

Grandville Public Schools

BUS DRIVER HANDBOOK



**GRANDVILLE TRANSPORTATION
4100 Kenowa SW
Grandville, Michigan 49418**

October 2010

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PART I – INTRODUCTION

PURPOSE OF THE HANDBOOK

This handbook is designed to assist you in understanding our policies, procedures and rules to make the most of your employment with Grandville Public Schools Transportation.

Occasionally revisions, additions and/or updates may be made which can change the information contained in your handbook. It is your responsibility to keep your handbook up to date by inserting the appropriate revisions issued by the school. Please keep your handbook in a convenient location for future reference or updating.

If you have any questions about this handbook or its contents, please talk with your Supervisor or the Human Resources office. At no time shall the employee handbook be considered as creating a contractual relationship between Grandville Public Schools Transportation and an employee.

PHILOSOPHY OF GRANDVILLE PUBLIC SCHOOLS TRANSPORTATION

All employees are considered important members of Grandville Public Schools. Our success depends on the joint efforts of every employee and your commitment to providing exceptional service to our students and parents. Our goal of providing high quality transportation cannot be achieved without the commitment of every member of the Grandville Transportation Team.

OUR SCHOOLS

High School – 4700 Canal

Middle School – 3535 Wilson

Orion –Alternative HS – 4900 Canal -*Vacant*

Central Elementary – 4052 Prairie St.

Century Park Elementary – 5710 Kenowa

Cummings Elementary – 4261 Schoolcraft

East Elementary – 3413 30th St.

Grandview Elementary – 3701 52nd St.

South Elementary – 3650 Navaho St

West Elementary – 3777 Aaron Ave

PART II - ABOUT YOUR JOB

DRIVER REQUIREMENTS:

1. Current physical in July or August of expiring year. Ask office if you have questions.
2. Have current driver's license, medical card and training certification card in possession when driving any school vehicle
3. Pass a drug and/or alcohol test as required by the State of Michigan or the federal government, including pre-employment, random, post accident or reasonable suspicion. *Drivers are expected to follow the drug and alcohol testing policy of CDL license holders. A copy of the policy is available in the Transportation Office and is available for each driver. The policy is very specific and Federal Government requires that the policy be strictly observed or termination of employment may result. It is essential that all drivers read this policy and understand it. **If a driver tests positive, they may be disciplined up to and including termination.***
4. Report to work on time – able and prepared to perform assigned duties.
5. Notify the Transportation Office at least one (1) hour prior to run start time if unable to drive assigned route
6. Maintain a safe driving record.
7. Maintain order and discipline on bus
8. Attend mandatory meetings called by the Transportation Supervisor.
9. Prepare and maintain all records required by Michigan State law or for Grandville School Board Policy.
10. Professional use of bus radio for school business only.
11. Able to evacuate students in case of an emergency.
12. Demonstrate good physical abilities by frequent use of bus steps, entering and exiting rear bus door, bending and kneeling to check under the bus.
13. Ability to tolerate noise and distractions caused by passengers.
14. Ability to discipline firmly, but fairly, within school guidelines and without corporal punishment.

DRIVER DRESS CODE

Drivers shall be neat and clean and dress in good taste, appropriate for school personnel.

- a. No bare midriffs or halter tops.
- b. Shorts must be no more than four (4) inches above the knees
- c. All shoes must be secured to the foot – open or closed toe with strap around back of foot.
- d. The Transportation Supervisor may discuss further specific attire with a driver.
- e. Wear School issued identification tag

DRIVER USE OF BUS RADIO

1. Test your radio each trip to be sure that the radio is turned on.
2. Use Frequency #1
3. Be sure the radio is available so you don't accidentally talk over another conversation.
4. Radios shall not be used to call in bus repairs except in emergency situations.

5. Students and/or problems should not be discussed on the radio except in emergency situations.

GATE COMBINATION AND BUILDING KEY

The combination number for the bus parking lot may be obtained from the Transportation Office. All buses have a gate opener permanently mounted inside that will open the bus lot gate and the Century Park Learning Center gate. Ask the transportation office about access to the transportation building after hours.

It is the responsibility of all drivers to protect the combination numbers of the entrance gate to the bus parking lot. Access is allowed for authorized purposes only. Do not bring unauthorized personnel onto the premises without prior permission.

PARKING LOT SPEED LIMIT

The bus parking lot speed limit is 15 mph whether you are driving your own personal car or a bus.

PART III - GUIDELINES FOR BUS OPERATION

PRE TRIP / POST TRIP

- a. Complete the green two-sided pre-trip sheet and if no repairs are needed, use this throughout the week. If repairs are needed, indicate on the repair side of the sheet and place in mechanic's mailbox; use a new form for the remainder of the week. At the end of the week, place completed form in the bus mechanic mailbox. Be sure to log the information for the bus you are using...not the one you usually drive.
- b. Post-trip your bus after each run by checking for students, left items and any damage. Notify transportation staff of any needed action. Place "empty" sign in rear window after inspection for articles, sweep out bus and refuel when at ½ full. All spare buses should be refueled after EVERY use.
- c. Locate the bus registration and proof of insurance and accident folder for any bus you may drive.
- d. Report in writing all known needed repairs and/or safety hazards on equipment and property to the Transportation Office; use the back of the green pre-trip sheet for buses.

DRIVING DETAILS / IGNITION KEYS

1. "Warm up" the bus at least five (5) minutes and NO LONGER than ten (10) minutes, prior to driving in cold weather. The bus mechanic will instruct when to plug in for winter weather.
2. Check your mailbox **before** every run for updates to your run and directions/comments from the office staff. If you are on an all day field trip and unable to check your mailbox before starting your next run, please radio the office and ask them to check your box for messages.
3. Assure all passengers boarding are assigned to your bus. If you have un-authorized riders attempting to board, please radio the transportation office immediately. School Board Policy states that students may not ride a different bus to go home with friends.

4. Close windows and roof hatches at the end of each day. Do not leave ignition keys on the bus overnight.
5. Perform assigned duties in a diligent fashion at all times.
6. Driver must be aware of and comply with all official notices posted on the bulletin boards.
7. Refuel and check the oil in assigned bus or a spare bus and clean inside on a daily basis. Trash is not to remain on bus overnight. Refuel assigned bus when ½ full. Spare buses are to be topped off after EVERY use.
8. Always abide by all Safety Rules and Regulations.
 9. The driver's children, grandchildren, relatives or friends are not permitted to accompany drivers on a school bus without specific permission by the Transportation Supervisor.

PART IV – DRIVER TASKS

BUS PARKING PROCEDURES IN TRANSPORTATION LOT

1. All buses will be assigned a designated parking space, per schematic in lounge.
2. Leave bus in neutral and set parking brake whenever the bus is parked.
3. All switches and blowers must be turned off.
4. Walk through your bus at the end of each run to check for remaining students before returning to bus lot, and place "empty" sign on rear door. *If a driver fails to check through the bus after completing run and a student is found left on the bus after arriving back at bus lot, the driver may be disciplined up to and including termination with Grandville Public Schools.*
5. Clean the inside of the bus every day.
6. The Supervisor will notify drivers when buses should be plugged in for cold weather.

PAYROLL – TIME SHEETS

When a driver is asked to substitute on another run which may be less time than the driver's normal run, she/he will not lose time. Drivers will be paid the difference if the substitute run is less than the normal run.

Unscheduled work should be recorded on a time sheet. Field trip sheets should be submitted immediately to the office after trip. If office is closed, use the mailbox on the east side of Transportation Building. Check the driver bulletin board for current calendar of paydays and payroll days for the school year.

PART V – COMMUNICATIONS

PUBLIC RELATIONS

Good public relations techniques for today's school bus driver include:

1. Setting a good example to the public at all times
2. Understanding the importance of developing good relationships with students, parents, and school officials
3. Knowing how to talk with parents
4. Extending courtesy to other motorists

OFFICE STAFF COMMUNICATIONS

1. Drivers are always welcome in the office.
2. Any problems may be discussed with the Supervisor privately.
3. The goal of the transportation staff is to assist all bus drivers in their daily runs, whether helping answer questions for you in the office, or while you are in your bus.
4. If you need a new fuel card, come into the office. Fuel cards are the responsibility of each driver. Lack of proper care or loss of fuel cards could result in a charge for replacement. Fuel cards are not for personal use.
5. Renew CDL license. Bring license fees receipt and new license into transportation office to have form submitted for reimbursement
6. Notify the Transportation Office and Human Resources of change of address, telephone number or marital status. Notify the Human Resources Benefits Office of change in number of dependents if carrying school insurance

REPORTING BUS DAMAGE AND/OR INJURIES

Please report all damage of school equipment or property to the Supervisor as soon as practical and follow up with a written report.

Report all staff and student injuries to the Transportation Office immediately and follow up with a written report.

COURTESY TOWARD OTHER DRIVERS

1. Please pull aside so that the buses and /or vehicles behind you may proceed if you are detained.
2. Let traffic pass after you have loaded or unloaded students.
3. Be aware of traffic and drivers behind you. Don't hold up traffic by visiting with parents or students. Unload/load as quickly as possible and move out.

PART VI - DRIVER RESPONSIBILITIES

DAILY ROUTES

1. Drivers shall not change stops or routes without approval from the Transportation Supervisor or Manager.
2. Drivers' recommendation for changes on routes and stops are welcome. Please see the Transportation Supervisor with suggested changes.
3. All students are to be dropped at their assigned bus stop. Drivers are not permitted to deviate from the route without permission from the office. Drivers must contact office if they want to drive the route differently than scheduled in Versatrans.
4. It is school policy to not drop off any kindergarteners without a parent/guardian or responsible adult present. Parent/Guardian may simply wave from the front porch, just as long as this adult can see the student get off the bus safely and cross the street, if required. If necessary, ask student to identify the person or ask the person for identification and/or contact the Transportation Office for assistance.
5. An emergency evacuation procedure is required three (3) times a year. (1) Fall evacuation is from the BACK door; (2) winter is from FRONT door; (3) spring is from BOTH doors, or evacuate as instructed by transportation office.
6. Drivers are to obey all safety regulations posted in the school bus.. Students shall not be allowed to walk through the bus while it is in motion.
7. **Parents are NOT allowed to ride the bus.**

BUS STOP PROCEDURES

Drivers are expected to use only assigned bus stops. Varying from pre-designated bus stops is not permitted. Drivers will activate appropriate stop arm and signals upon reaching a bus stop. Drivers must use proper crossing paddle for crossing students.

Signals and signs will not be deactivated until all students are observed to be safely on the bus during pickups. At drop off times, drivers will not deactivate stop arm and signals until all students are observed to be safely on the other side of the street, if crossing the street, or safely away from the bus if staying on the same side of the street.

Students must be properly seated and or secured on the bus before it departs. If known riders are not at the bus stop for pickup and there is any reason to suspect that a student might be in danger, drivers are to notify the Transportation Office immediately.

It is school policy to keep kindergarteners on the bus if no responsible adult is present at bus stop. Contact Transportation Office for assistance.

FIELD TRIPS AND ATHLETIC RUNS

1. Drivers are responsible for supervision of their bus at "away" activities.
2. Drivers may not drop students anywhere other than the school or pre-designated site.
3. Drivers should check over their trip slips in advance to familiarize themselves with the best route. Ask the transportation staff for directions or maps. A school cell phone is available in the transportation office if needed.

4. Pickups should always be on time. Coordination between teachers, chaperones and drivers is essential for a safe and successful trip.
5. The teacher, coach, chaperone and driver are responsible for student behavior. Rules must be obeyed at all times.
6. When more than one bus is involved, it is recommended that buses keep within sight of each other while traveling. Observe the 500-ft. convoy rule on the highway.
7. Drivers and chaperones are expected to clean the bus after an activity or field trip. Bring extra trash bags.
8. Drivers must inform the chaperone or coach if he/she needs to leave and take the bus for any reason. Let the chaperone and/or coach know your destination and ask for desired return time. Double the mileage for each field trip starting at pickup location to site. A maximum of five (5) miles round trip can be taken by a driver while waiting between trips. Each driver may submit an itemized receipt and meal reimbursement form for actual meal eaten during field trip per the driver's contract. See driver's contract for further details.
9. If there is inclement weather, driver must return to school site immediately.
10. After field trip, secure the Transportation building by locking all doors and gate after office hours.
11. Drivers must complete a bus trip slip to record mileage and hours. These slips are used for billing purposes and must be turned in to the office immediately after trip.

PART VII - STUDENTS

BUILDING GOOD RELATIONSHIPS

1. Be fair and consistent in what you expect from students. It is not punishment but injustice that makes a student rebel against you. Try to learn student's names – use the routing sheets to get their names for each stop. Knowing names can help tremendously with behavior issues and informing office staff.
2. Respect your students and they will respect you.
3. Give a student time to react and comply before proceeding further
4. Have a good reason for what you ask a student to do and when possible, take time to explain the reason
5. Be friendly; always showing an interest in what children are doing. Commend good qualities and actions
6. Remember that a sense of humor is extremely valuable, but don't make fun of students
7. Maintain poise at all times. Do not lose your temper.
8. Listen for suggestions and complaints from the students.
9. Set a good example yourself. Be a good role model for students
10. Intelligence in handling students consists of thinking faster than they do. You may foresee a problem before it happens.

STUDENT DISCIPLINE

1. The driver must maintain order and enforce bus rules. Never give an order you do not intend to enforce.
2. Never strike or use physical force with a student. This is illegal. It may appear to be the easiest way, but it only aggravates the problem and could result in disciplinary action against you. Striking a student could result in civil action by the student or parent. If you feel a student is out of control, please radio the transportation office for assistance.
3. Do not judge misconduct on how it annoys you.

4. Do not take your personal feelings and prejudices out on the students.
5. Pick your battles. Sometimes it is wiser to overlook immature behavior. Never hold a student up to public ridicule, as it is the surest way to create a discipline problem.
6. Do not drive if you feel student discipline problems make it unsafe to do so. If you feel you need assistance, radio the transportation office immediately
7. Bus conduct forms are available in the Transportation Office. Complete and give the white copy to the student as he **exits the bus**. Tell the student he can ride again when he returns the parent signed copy to you. Turn the yellow discipline copy into the Transportation Supervisor's office as soon as possible. Discipline will be logged in Versatrans. The Transportation Supervisor or manager will discipline the student depending upon the severity and number of offenses. The student discipline is covered in new driver training..
8. Please withhold student names from the radio unless asked for specific names by the Transportation staff. Maintain professional at all times as the radio transmission can be monitored by anyone living in the school district.

PART VIII – SAFETY

ACCIDENTS

1. Remain Calm. Immediately evaluate the situation. Call the transportation office as soon as possible with your location and details of the situation.
2. Move the bus to safety, if possible.
3. Check immediately for injuries.
4. Stake out the bus if it is in danger.
5. Evacuate students, if necessary.
6. If you are unable to contact the Transportation Office, ask for assistance from any reliable person(s).

Give them your name, Grandville Public Schools bus number, location, transportation phone number (254-6530) and ask them to call the office for you. Describe your situation so that they can inform Transportation. If emergency equipment is required, have them call 911 with the above information as well as have them contact the Transportation Office.

7. Police require a seating arrangement. (Seating form is located in the accident folder, on bus).
8. Registration and insurance forms are secured above the door of each bus.

PAPERWORK / REGARDING ACCIDENTS

1. Fill out a Grandville Public Schools Accident Form
2. Meet with the Transportation Supervisor. "At Fault" accidents will be reviewed by the Transportation Supervisor.
3. When requested, go to the police station to make a report.
4. Do not discuss the accident with anyone other than district supervisory personnel and/or a union representative if requested by the police without prior permission from the transportation supervisor.

5. You are required by Michigan State law to take a drug and alcohol test if one of the vehicles in the accident is towed, someone is injured or someone is given a traffic ticket.

TRAFFIC TICKETS

1. The driver is responsible for paying all fines including parking tickets.
2. A driver who accumulates four (4) points or more will be on probation with Grandville Public Schools and the State of Michigan.
 - Reasons for the points, and any noticeable pattern, will be evaluated by the Transportation Supervisor
 - The Transportation Supervisor may decide to require the driver to attend a Beginning Driver's School Class or to retake a Driving Skills Test.
3. A driver who accumulates seven (7) points or more will be released from his/her bus driving responsibilities with Grandville Public Schools by Michigan State Law.
 - a. The Supervisor will meet the driver to evaluate the reasons for the accumulation of the seven (7) points.
 - b. The Supervisor will determine whether the driver will continue to be employed by Grandville Public Schools after the one (1) or more points are removed from the driver's record by the State of Michigan
 - c. The driver is responsible for informing the Transportation Supervisor if they receive a traffic violation.
 - d. It could be in your favor if you report any incident to the supervisor before Michigan State Police send their report.
4. Conviction of driving under the influence of liquor (DUIL), driving under the influence of drugs (DUID), driving while impaired (DWI) or reckless driving **will result in termination of employment with Grandville Public Schools**, whether occurring on or off duty with Grandville Public Schools. Normally the driver will be suspended without pay pending resolution of the charge. However, Grandville Public Schools retains the right to take action whether the charge has been resolved or not and regardless of whether the conduct results in formal charge for conviction.
5. The Transportation Supervisor will evaluate lesser offenses and determine continued employment. The Transportation Supervisor will take into consideration repeated violations or other patterns as well as the nature of the ticket(s).
 - a. The driver may appeal any decision made by the Transportation Supervisor to the CFO.
 - b. The driver may appeal any decision made by the CFO to the Superintendent.

Each driver must advise the Transportation Supervisor in writing of any tickets or points received while driving personal or school vehicles.

BREAKDOWNS

1. Call on a telephone or bus radio to the Transportation Office, give your location and describe the problem, if possible.
2. If the bus is in an unsafe condition or an unsafe position, evacuate all riders to a position of safety and maintain supervision.

PART IX– CORRECTIVE DISCIPLINE WORK RULES & GUIDELINES

BUS DRIVER UNACCEPTABLE BEHAVIORS

The following are considered unacceptable behaviors and qualify for disciplinary action.

1. Stealing, abusing, misusing, removing without authorization, or deliberately destroying school property, equipment or the property of school employees, students or others.
2. Failing to notify your supervisor that you are using prescribed medication or a non-prescription drug that could interfere with your ability to perform your assigned duties in a safe and efficient manner.
3. Selling or possession of intoxicating beverages, marijuana or narcotics.
4. Possession of firearms, weapons, and/or explosives while on duty or while on school property. Using anything as a weapon to harm others or destroy property.
5. Using abusive language, threatening, intimidating, coercing and/or fighting with employees, students or the general public.
6. Engaging in obscene or indecent conduct.
7. Falsifying records, reports, documents, or knowingly misrepresenting any information required by the Transportation Supervisor, the school, or the state and federal governments.
8. Using your position of employment with the school to directly or indirectly gain benefits, favors, money, advantages, privileges, or anything of value other than regular compensation.
9. Disregarding or refusing to follow directions, either written or verbal, given by the Transportation Supervisor or a school official.
10. Destroying altering, or removing any materials or information posted by the Transportation Office.
11. Using any school vehicle, equipment or property for personal business or personal gain.
12. Leaving a school vehicle or equipment in such a manner that it will present a safety hazard.
13. Driving in an unsafe manner.
14. Use of Cell Phone while driving is prohibited. Per the Michigan Department of Education: No driver is allowed to use a cell phone while the bus is in motion. Personal cell phones are to be placed in the “off” position when in the possession of

15. The school bus driver while the bus is in operation. Cell phones may be used in case of an emergency. Stop your bus and park safely before using your cell phone.

16. No smoking on buses, in school vehicles, or on school property. No smoking is a Michigan State law and Grandville School Board Policy. Drivers may not smoke in the presence of students even if not on school property while on duty.

These guidelines are not an exhaustive list of inappropriate behaviors, but are meant to inform you of the basic types of concerns the District expects for your conduct.

These policies and guidelines are established for the safe and efficient provision of transportation services. Failure to comply with them may result in discipline up to and including discharge

PART X - RETIREMENT AND REHIRE

RETIREMENT

Individuals who wish to continue driving after retirement must adhere strictly to the guidelines of the Michigan Public School Employees Retirement System (MPERS) and the Social Security Administration (SSA). Guidelines of either system will take precedence over this handbook if they should change.

Currently, one or the other of the guidelines requires the following:

- a. Once an individual retires, she/he will lose seniority as a bus driver
- b. An individual must submit a letter of resignation declaring retirement
- c. All other regulations and/or guidelines of MPERS and SSA.

REHIRE

Individuals who retire are subject to the following Grandville Public Schools policy.

An individual must not work or volunteer for 30 calendar days following the date of resignation.

The driver may return after 30 days upon approval by the Transportation Supervisor

The driver may be required to take a Road Test or additional classes at the discretion of the Transportation Supervisor

The driver will return as a substitute but may bid for a regular run, field trips, athletic trips, noon runs, etc.

Drivers wishing to earn more than the maximum allowed by MPERS or SSA may do so, but deductions made by either are the sole responsibility of the driver.

Individuals rehired after 30 days will be limited by MPERS and/or SSA as to the amount of money that can be earned before deductions are implemented

This handbook does not constitute an employment contract. The Grandville Public Schools may modify, add, or delete policies as it determines necessary.

PART XI - STATEMENT OF NON-DISCRIMINATION FOR SCHOOL AND CLASSROOM

The Grandville School District is an equal opportunity educational institution. It is our expressed policy that no person shall be unlawfully excluded from participation, be denied benefits of, or otherwise subjected to discrimination in employment on the basis of race, color, religion, marital status, national origin, sex, age or handicap/disability in its activities or programs as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, contact Tim Purkey, Title IX Coordinator at 3839 Prairie SW, Grandville, MI 49418, (616) 254-6557.

**GRANDVILLE PUBLIC SCHOOLS
TRANSPORTATION STAFF HANDBOOK**

September 2010



This signature certifies that I have received my September 2010 Grandville Public Schools Transportation Staff Handbook. Please complete and return to Transportation Office.

Bus Driver Name: _____
(print)

Bus Driver Signature: _____

Date Signed: _____