driver's Manual has been developed to implement the policies adopted by the NJ-SP Board of School Trustees. The information contained in this manual is a valuable, essential guide to all corporation school bus drivers. The contents of this manual will be studied and revised from time to time.

The bus driver is an invaluable part of the successful operation of the school system. A good bus driver must assume the responsibility of both parent and teacher in the course of performing his/her duty.

Approved by the North Judson-San Pierre Board of School Trustees **06/20/2023.**

The bus driver's attitude often helps determine the student's attitude. The bus driver is the first and last employee of the school corporation that a large percentage of our students encounter each day.

Phones:

Superintendent's Office	896-2155
Transportation	896-2158 x 282 or 281
Bus Garage	896-2155
NJ-SP High School	896-2158
NJ-SP Elementary School	896-2128
St. Peter Lutheran School	896-5933
North Judson Police Dept.	772-5914
Starke Co. Sheriff's Dept.	772-3771
Indiana State Police Toll Free	1-800-552-8917
WKVI Radio	772-6242

**PROCEDURES TO FOLLOW IN THE EVENT OF A
SCHOOL BUS BREAKDOWN**

If a school bus should develop mechanical failure while on a regular route, the driver shall first be responsible for the safety and welfare of the passengers. The driver shall then plan to contact the school bus garage by bus radio or by phone for assistance and advice.

In the event that the school bus breakdown occurs during the non-working hours, the driver should immediately attempt to contact either of the following at their homes:

OFFICE

Central Office	574- 896-2155
Jimmy Dolezal	574-207-3976

All telephone calls concerned with the situation described above may be placed as collect calls, if this will help to expedite the needed assistance.

Application to Drive

Persons interested in becoming a bus driver for the North Judson-San Pierre School Corporation (NJ-SP) may fill out an application at Central Office. Applicants must be able to obtain a CDL. Drivers hired will be chosen from those having an application on file. Having an application on file, however, does not guarantee a job. Applicants may be used as substitute drivers for the regular route driver when he/she is on leave, etc. **Preference will be given to substitute drivers with an excellent record and willingness to go above and beyond to assist regular routes and field trips.**

Qualifications

1. Possess good moral character
2. Does not use intoxicating liquor during school hours or in excess at any time. Does not use prescription or over-the-counter drugs to excess at any time.
3. Is at least 21 years of age.
4. Holds a valid CDL Class B issued by the State of Indiana
5. Has sufficient physical ability to drive a school bus. Has possession of and full normal use of hands, arms, feet, legs, eyes, and ears.
6. Is free from any communicable disease.
7. Is free from any mental, nervous, organic, or functional disease which might impair his/her ability to operate a school bus.
8. Has visual acuity, with or without glasses, of at least 20/40 in each eye and field of vision of 150 degree minimum and depth perception of at least 80%.
9. Has completed the Pre-Service School Bus Driver Safety Education Training Course.

Pre-Employment Requirements

1. Must have a clean driving record.
2. Must pass a drug screening test.
3. Must attend the 3-day pre-service school bus driver safety education-training course.
4. Must obtain a CDL Class B Learner's Permit from the license branch.
5. Must drive bus a required number of hours with a CDL driver aboard. The CDL driver must sign a form, which is given at the 3-day training, to verify that observation and driving hours were completed and are accurate.

6. Must set up a skill driving test. This can only be arranged by the NJ-SP Transportation Director who will call to schedule an appointment. This test is at the expense of the prospective driver. No personal checks will be accepted. If you must cancel, it must be done within **3 working days**, or the money will not be refunded. The driver must be driven to and from the test by a CDL bus driver.
7. After passing the test the driver must obtain a CDL physical. The forms are available at the license branch. A copy of the physical must be faxed to the State.
8. Must pass the physical performance test.
9. Must take the form to the license branch and pass the written and visual tests.

Licensing and Training

The driver is required to hold a valid Indiana CDL Class B at all times when operating the school bus. The driver must carry his/her CDL license and yellow card with him/her while operating the bus. The license is renewable every four years during the driver's birth month. The driver must have a physical every two years. The driver should obtain a physical form from the license branch to be completed by a designated, licensed physician. The NJ-SP regular driver should pay the physician and will then be reimbursed by the Corporation. For applicants, this form must be completed before the driver's test and a copy returned to the Superintendent's Office.

Pre-Service School Bus Driver Safety Education Training - The 1977 Indiana General Assembly enacted legislation, under IC 20-9.1-3-7-5, which requires the following: "effective January 1, 1978, any person without a minimum of thirty days experience in driving a school bus during the three periods immediately preceding the effective date of his/her assignment as the driver of a school bus for any public or private school which is commissioned by the Indiana Department of Education shall satisfactorily complete a pre-service school bus driver safety education training course. The course shall not exceed forty hours in duration.

Reimbursement

On July 1, 2015, state statute removed the requirement for contracts for Bus Drivers. The rate of pay is set by the Board of School Trustees and is for the number of days driven plus two days for attending the state and local meetings. Drivers failing to attend the State Bus Drivers Safety meeting and the Inspection/Orientation meeting will forfeit one day's pay for each meeting. Payment will be made in eighteen payments as per current adopted pay schedule.

If, during the term of the driver's contract, the school is closed by the order of the school corporation or health authorities, or school cannot be conducted through no

fault of the driver, the driver or his/her substitute and the shuttle bus driver are to be paid when a make-up day is rescheduled.

The corporation is willing to allow bus drivers to keep their buses at home, with the permission of the Transportation Manager. During winter months, drivers will need to take the responsibility of plugging in their block heaters (with an extension cord provided by the corporation.) **DRIVERS WILL BE PAID A FLAT RATE OF \$50.00**, paid at the end of March, to compensate for electrical usage.

Routes

The establishment and assignment of the bus routes will be done at the beginning of the school year. The routes may be changed to correct overloading, duplication of travel, deadheading, and other safety and economic factors. Each year in September Form 32B must be completed. This form, which is included in the bus driver packet at the orientation meeting, requires that the driver report the number of students on his/her route who live more than, and less than one mile from school. Mileage is also reported on this form. This form is important because the data gathered will determine the extent of the State reimbursement which the corporation will receive for the Transportation Fund. Additional information and directions will be reviewed at the orientation meeting when drivers receive them.

Drivers do not make roster changes without permission from the Director of Transportation.

Substitute Bus Drivers

No substitute school bus driver shall be permitted to operate a school bus unless he/she meets the standard requirements by IC 20-9.1-3-1 or any other state school bus committee requirement prescribed for substitute drivers.

When a substitute is required, the regular driver must (1) report to the Transportation Director, Jimmy Dolezal, of the need of a substitute, (2) report the absence one-day prior, if possible, and (3) report the reason for the absence. The regular driver is responsible for recording on his/her timecard the absence and substitute driver.

Cell Phone Use/Texting

UNDER NO CIRCUMSTANCE, MAY A BUS DRIVER USE HIS/HER CELL PHONE FOR PERSONAL USE WHILE THE BUS IS IN MOTION OR STUDENTS ARE ON THE BUS. This includes texting. The exception is in the event of an emergency and after the bus has been *safely pulled over to the side of the road and comes to a complete stop*. The exception must be documented and shared with the superintendent.

Video Cameras and Use of Radios

Video and audio cameras are installed on buses to help monitor passengers' conduct and overall safety practices. Drivers are **NOT** to take out the hard drives from the DVR units on their own. Tapes are the property of the NJ-SP School Corporation and are used exclusively for evaluating passenger conduct and overall safety practices. They may only be taken out or replaced by Administrators, Transportation Directors, or SRO. They are **NOT** to be used for public viewing and/or release. The viewing of tapes will be under the guidance of the Transportation Director, Superintendent and building principals. The recordings will be stored and archived for at least one year.

Short wave radios are installed on the buses to assist the Transportation Department to operate smoothly regarding mechanical problems, breakdowns, emergencies, and passenger management. **Radios are NOT to be used for personal messages, greetings and/or conversations.** When communicating on the radio, the bus number is the driver's call number - no names are to be used on the radio.

Stop Arm Violations

Stop arm violations should be reported to Jimmy Dolezel or School Resource Officer (SRO), Chris Kisela.

Bus Inspection

Each year the buses are inspected by the Indiana State Police. Each driver is to bring his/her bus to the designated site to be inspected. The driver will have his/her bus at all bus inspections. The bus shall be cleaned inside and out, and all equipment shall be working properly. When reporting for the bus inspections the

driver must have his/her drivers' license and current medical and yellow cards available to be checked by the inspector.

Daily Bus Inspections and Maintenance

The Board of School Trustees and school administrators are committed, first and foremost, to student safety.

While it is important for the bus to be in optimal mechanical shape for the annual bus inspection, it is just as important at any other time. The driver, therefore, should be aware of items that need attention and see that they are repaired promptly and properly.

A daily inspection of the bus will be conducted. This should include a complete walk-around inspection prior to starting the route. This driver is to check the bus tires, all the lights, rearview mirrors, and window. If there is a problem, the driver should have it corrected immediately. The driver will clean the back windows, stoplights, and turn signals on the bus as often as needed. Also, he/she will determine that all equipment is working properly. If a problem develops, worksheets should be completed and turned in to the bus mechanic. Periodic checks of the bus for cleanliness will be made.

All buses are to be cleaned prior to turning them in to the bus mechanic for summer repairs. The bus is to be turned in within one week of the last day of school. The driver is to turn in a "needed repairs" list to the bus mechanic for summer repairs.

The State has recommended that the driver turn on the headlights of the bus whenever students are passengers. Strobe lights are to be used during inclement weather only, i.e., fog, heavy snow, or rain, and may also be used while traveling on major state and federal highways. Diesel buses are fueled at the bus garage. Gasoline buses are fueled at designated gas stations. **The driver may NOT fuel the bus while students are on board.** Mileage sheets are to be kept accurately and turned in monthly to the Transportation Director. Daily mileage shall be kept; athletic, field trip, and shuttle miles shall also be recorded.

All buses will be serviced at the bus garage by the garage mechanic. Buses operating on full-length routes will receive oil changes at intervals recommended by the manufacturer. A complete lubrication will be made on each bus at the schedule times for oil changes.

Minor repairs will be called to the attention of the garage mechanic at the time of occurrence or at the time of bus servicing. Possible mechanical troubles should be called to his attention as early as possible so that repairs may be made or referred to another reputable mechanic. The Superintendent must authorize all major repairs.

Permanent type antifreeze is purchased in case lots by the bus garage each year and installed by the mechanic. It is the driver's responsibility to see that his/her bus is always protected against freezing weather. An extension cord is furnished to each driver in order that he/she can plug in the block heater during cold weather. The driver is to use the heater as it greatly increases the ease of starting the engine. It is the driver's responsibility to plug in the bus and to keep an accurate record of the dates and times. **The driver will be paid a flat rate of \$50.00**, paid at the end of March, to compensate for electrical use.

Extra-Curricular Trips

On non-athletic trips, the driver will be paid based on the Transportation Pay Schedule set by the Board of School Trustees each year. There will also be a minimum amount per trip with the time beginning 30 minutes before the trip begins and ending 30 minutes after returning.

Trips of 6 hours or more will include \$10.00 for meal money for each 6-hour period. Overnight trips will include non-paid waiting time in which the driver is not involved in duties related to the trip.

The driver will be assigned to extra-curricular trips at the discretion of the Transportation Manager. The Transportation Manager and the driver will determine the route to be followed. A map will be furnished if available. The driver cannot give his/her field trip to another driver. The driver will notify the Transportation Manager if he/she is unable to drive the trip. The Transportation Manager will contact the next available driver on the list. The driver must cancel with the Transportation Manager within 24 hours of the trip except in an emergency.

For trips during the school day, the regular driver will be paid for his/her regular route as follows: (1) if a driver runs the route in either AM or PM, he/she will be paid for a half day; (2) the driver and the substitute driver must be notified of a cancellation by 2:00 PM on the day of the trip or, if possible, the night before or before the route begins at 6:00 AM the day of the trip; (3) if this trip is canceled prior to departure, the assigned driver will also be given the option to take the canceled trip if it is rescheduled; (4) if an **extra** trip interferes with a driver not being able to

drive his/her AM or PM bus route, the extra trip driver will be paid their regular daily rate in addition to the hourly rate for the extra trip.

For educational, extra-curricular, athletic, instrumental, and vocal music trips, unless otherwise agreed upon by the Transportation Manager, the driver and fuel will be paid for by the school corporation.

Currently, our insurance carrier will cover only those activities and functions exclusively organized, sponsored, and supervised by the North Judson-San Pierre School Corporation.

Athletic Trips Pay Schedule

The Board of School Trustees will set the pay scale each year. If a trip is over 6 hours a \$10.00 meal allowance is provided and complimentary tickets into the event. If a trip is over 12 hours, there will be a \$20.00 meal allowance. Time will begin at the regular time and end 30 minutes after athletes are returned to the school. The trips are offered to regular route drivers at the discretion of the Athletic Director.

Transportation Event	Hourly Rate
Athletic Trip	\$13.10
Bus Inspection	13.10
Bus Meal	10.00
Drug Test	20.00
Shuttle	80.00
Training	13.10
Trips for Repair	13.10

Shuttle Bus & Summer School Drivers

Shuttle bus drivers and Summer School Drivers will be chosen from the list of drivers who have expressed a desire to drive the shuttles. The drivers will be assigned at the discretion of the Transportation Department and may entail a lottery format.

Shuttle Bus drivers who drive for Vocational students and JESSE students shall receive daily bus driver rate pay for the first three hours. Hours after the first 3 hours will be paid at the MPV hourly rate.

Drug and Alcohol Testing of CDL Holders

The Board of School Trustees believes that the safety of students, while being transported to and from school or school related activities, is of the utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill this responsibility, each driver, as well as others who perform safety-sensitive functions with corporation vehicles, must be always mentally and physically alert while on duty. To that end, the Board has established this policy and others related to employee's health and well-being. For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply.

1. The term *illegal* drug means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State, and local laws and regulations.
2. The term *controlled substance* includes any illegal drug and any drug that is being used illegally, such as a prescription drug, that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions.
3. The term *controlled substance abuse* included excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
4. The term *safety-sensitive functions* include all tasks associated with the operation and maintenance of Corporation vehicles.
5. The term *CDL licensed holder* means all regular and substitute bus drivers, other staff members who may drive students in Corporation vehicles (sixteen or more passengers including the driver) or those who inspect, repair, and maintain Corporation vehicles.

6. The term *while on duty* means all time from the time the CDL license holder begins to work or is required to be in readiness for work until the time he/she is relieved from work and all responsibility for performing work.

Drug Free Workplace Policy

The Board expects all CDL holders to comply with Board Policy 4122.01 on Drug Free Workplace, which prohibits the possession, use, sale or distribution of alcohol and any controlled substance on school property always. Further, the Board concurs with Federal Requirements that all CDL holders should be free of any influence of alcohol or controlled substance while on duty. The Board directs the Superintendent to establish a drug and alcohol testing program whereby each regular and substitute bus driver, as well as any staff member who holds a CDL, is tested for the presence of alcohol in his/her system as well as for the presence of the following controlled substances: (1) Marijuana; (2) Cocaine, (3) Opiates, (4) Amphetamines, (5) Phencyclidine {PCP}.

The drug tests are to be conducted in accordance with Federal and State Regulations; (a) prior to employment, (b) for reasonable cause, (c) upon return to duty after any alcohol or drug rehabilitation, (d) after any accident, regardless of fault, (e) on a random basis, and (f) on a follow-up basis.

Candidates shall also be tested for the presence of alcohol in their system prior to employment.

Prior to the beginning of the test program the Corporation shall provide a drug-free awareness program which will inform each CDL holder about: (1) the dangers of illegal drug use and controlled substance and alcohol abuse; (2) Board policies 4122.01 - Drug Free Workplace, 4161- Unrequested Leaves of Absences, 4170 - Substance Abuse and 4170.01 - Employee Assistance Programs; (3) the sanctions that may be imposed for violations of Policy 4122.01.

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

The Superintendent shall submit, for Board approval, a contract with a certified laboratory to provide the following services: (1) testing of all first and second test urine samples; (2) clear and consistent communication with Corporation's Medical Review Office (MRO); (3) methodology and procedures for conducting random tests

for controlled substance and alcohol; and (4) preparation and submission of all required reports to the Corporation, the MRO, and to Federal and State Governments.

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

The driver must provide a doctor's release when taking medication that may impair driving.

Fitness for Duty

The School Board reserves the right to require a current employee or applicant for employment (after a conditional offer of employment), to submit to a fitness for duty examination by a qualified healthcare provider to determine the employee or applicant's ability to meet the qualification standards and perform the essential functions of a position an application is being considered for or an employee is performing ("FFD exam"). An FFD examination shall be done in accordance with the Superintendent's guidelines and the examiner shall be provided with specific essential functions of the position in question.

Dress Code for Bus Drivers

- A. Use common sense. No pajamas, beach clothes, etc.
- B. No sandals, slippers, or open-toed shoes (**shoes must have toes and heel backs**).
- C. No halter, tube, tank or swimming suit tops are permitted.
- D. No short shorts (walking shorts are permissible).
- E. No clothing that promotes alcohol consumption, tobacco or drug use, or sexual expressions and/or activity.
- F. No clothing that displays obscenities of any kind.
- G. Drivers are to be neat and clean in appearance.

Bereavement Leave

In the case of death of an immediate family member, the employee shall be entitled to be absent from work without loss of compensation for up to five (5) consecutive working days. This includes parents, spouse, children, stepchildren, and siblings.

Three (3) consecutive working days bereavement shall be granted without loss of compensation for the death of the employee's grandparents, grandchildren,

mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step-parents, and step-grandchildren.

One (1) day shall be granted for the death of the employee's uncle, aunt, grandparent of spouse, first cousin, niece, or nephew.

**NJ-SP Transportation Drivers and/or aides are eligible for bereavement and benefit days when they work 6 or more hours a day.*

Benefit Days

Each driver will be granted two (2) benefit days per year for sick or personal leave. Days may roll over to the following year with a maximum of four (4) days.

**NJ-SP Transportation Drivers and/or aides are eligible for bereavement and benefit days when they work 6 or more hours a day.*

Holiday Pay

Holiday pay will be awarded to Bus Drivers who work the scheduled day before a holiday. Paid holidays are as follows: New Year's Day, Presidents' Day, Good Friday, Thanksgiving day (2), Christmas Day.

Student Discipline The bus driver sets the tone for the behavior on the bus. Safety is the number one priority. Be fair, firm, and consistent. Rules are the same for all students. Assigning seats helps to reduce problems but this is at the driver's decision. Remember, you are not the kids' friend. You are an important role model and school employee. If there is a discipline problem, give the student a warning. If the problem continues, call the parent for assistance. Focus on the positive...good kid...bad behavior. If the problem continues, contact the building principal with supporting documentation. 1. If the incident is not documented, it didn't happen. 2. If a problem is "ongoing," don't tell the principal you want the child off the bus for the year. Documentation must support that the behavior is ongoing. 3. Discipline is up to the principal. Please understand that there are other levels of consequences that aren't always removal from the bus. The principal will keep you updated and work with you. 4. Safety is the priority. If a student is causing a dangerous situation for all, the principal will take immediate action as warranted.

Bus Safety Rules and General Information

1. The Bus Driver MUST WEAR THE SEAT BELT at all times.

2. No school bus shall be operated upon the highways of this state at a speed greater than that posted for any speed zone, and in no event, shall any school bus be operated at a speed greater than sixty (60) miles per hour on any federal or state highway, or greater than forty (40) miles per hour on any country or township highway. (IC9.1-5-10)

3. NO school bus driver shall leave the bus while children are on the bus.

4. Do not leave the bus keys on the bus when it is parked anywhere.

5. The Department of Transportation provides these guidelines which all drivers are required to follow:

a) Avoid backing up if possible

b) No bus shall be backed on any school ground or playground or loading area unless the backing is properly supervised by an adult.

c) Children should always, if at all possible, be on the bus when the bus is backing.

d) The bus should always back into the turnaround or dead-end street; never back out of the turnaround or dead-end street.

e) Avoid backing onto a highway.

6. **No unauthorized persons shall be permitted to ride or enter any school bus at any time, except as provided by law.** This includes non-school-age children. Passengers must be students enrolled within our school district.

7. No school bus driver shall permit any other person to drive his/her bus, occupy his/her seat, tamper with the engine or any other controls, excepting such persons who are approved by the Superintendent or properly authorized by school authorities.

8. No school bus driver shall use a cell phone for personal reasons while students are loading, unloading, being transported, or the **bus is in motion**.

9. Every school bus driver, including those who drive buses for private schools, is required to attend an annual safety meeting or workshop. No safety meeting or workshop shall exceed two (2) days in duration in anyone (1) calendar year. The driver will be compensated for his/her attendance at the safety meeting. The driver will be compensated for meetings that are designated as mandatory, inclusive of Drug/Alcohol Testing. Compensation will also be given for bus inspection and orientation meetings. The rate of pay will be determined by the School Board of Trustees. The driver must sign in at these meetings to be paid.

10. The bus driver is to exercise a bus evacuation drill once per semester. A written report of the drill is to be submitted to the Transportation Office.

11. No driver of school-owned buses should think of the bus assigned to him/her as his/her personal bus. Reassignment of buses from one year to another will occur as best fits the total school situation. The better buses will be taken to out-of-town events. An effort will be made to allow the driver of that bus to take

the additional assignments, if desired. If a driver's bus is used for extra-curricular activities, the ECA driver picks it up and delivers it. The driver is considered a part of the total school staff and loyalty is expected of him/her the same as other personnel.

12. The use of ANY tobacco product is prohibited when the driver is driving a bus with or without passengers; loading or unloading passengers; and/or in the presence of school children. NJ-SP School Corporation is a Drug-Free School, and no tobacco is to be used in the buildings or on the grounds.

13. No bus driver shall be employed who uses intoxicating liquor to excess and who does not possess good moral character. Further, no school bus driver shall consume any alcoholic beverage during school hours or while operating a bus. Upon reliable evidence of such consumption of any alcoholic beverage by such school bus driver it shall be the duty of said official(s) to terminate the employment relationship immediately. (IC 20-27-5-23)

14. The school bus driver must stop at all railroad grade crossings. The driver of any school bus caring any passengers, before crossing at a grade of any track(s) of railroad, shall stop such vehicle within fifty (50) feet, but no less than fifteen (15) feet from the nearest rail of such railroad. While stopped, the driver shall listen through an open window and door. The driver shall look in both directions along such track for any approaching train, except as hereinafter provided, and the driver shall not proceed until he/she can do so safely. After stopping as required herein and upon proceeding when it is safe to do so, the driver of any said vehicle shall cross only in such gear of the vehicle that it will not be necessary to change gears while traversing such crossing and the driver shall not shift gears while crossing the track or tracks. (IC 9-21-12-5) No stop need be made at any such crossing when a police officer or traffic control signal directs traffic to proceed. This section shall not apply at street railway grade crossings within a business or residence district, and it shall not apply to abandoned or unused tracks. (IC 9.1-5-11)

15. The "STOP" sign shall be displayed when the bus is stopped and shall be kept extended while the bus is stopped to load or unload passengers. (IC 9-21-12-15)

16. The flashing red and/or yellow lights shall be used on every school bus to give adequate warning that the bus is stopped or about to stop for loading or unloading passengers. (IC 9-21-12-15)

17. The directional lights shall be turned on at least 100 feet before turning from the highway to warn approaching traffic of the intentions of the bus driver to turn left or right. (IC 9-21-12-14)

18. Traffic shall never be held an unreasonable length of time.

19. The bus shall be stopped off the pavement whenever possible and practicable unless pupils must cross the road before boarding or after leaving the bus.

20. No school bus driver shall be required by the governing body to transport school children for which no seat is available on the bus (IC 9-20-27-10-3)

21. In case of accident, when any school bus is stopped on the road, the driver shall protect the bus from further accidents by such methods as setting flares, flags, and other warning devices, to control traffic. The driver must always keep in mind that his/her first responsibility is to his/her passengers.

22. The bus driver must keep his/her school bus reasonably clean and must keep him/herself neat and clean in appearance and speech while operating the bus. Profanity is never to be used in the presence of students or the public while on duty or on the school grounds.

23. The driver shall not arrive at the respective buildings before 15 minutes of the school's starting time. Each school bus driver shall be at his/her designated school building ready for passengers 5 minutes prior to school dismissal time.

24. No school bus designated as such, under the definition of this act or any previous law or any law hereafter enacted, shall be used upon any highway in the State of Indiana for any private purpose or for any purpose other than that for which it is under contract, except authorized under the provisions of IC 9-20-27-10-1 and Amendments thereof.

25. Any complaint or notice in writing received by the Superintendent or school authorities of an infraction of the above rules by a bus driver shall be deemed sufficient grounds for an investigation and suspension or cancellation of contract.

26. Any disagreement with any school employee will be discussed in private and not publicly in the presence of students or parents.

27. The bus driver shall drive his/her bus route in accordance with the schedule approved by the Superintendent of Schools/Transportation Department. All reports, as requested by the Superintendent and/or Transportation Manager, are to be completed accurately, neatly, AND on time. The bus driver shall perform any other duties assigned by the Superintendent.

28. If the bus driver hits something, he/she MUST STOP.

29. A bus driver may not leave the bus until doing a complete bus check.

30. Under no circumstances will flowers and/or balloons be allowed on buses due to safety concerns.

31. If a parent/guardian wants a child dropped off at his/her home and no one is home, a letter written by the parent/guardian stating that fact must be submitted to and on file at the school and in the transportation office. (Elementary School)

Failure to comply with Bus Safety Rules may result in suspension with or without pay or termination.

North Judson-San Pierre School Corporation
Transportation Department

I have read, understand, and agree to follow the information provided in the *School Bus Driver's Manual*.

Employee printed name

Employee signature

Date

Return this signed paper to Jimmy Dolezal or Beth Kozecar.