



Transportation Staff Handbook 2023 - 2024

Board Approved: June 12, 2023

QUITMAN SCHOOL DISTRICT TRANSPORTATION STAFF HANDBOOK

COVID-19 Statement

It is essential for the school community to work together to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a quality education program.

To view the Quitman School District Reopening School Plan, visit our school website at www.quitmanschool.org.

I. BOARD OF TRUSTEES

Cheryl Waltman, President
William Price, Vice President
Brenda McCormick, Secretary
Dr. Lewis Jefferson, Member
Vacant Seat, Member

II. ADMINISTRATIVE STAFF

Dr. Minnie Dace, Superintendent	601-776-2186
Kaye Glass, Payroll	601-776-2186
Quitman Lower Elementary K-2 Amanda Allen, Principal	601-776-6156
Quitman Upper Elementary 3-5 Kristen Schrimphire, Principal	601-776-6123
Quitman Junior High School Debbie Chapman, Principal	601-776-6243
Quitman High School LaTasha Shaw, Principal	601-776-3341
Clarke County Career and Technology Center Eric Turbyfill, Director	601-776-5219
Transportation Department Ricky Graham, Director	601-776-1048 Cell – 601-917-1029
Keith Irby, Bus Shop Supervisor	601-776-1048 Cell – 601-604-9495

III. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or the eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading, or otherwise in violation of the student’s privacy acts under FERPA.

Parents or eligible students who wish to ask the Quitman School District to amend a record should write to the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office (202) 260-3887
U.S. Department of Education TTD: (202) 260-8956
400 Maryland Ave. SW
Washington, D. C. 20202-4605

Notice for Directory Information (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that **Quitman School District**, with certain exceptions, obtain your consent prior to the disclosure of personally

identifiable information from your child's education records. However, **Quitman School District**, may disclose appropriately designated "directory information" without consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Quitman School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistant under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent. (1)

If you do not want **Quitman School District** to disclose directory information from your child's education records without your prior written consent, you must notify the Principal (of the Building in which your student attends) in writing by September 1st (of each year). **Quitman School District** has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- **Student's name**
- **Address**
- **Telephone number**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, used ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without PIN, *password*, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)**

Footnotes:

1. These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended, and 10 U.S.C. § 503©, as amended.

IV. PERFORMANCE REQUIREMENTS

The following listing of school bus driver performance requirements is not intended to be all inclusive. It is intended, however, to serve as a minimum guide for expectations. Each driver should review this list carefully and evaluate their job performance on each item.

Daily Routes/Routines:

1. Obey all traffic laws and follow all safety rules.
2. Strive to learn student names as soon as possible.
3. Pick up and discharge students at authorized stops only, unless you have written permission SIGNED BY A PRINCIPAL to discharge a student at another location.
4. DO NOT ALLOW any unauthorized students to load your bus in the afternoon without a note approved by the office.
5. Never permit any student or other unauthorized individual to sit in the driver's seat, drive the bus, tamper with controls, sit on the heater, or stand in the door well.
6. DO NOT ALTER A ROUTE without prior approval of the Transportation Director.
7. Run your route at the same time each day. Route pickups should NOT vary more than 2 to 3 minutes each day.
8. Keep the inside of the bus clean. Periodic inspections of each bus will be made by the Transportation Director and/or Staff.
9. Perform daily pre-trip inspection of the bus to include brakes, steering, lights, signaling devices, tires, emergency door, etc. Promptly report (both orally and on the appropriate repair request form) any defects or maintenance requirements.
10. Notify the Bus Barn at 776-1048 if you have a mechanical failure.
11. Notify the Transportation Director or mechanic as soon as possible if you are going to be late or unable to drive your route.
12. Never back up a bus unless absolutely necessary; then only with the aid of a signalman.
13. During afternoon pickups at the various schools, the bus engine is to be turned off and the appropriate gear and/or safety brake set until a signal by the designated school official is given to crank the bus.
14. Come to a complete stop, engage brake, and place the transmission in "Neutral" when loading or unloading students. Stop 10 feet from students loading on the right.
15. Stop at all stops in the mornings whether students are visible or not.
16. Never operate a school bus if under the influence of alcohol or drugs. Be sure any prescription medication or over-the-counter medicine is safe to take while operating a school bus.
17. Do not eat or drink on the bus in front of students or allow students to eat or drink while on the bus. Students may bring and drink water at any time on the bus. NO GLASS CONTAINERS!
18. All buses must stop at all railroad crossings. NO EXCEPTIONS. Extra care should be taken at Amtrak crossings in the western part of the county. (PACHUTA, BARNETT)
19. No bus should arrive on campus in the morning before 7:15 a.m. Engines should be turned off at this time. Engines should remain off during loading or unloading of students. A designated school official will signal when unloading is to begin at 7:25 a.m. Do not unload until you are signaled.
20. Never move a school bus with the passenger door or emergency door open. The emergency door should only be used during an emergency evacuation or supervised drill.
21. Do not smoke or chew tobacco on a school bus at any time.
22. If parents contact you concerning routes or student bus assignments, please refer them to the Transportation Director.
23. Never idle your engine more than two minutes if parked. On extremely cold mornings you may allow up to five minutes for warm-up. Do not waste fuel.
24. At no time should any unauthorized person attempt to repair a school bus. Quitman School District Mechanics are the only individuals authorized to repair a school bus.
25. Bus drivers are on payroll for four hours each day. Drivers are paid for 2 hours in the morning and 2 hours in the afternoon.
26. Do not sell candy or drinks to students on your bus.

27. Always run your route in the same order each day, mornings and afternoons. Do not reverse or change the order in which you let students off your bus.
28. All buses should be parked in the correct loading location at **the assigned school by 2:50 p.m. on Monday, Tuesday, Thursday and Friday and 1:35 p.m. on Wednesday.**
29. Buses must not be moving while students are loading or unloading.
30. Drivers must be on the bus or at the door of the bus during loading and unloading of students.

Discipline:

31. Drivers must maintain discipline when students are on the bus. Whenever students are on the bus, the bus driver must be on the bus and responsible for student supervision.
32. Consistently and promptly report disorderly bus conduct to the school principal using the appropriate bus discipline referral form.
33. Strive to learn student names as soon as possible. Call students by their name.
34. Students must be supervised at all times while on the bus. Never leave students unattended on the bus.
35. Report unacceptable, unruly student behavior daily. Write up students after each route as needed.
36. Do not threaten a student with a specific disciplinary action.
37. Never use any form of corporal punishment on your bus. Limit any physical contact with students to efforts to break up a fight that might cause physical injury.
38. For bus referrals involving fights, the driver must indicate the actions leading up to the fight and during the fight itself.
39. No cell phone should be allowed on a school bus except on out-of-town trips on buses.

Accidents:

40. Do not leave the scene of an accident without a police report.
41. Immediately report all accidents to the Transportation Director or mechanic, even minor accidents.
42. Make a list of students on the bus at the time of the accident and obtain the name(s) of any witnesses.
43. As soon as possible after the accident, write an incident report including date, time and location and describing the details leading to the accident and the accident itself.
44. For serious accidents, the bus driver involved will be required to have a drug test administered at Watkins Hospital.

Top 10 Daily Reminders:

1. Do not put your hands on or touch any student unless absolutely necessary.
2. Do not use force to take an item away from a student unless it is an item that could place other students in harm's way. If a student refuses to hand over an item, write them up.
3. Do not cuss or use inappropriate language on the bus or anytime in the presence of students.
4. Do not call or refer to students by degrading or sarcastic names, descriptions, or references.
5. Do not argue with students. Say what you need to say and then start writing bus referrals. When you argue you lose. The pen is mightier than the mouth.
6. Do not take personal the possible mean things students may say or do. Students are children and you are an adult doing a job. Keep proper perspective.
7. Be fair and consistent when reporting bus discipline problems. Don't wait to report a problem after it has gotten out of control. Submit bus referrals daily as needed.
8. Be polite to parents that you encounter on your route. If they come out to your bus during your route to speak to you, politely tell them the Transportation Director has instructed all bus drivers do not stop and talk to parents while running their routes because of safety issues. Apologize for not being able to talk more and tell them they need to call the Bus Barn at 601-

776-1048.

9. Learn student names as quickly as possible and call students by name especially when calling a student out for a discipline or safety infraction.
10. Enjoy running your route. Almost all of your students are wonderful, well behaved children. Don't let the few bad apples ruin your day. Consistently write up the bad apples and maybe they will straighten up or be forced to find another way to and from school.

V. INDIVIDUALS AUTHORIZED TO RIDE THE SCHOOL BUS

Section 37-41-2 of the Mississippi Code 1972, annotated, describes who is authorized to ride on a school bus and explains the penalty for unauthorized boarding of a school bus. The following individuals are authorized to board Quitman School District buses:

1. The driver who has a valid commercial driver's license, Mississippi bus card, and permit (for trips).
2. Quitman students authorized for the route. For afternoon routes, DO NOT ALLOW any unauthorized students to load your bus in the afternoon without a note approved by the office.
3. School District Administrators and Teachers.
4. Law Enforcement Officials.
5. Individuals presenting a written permit from the Superintendent.

If an unauthorized individual attempts to board a bus the driver should use the following procedure.

1. Inform the individual that they must not board the bus and that they are violating the law.
2. Do not get into an argument with the individual.
3. Attempt to assure safety of students.
4. Notify law enforcement officials and Transportation Director/Director as soon as possible after making sure students are safe.

The safety and welfare of students are the most important factors to consider in a situation where an unauthorized individual attempts to board a school bus.

VI. ABSENCE POLICY FOR DRIVERS AND STUDENT BUS RIDERS

Leave for Illness (personal illness and family illness and bereavement)

Four (4) days per year of regular leave or illness without any deduction from pay, any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such employee if he/she remains employed in the same school district. No deduction from the pay of such employees may be made until all sick leave allowance credited to such employees has been used. The regular pay of the employee shall be suspended and withheld in its entirety for each day of absence under this category in excess of the regular and special entitlements stipulated herein. Accumulation of sick leave for all classified staff members shall be unlimited.

If a driver must be absent for both the morning and afternoon routes or for either the morning or afternoon route he/she should contact the Transportation Director or bus shop personnel as soon as possible. **Please notify the Transportation Director by 5:30 a.m. if a morning route cannot be driven and by 1:00 p.m. if an afternoon route cannot be driven.**

Student bus riders (absent for two (2) consecutive days)

If the student lives on a dead end road or is the only pick-up on the road and the student is absent for two (2) consecutive days the bus driver will not be required to come by on the third day. In order for the bus driver to resume pick-up the student will need to ride the bus home to make the driver aware,

a parent/guardian will need to call or send a parent note to the school the student attends stating the student will be riding the following morning or notify the Transportation Director at 601-776-1048 that pick-up will be needed.

Substitute bus drivers must sign a substitute sheet each month of the pay period. See the secretary at the bus barn to sign a substitute sheet.

Clocking-in/Clocking-out:

Dial 1(833)2829625, enter your five-digit PIN number and the # sign, enter your job number and the # sign. All drivers are required to clock-in/clock-out before and after each route to assure that your time sheets will be accurate. If the system is not working properly, or the driver forgets to clock-in/clock-out, the driver will need to fill out a Timesheet Correction Form in order for corrections to be made.

VII. BUS PARKING LOCATIONS

During the school day, all buses must be parked at the bus barn or on other school property. Any exception has to be approved. This is done to allow for routine maintenance. Additionally, city officials have requested that buses not be parked in city parking areas or on streets. Buses are not to be taken home during the school day or used for any personal transportation.

Following the afternoon routes, buses are to be parked in an approved, designated location. The Shop Mechanic and Transportation Director are to be notified of this location. All changes in overnight parking locations must be approved by the Shop Mechanic and Transportation Director.

VIII. BUS ROUTES AND ASSIGNMENTS

Each driver will be assigned a bus and route by number. Routes must not be changed including bus stops without the approval of the Transportation Director. Routes must be driven as assigned. No stops will be made other than designated locations. Do not stop at any store or business unless you are picking up or discharging a student.

Buses will be reassigned each year and may be reassigned during the year. Bus assignments will be based on the length of the bus route and condition of the bus. New bus assignments will be made so as to promote safe and economical operation of the transportation system. Buses are assigned to routes, not to drivers. At some time during the year route buses may be needed for activity trips. A substitute bus will be used on the regular route.

At the beginning of each school year and as needed throughout the year, drivers will be required to complete the following tasks.

1. By **September 1st** of each school year, drivers are to submit to the transportation secretary the following forms:
 - a. A list of all students who are eligible to ride their bus. This includes students who are transported by parents or who drive a car to the High School.
 - b. A map of Clarke County with the exact bus route traced on the map. This map will be provided by the school district in August prior to the first pick-up of students. Bus stops will be identified and numbered with the first stop in the morning being given the number one (1) and the last stop nearest the school being given the highest number. After routes have been traced and stops numbered, a pick-up (morning) and a drop-off (afternoon) schedule will be prepared and posted in each bus. A copy will be maintained by the secretary.
 - c. Routes and stops will not be changed without the approval of the Transportation Director.

Safety of students is the primary concern in assigning pick-up and drop-off points. Contact the Transportation Director if you believe a drop-off or pick-up point is in a dangerous location.

IX. REFUELING OF BUSES

Drivers will refuel their own bus. At no time will buses be refueled while students and /or other passengers are on the bus. Replace fuel cap after fueling.

X. USE OF SCHOOL BUSES

At no time will school buses be used for any purpose other than for transportation of pupils to and from school sponsored activities. Drivers are not authorized to use a school bus for personal reasons. Buses are not to be taken home or to any other location except to the designated parking area (school property or bus barn) after completion of the morning route. Unlawful use of a school bus is covered in Section 37-41-45 of the Mississippi Code, 1972, Annotated.

XI. SCHOOL BUS DISCIPLINE

Discipline and proper student conduct are essential for the safe operation of a school bus. School bus drivers are required to observe state laws and regulations to safeguard students who ride buses. **Bus drivers are in charge of the students riding on their bus.** State law gives bus drivers the authority to keep order on their buses and holds them responsible. **The law also provides that riding the bus is a privilege and not a right.** Based on the recognition that safe operation of school buses must be the top priority, the Quitman School District has implemented a Uniform Bus Discipline Policy. Bus drivers are asked to work closely with Principals for the consistent and fair implementation of the Uniform Bus Discipline Policy. Some suggestions in working with Principals in order to maintain good bus discipline are as follows:

1. The Driver must depend on the Principal to maintain discipline.
2. Never make a statement to a student concerning discipline that you do not mean or cannot enforce.
3. Be fair and consistent in reporting bus discipline problems. Don't wait to report a problem until it is out of control. Submit Bus Referrals daily as needed.
4. Never strike, curse, or argue with a student.
5. If there is a fight on the bus heading home, the driver should pull the bus to a safe location off the road, stop the fight, and then continue the route. The students who were fighting must be taken home and not just put off the bus. Call for assistance if needed at the time of the fight or call and report the fight immediately upon completion of the route. Be prepared to tell the Principal the following details of the fight: 1) who was involved; 2) witnesses to the fight; 3) your observation of the fight; and 4) whether or not the students stopped fighting when you asked.
6. School bus drivers are reminded that they do not have the authority to administer corporal punishment or to put students off the bus.
7. Please do not include personal comments and/or opinions in bus referrals.
8. Look for each student's good qualities – they **all** have them.

XII. GENERAL RULES AND REGULATIONS FOR STUDENTS

Each bus driver is requested to enforce the following regulations by reporting ALL violations to the appropriate Principal. Each driver is requested to give a brief written description of the misconduct to the appropriate Principal using the Bus Discipline Report Form. If the misconduct is severe (Ex. fighting, use or possession of drugs, use or possession of weapons) the driver should make every

attempt to confer with the Principal concerning the problem. **The Principal will assign a level of misconduct not the bus driver.** Be firm, fair, and consistent in reporting misconduct on your bus. In the case of a fight a driver must submit a written description of the fight.

XIII. DRESS FOR BUS DRIVERS

Dress conservatively at all times. Do not allow your attire to become an issue in a dispute with a parent or student. Shorts should be of a conservative length. **Drivers should refrain from wearing tank tops or other distracting clothing. This includes no pajama pants, leggings, skinny jeans or skinny pants and no see through clothing.** Good taste and common sense should dictate your choice of clothing for the day. Shoes must be worn. **Flip-flops and house shoes are not approved footwear.**

XIV. ACTIVITY TRIP DRIVERS

All activity trip schedules will be posted at the bus barn when drivers are needed. The Transportation Department will assign drivers for trips. This will give all drivers an opportunity to drive trips. Drivers may indicate a desire to drive an activity trip by signing the schedule. Payment for activity trips will be based upon the driver's hourly rate of pay.

The activity sponsor will be responsible for having the bus permits in their possession. Activity trip drivers should record mileage on the bus permit carefully and accurately. After the completion of the trip, the bus driver is responsible for forwarding the permit to the bus barn secretary. This form must be delivered before the bus driver can be paid. All information will be forwarded to the payroll department on the 3rd Friday of each month. Do not leave the site of the activity without the permission of the trip sponsor. Under no circumstances should a bus be used for a shopping spree.

Also, if you sign up to drive an activity trip, please realize that you are not to take other family members without the permission of the trip sponsor. Trip sponsors are responsible for cleaning off the bus after each trip.

XV. PAYROLL AND RETIREMENT:

Questions that may arise concerning payroll and retirement benefits should be addressed to the Transportation Director. Checks will be issued the last working day of each month (8:30 a.m.).

XVI. K-2. STUDENTS:

Bus drivers are requested to give particular attention to kindergarten, first and second grade students who ride their buses. Drivers should attempt to seat these students toward the front of the bus if at all possible. Special care should be given to the loading and unloading of these students. Safety rules should be followed closely. Please emphasize the correct precautions for safely loading and unloading these students. Educate young students to remain in a safe location until the bus arrives and to board the bus only after the bus has come to a complete stop.

During afternoon unloading, drivers should train young students to unload the bus and move away from the bus to a safe location as quickly as possible. A driver should always count the number of students who get off the bus at each stop. Before the driver moves the bus he/she should know the location of all students who have departed the bus. Be alert for young students who may remain too close to the bus. Young children may try to retrieve a book or pencil that has fallen under the bus. Young children should also be cautioned to never run back toward the bus once it is in motion if they have left items on the bus.

A good safety rule to remember with young riders: Expect the unexpected and be prepared for it! Always know where these young riders are located at all times – on and off of the bus!!

BUS DISCIPLINE POLICY

Policy JCDAD – BUS CONDUCT

board approved: 06/10/2019

UNIFORM SCHOOL BUS DISCIPLINE POLICY

School bus discipline is important for student safety and bus driver effectiveness. Student transportation is a school function and requires student behavior reflective of courtesy and good manners. To support good school bus behavior, the following discipline rules will apply.

1. RESPONSIBILITIES

While Mississippi law requires the district to furnish transportation to its eligible students, parents have the responsibility of supervising the students until they board the bus in the morning and after they leave the bus at the end of the school day. Furthermore, students have the responsibility to obey all rules of conduct while waiting for, riding and leaving the bus.

The school bus driver is authorized and responsible to the school district to maintain student order and to ensure safety at all times. Therefore, he is authorized to instruct and otherwise control students while they are on the bus.

The principal will be responsible for disciplining students reported to him by the driver. Questions and inquiries regarding discipline should be directed to the school principal. Questions and inquiries regarding stops, routes, and student eligibility must be directed to the Transportation Supervisor.

2. RULES OF CONDUCT

Students who do not conduct themselves properly will not be allowed to ride the bus. Students may be subjected to disciplinary action provided by district policies, including but not limited to suspension and expulsion from school or from the bus, for misconduct on the bus.

While riding a school bus, students must conform to all rules of conduct as established by Policies [JCA, JCBD, JCBF, and JCDAD] and the student code of conduct adopted by their schools. The principal shall provide to each student eligible to ride a bus a list of rules, including but not necessarily limited to the following:

- a. Loading and Unloading
- b. Be at your assigned loading zone on time.
- c. Exercise extreme caution in getting to and from your assigned bus stop.
- d. Look in both directions before stepping from behind parked cars.
- e. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
- f. Do not play on or near the road while waiting for the bus to arrive.
- g. Look in both directions before crossing any roadway.

- h. Never walk on the road when there is a sidewalk or pathway.
- i. Always walk on the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.
- j. Wait until the bus comes to a complete stop before trying to load and unload.
- k. Use the handrail while getting on and off the bus.
- l. If possible, wear white or light-colored clothing or carry a flashlight when you walk on the roadway at night in order that the motoring public might be aware of your presence.
- m. When you must cross the road to enter the bus, or after leaving the bus, always cross in front of the bus and walk approximately 10 feet ahead of the bumper.

3. RIDING THE BUS

- a. Do not distract the driver's attention other than when necessary.
- b. Talk to your friends in a normal tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
- c. Keep head, hands, and articles inside the bus.
- d. Do not bring unauthorized articles on the bus (i.e., pets, combustibles, large articles, weapons).
- e. Do not use profane language or make obscene gestures.
- f. Do not fight or scuffle.
- g. Be courteous to and follow the instructions of your bus driver and safety patrol.
- h. Do not strike or threaten the bus driver.
- i. Do not make excessive noise.
- j. Do not throw objects inside or outside the bus.
- k. Do not commit any other acts deemed improper by the student code of conduct or by the bus driver.
- l. Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JB-P, Students Complaints of Sexual Discrimination/Harassment - Title IX Procedures.
- m. Smoking is prohibited on the school bus and on all educational property. Violation of the no-smoking rule will be handled in accordance with the "Mississippi Adult Tobacco Use on Educational Property Act of 2000," ' 97-32-25 thru 97-32-29. (For details refer to sample policy JCB - Code of Conduct.)

FOR VIOLATION OF GENERAL RULES OF COURTESY AND GOOD MANNERS

Disciplinary action will be taken for improper boarding or departing procedures, failing to remain in assigned seat, being discourteous to another student, and failing to obey the bus driver.

Consequences are determined by the number of referrals – not by infraction.

Consequences for these actions: (minimum)

First Offense – Warning (Parent Contact)

Second Offense – 3 days bus suspension

Third Offense – 5 day bus suspension

Fourth Offense – 10 days bus suspension

Fifth Offense – 20 days bus suspension

Sixth Offense – 20 days bus suspension

Seventh Offense - Suspension from bus for the remainder of the school year

(This discipline ladder will start over for K-2 students who do not have bus referrals for one calendar month)

Students suspended from the bus must be picked-up at the school at dismissal time.

SERIOUS OR DANGEROUS BEHAVIORS AND ACTIONS

Include, but not limited to:

- Threatening a bus driver or staff member
- Profanity
- Fighting
- Fighting Words
- Use of Fireworks
- Use of Lighters/Matches
- Possession or use of tobacco or alcohol
- Possession of any items that are illegal or considered dangerous.

Consequences for these actions will be determined by the discipline policy for each school building. Repeated offenses may result in permanent removal from the bus.

Serious/Dangerous Behavior and Actions may also require additional consequences based on legal and District policies. Example: Weapons, Drug Violations, Fighting carry additional consequences. Students referred for a more serious violation may escalate more than one step on the bus discipline ladder.

It is illegal for any person to board a Quitman School District bus.

BUS VIDEO POLICY

The Board of Education recognizes the district's continuing responsibilities to maintain and improve discipline and to insure the health, welfare and safety of its staff and students on school transportation vehicles. The Board supports the use of video cameras on its transportation vehicles as a means to promote the order, safety and security of students and staff.

Video cameras may be used on school buses to monitor student behavior while traveling to and from school and school activities. The Board believes that such monitoring will deter misconduct and help to ensure the safety of students and staff. Students found to be in violation of the district's bus conduct rules shall be subject to disciplinary action in accordance with district policy and regulation.

Due to Federal Laws regarding the rights to privacy for all individuals, only appropriate school personnel may view the video footage recorded by bus cameras. Parents will not be allowed to view any video footage recorded by bus cameras.

DRUG TESTING

The Quitman School District will follow the guidelines for drug testing of bus drivers mandated by the Omnibus Transportation Employees Testing Act.

The following tests are required by the act:

- A. Pre-employment

- B. Post-Accident
- C. Reasonable Suspicion
- D. Random checks (50% of CDL Employees for drugs and 25% of CDL Employees for alcohol.)
- E. Return to duty/follow up.

FEDERAL CLEARINGHOUSE QUERIES

The Quitman School District will conduct queries through the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse on all current and new bus drivers in the school district. A consent form must be signed by the person on which the query will be run for both pre-employment queries and annual queries of current employees before a query can be initiated. The district may NOT query the Clearinghouse to determine whether a record exists for any driver without first obtaining that driver's written or electronic consent.

The district will not permit a driver to perform a safety-sensitive function if the driver refuses to grant consent.

The district will not employ a bus driver to perform a safety-sensitive function without first conducting a pre-employment query of the Clearinghouse to obtain information about whether the driver has:

1. A verified positive, adulterated, or substituted controlled substances test result;
2. Has an alcohol confirmation test with a concentration of 0.04 or higher;
3. Has refused to submit to a test; OR
4. That an employer has reported actual knowledge, as defined at 49 CFR § 382.107, that the driver used alcohol on duty in violation of 49 CFR § 382.205, used alcohol before duty in violation of 49 CFR § 382.207, used alcohol following an accident in violation of 49 CFR § 382.209, or used a controlled substance, in violation of 49 CFR § 382.213.

The district will also query the Clearinghouse annually for all currently employed CDL drivers. There are two types of queries:

1. Limited Query – This query will tell the district whether there is information about the individual driver in the Clearinghouse, but will not release that information to the district. The individual driver may give consent to conduct limited queries that is effective for more than one year.
2. Full Query – If the limited query shows that information exists in the Clearinghouse about the individual driver, the district must conduct a full query within 24 hours of conducting the limited query. The driver will need to sign another consent giving the district permission to do a full query. If the district fails to conduct a full query within 24 hours, the district must not allow the driver to continue to perform any safety-sensitive function until the district conducts the full query and the results confirm that the driver's Clearinghouse record contains no prohibitions.

The district will report a driver's drug and alcohol program violations (listed in 1-4 above) to the Clearinghouse within three (3) business days after the district learns of the information. The district will prohibit drivers who have violated the FMCSA's drug and alcohol program regulations from performing safety-sensitive duties unless the driver complies with the return-to-duty process set forth in 49 CFR Part 40, Subpart O.

MOTOR VEHICLE RECORDS

The State Board of Education requires that school districts obtain a copy of the motor vehicle records of all regular and substitute bus drivers. MVR reviews for all individual drivers must be completed prior to any driver being assigned a school bus for the purpose of transporting students.

BODY FLUIDS

Drivers should exercise extreme caution when dealing with body fluids, particularly blood. Each bus is supplied with a body fluid kit. Familiarize yourself with the contents of this fluid cleanup kit. Under no circumstances should a driver attempt to clean up any body fluids without the protection of latex gloves. A pair of latex gloves is included in all body fluid cleanup kits and extra gloves are in stock at the bus barn if needed.

CELL PHONE POLICY FOR BUS DRIVERS

Cell phone usage while driving a school bus is not allowed. Cell phones should be used only during emergencies.

Please adhere to the following guidelines:

1. If you must use your cell phone, pull to a safe location and park your bus. You should never try to drive your bus and talk on a cell phone at the same time.
2. The bus barn will call you on your route only in case of emergency (lost child, inclement weather, etc). We will allow you sufficient time to park your bus in a safe location before we expect you to answer.
3. A cell phone should **never** be used for casual conversation during a bus route.

Please remember that you are in the “public eye” at all times and we are charged with the responsibility of transporting the future and treasure of Clarke County each school day.

POINTS OF EMPHASIS

1. **DOWNTOWN PARKING** - No bus is to be parked downtown during the school day. If an emergency arises, please contact bus barn personnel.
2. **PRIVATE VEHICLE PARKING AT THE BUS BARN** - All private vehicles must be parked next to the chain link fence to the left of the bus barn entrance gate. Make certain you do not park close enough to the fence that you might accidentally hit the fence.
3. **DISCIPLINE** - All drivers **must** maintain discipline on the bus. You are responsible for the safety of the children on your bus. Work with divisional principals to maintain discipline.
4. **FIRST AID KITS** - All buses are equipped with emergency medical kits and body fluid cleanup kits. **These kits are not for personal use.** Contents of the kits should only be used on the bus. Each driver is responsible for monitoring the contents of each kit so that used supplies may be replenished.
5. **FIRE EXTINGUISHERS** - Each bus is equipped with a fire extinguisher. Drivers should immediately report a fire extinguisher that is missing or has been used. No bus should be driven that does not have a properly charged fire extinguisher. Notify bus barn personnel immediately if you need a fire extinguisher.
6. **TIRE CHECK** - No bus should be run any distance with a flat tire. Notify the bus barn immediately if you have a flat tire. Under no circumstances should a bus be left unattended if a tire is smoking. The only way to cool a smoking tire is with large amounts of water.

7. **REPORT OF STUDENT CONDUCT** - You should not report student misconduct if you do not personally see the misconduct. Do not rely on the word of students concerning the conduct of other students. Do not put your personal opinions of a student's character or family situation on the bus report.
8. **FIGHTS** - All fights must be reported to the appropriate principals. Bus drivers **must** write a short description of the fight (on a separate sheet of paper from the bus conduct report). This write-up must accompany the regular school bus discipline form.
9. **DRIVERS FAMILY RIDING THE BUS** - Special attention must be directed to bus discipline if the driver's own children or relatives ride the bus. A large percentage of parental complaints center around the conduct of the driver's children or relatives on the bus. Please make certain that your children or relatives follow the same rules of discipline as all other children on the bus.
10. **BUS INJURIES** - If a child is injured (cuts, bruises, bumps, etc.) on your bus please report the injury to the Transportation Director as soon as possible. This report hopefully will relieve the driver of negligence or liability. Also forward a list of all students on the bus when the injury took place.
11. **SEXUAL HARASSMENT** - The Quitman School District will not tolerate sexual harassment of students. If as a bus driver, you witness or are informed of any type of sexual harassment please report that behavior to the appropriate principal. Also make certain that you fill out a discipline report to serve as documentation. If you have any questions, contact the Transportation Director.
12. **CHILDREN LEFT ON THE BUS** - Check your bus after every morning and afternoon route to make certain that no children have fallen asleep on your bus.
13. **BUS BARN TELEPHONE** - All drivers are asked to not use the bus barn telephone for personal business
14. **KEEP BUS CLEAN** – All drivers are required to keep their bus clean. This will involve sweeping the bus on a regular basis and cleaning up after spills and sick students. Bus barn staff will provide materials for cleaning.



STOP!!!
LIFE-SAVING FACTS FOR SCHOOL BUS DRIVERS
CROSSING TRACKS SAFELY

Try to plan your route so you do not cross any railroad tracks.

As you approach the crossing, slow down and test your brakes.

Stop so the front bumper is NO CLOSER to the track than 15 feet and NO FARTHER than 50 feet. The train is wider than the tracks, and you must be able to see if the track is clear.

Keep your foot on the brake so you can't move or be shoved into the path of a train.

Open the driver's window and service door to check if a train is approaching.

Turn off radios and signal for the students to be quiet.

Start across when you are sure you don't see a train or hear a warning whistle.

Before moving, close the driver's window and the service door.

Never stop on the tracks or back up. Look beyond the tracks to be sure the containment area is large enough. Be sure the rear bumper can clear the tracks at least 15 feet.

Never pass on the tracks.

If the gate comes down after you have started across, drive through it even if it means breaking the gate- -the gate is designed to break.

If your bus stalls or is trapped on the tracks, immediately get everyone off the bus. Move everyone far from the bus at an angle, which is both away from the tracks and toward the train.

Be aware of the number of tracks you will be crossing and make sure no trains are approaching from either direction on other tracks.

After a train has passed over the crossing, wait until you are able to see in all directions that no other trains are approaching.

EVALUATIONS

It shall be the policy of the Quitman School District to evaluate the motor vehicle records of bus drivers annually. The evaluation will be based on a point system assigned to various violations. This is policy **EDFB, Motor Vehicle Records of Bus Drivers, Board approved on 01/16/2016.**

Category I

Violations are assigned one point per incidence over the past three years. Drivers that accumulate five or more points in a three- year period are considered "unacceptable" by the Quitman School District and may be dismissed as school bus drivers. The incidents and point values are as follows:

<u>Incident</u>	<u>Incident Point Value</u>
1. Moving Violations	1
2. "At-fault" accident	1

An accident and a violation earned at the same time count as one point.

Category II

All violations in Category II are considered serious traffic violations and are assigned five points each. A driver that acquires one serious traffic violation during a three-year period is considered "unacceptable" by the Quitman School District and may be dismissed as a school bus driver. Serious traffic violations are listed as follows:

1. DUI or other alcohol or drug related violation
2. Reckless vehicle operation
3. Assault with a motor vehicle
4. Leaving the scene of an accident
5. Driving under suspension or revocation

The objective of the MVR evaluation guidelines is to provide a method for determining unsafe drivers. The evaluation of each MVR regarding employment and termination of the driver is the responsibility of the Quitman School District.

Nothing in this policy alters the at-will employment status of bus drivers.

QUITMAN SCHOOLS Student Awareness of Crisis Procedure

Students on all buses should know the actions that need to be taken in case of an emergency. The driver of the bus may be incapacitated and unable to take emergency action or give directions. Please adhere to the following steps before any activity trip or regular bus route.

1. Select two dependable high school students and show them all emergency exits on the bus. (Back door, side door, emergency window exits and roof - hatches if applicable.) Instruct these two students to evacuate other students from the bus if adults are unable to do so and evacuation is necessary. Drivers should make certain to instruct students to evacuate the bus only if necessary and reassemble students in a safe location (away from traffic) until help arrives.
2. Inform the students of the emergency numbers to be called in case of an accident. (These two numbers are posted above the front windshield.)

If your bus is involved in an accident the following procedure should be followed:

- 1) Do not move the vehicle unless leaving it would cause another accident.

- 2) Keep students on the bus unless there is danger of a fire or if the bus cannot be moved and is in a dangerous location.
- 3) Attend to serious injuries first.
- 4) Contact law enforcement (MANDATORY-776-5252 OR 911)
- 5) Contact an ambulance if necessary – 776-6995.
- 6) Contact the Bus Barn. Bus Barn is to insure emergency response teams have been notified. Bus Barn to notify the Central Office.
- 7) Go to each student and check for injuries.
- 8) Get a list of names of everyone on the bus.
- 9) Get names and addresses of owners of other vehicles involved.
- 10) A determination will be made whether to finish the route.

POST ACCIDENT DRUG SCREEN AND ALCOHOL BREATH ANALYSIS

Any bus driver who is involved in an accident with a fatality **must** submit to drug and alcohol screening within a two-hour period after the accident. If you are issued a ticket you **must** also submit to drug and alcohol testing.

Please adhere to the following procedure if you must be tested.

If the accident happens locally, immediately contact the following individuals in this order until you reach someone:

A. Ricky Graham, Director	Office 776-1048	Cell	601-917-1029
B. Keith Irby, Bus Shop Supervisor	Office 776-1048	Cell	601-604-9495
C. Dr. Minnie Dace, Superintendent	Office 776-2186	Cell	601-274-0341

Follow the instructions of the individual that you contact. If you cannot contact any of the above, report to Rush Hospital emergency room and tell them that you have been involved in an accident that requires a DOT drug screen and breath analysis **within a two-hour period** after the accident.

If you should be in Jackson or on the Gulf Coast or any other distant location do the following:

1. Try to contact one of the 3 individuals listed above.
2. If you cannot contact one of the above individuals follow this procedure:
 - A. Ask the local police where you can go to get a drug and alcohol screen and report to that location as quickly as possible.
 - B. Inform the hospital or other drug testing location that you are an employee of the Quitman School District, you have been involved in an accident, and you must submit to drug and alcohol screening.
 - C. Tell the individual that the cost of the drug test will be paid by the Quitman School District and to contact one of the 3 above named individuals as soon as possible.

Please remember that post accident drug testing **is the law** and must be completed within two hours if you are issued a ticket or a fatality is involved in an accident.

Handbook Disclaimer Notice

This Handbook is intended to cover the general day-to-day operations of the Quitman School District, and to address matters covered within frequently asked questions. While the administration and School Board have made every effort to review this Handbook for accuracy, there may still exist some unintended errors and omissions. If a conflict exists between the terms and provisions of this Handbook as opposed to the School District's Official Policies, then in said event the Official Policies will control. The School District's Official Policies can be accessed and reviewed at: <https://quitmansd.msba policy.org/DistrictHome/tabid/9626/Default.aspx>

BUS ACCIDENT

TO: ALL DRIVERS

FROM: TRANSPORTATION DIRECTOR

SUBJECT: BUS ACCIDENT PROCEDURE

NEVER MOVE YOUR BUS IF YOU ARE INVOLVED IN ANY TYPE ACCIDENT. EVEN IF YOU JUST BUMP INTO ANOTHER CAR AND THE OTHER DRIVER TELLS YOU TO LEAVE AND THEY LEAVE, YOU MUST STAY AT THE SCENE OF THE ACCIDENT UNTIL A POLICE OFFICER ARRIVES AND A POLICE REPORT HAS BEEN WRITTEN.

IN CASE OF AN ACCIDENT DURING THE SCHOOL DAY, IMMEDIATELY CONTACT RICKY GRAHAM OR KEITH IRBY AT THE BUS BARN AT 776-1048/ 601-917-1029 OR 601-934-9272. IF RICKY GRAHAM OR KEITH IRBY CANNOT BE REACHED, CONTACT THE CENTRAL OFFICE AT 776-2186. THERE USUALLY WILL BE SOMEONE AT THE CENTRAL OFFICE TO TAKE YOUR CALL.

IN CASE OF AN ACCIDENT AFTER 4:00 P. M. OR DURING A WEEKEND TRIP, FIRST CALL THE BUS BARN @ 776-1048 THEN RICKY GRAHAM @ 601-917-1029.

I CANNOT STRESS HOW IMPORTANT IT IS FOR YOU TO UNDERSTAND THE NECESSITY OF ALWAYS GETTING A POLICE REPORT BEFORE YOU LEAVE THE SCENE OF ANY ACCIDENT. THE QUITMAN SCHOOL DISTRICT MUST HAVE A POLICE REPORT ON FILE FOR YOUR PROTECTION AS WELL AS FOR THE PROTECTION OF THE SCHOOL. FAILURE TO CONTACT SCHOOL PERSONNEL OR TO GET A POLICE REPORT IF YOU ARE INVOLVED IN AN ACCIDENT MAY RESULT IN YOUR TERMINATION AS A BUS DRIVER FOR THE QUITMAN SCHOOL DISTRICT.

A SIGNED COPY WILL BE MAINTAINED IN YOUR PERSONNEL FILE.

SIGNATURE

PRINT NAME

DATE

DRUG AND ALCOHOL SCREENING CONSENT FORM

APPLICANT/EMPLOYEE NAME: _____

As required by the Omnibus Transportation Employee Testing Act of 1991 (DOT rules 49 CFR Part 40), I understand all employees in safety-sensitive commercial/mass transit transportation positions as defined by DOT are required to be tested for drug and alcohol misuse.

I have been provided a copy and have read the Quitman School District's policy for drug and alcohol screening and hereby to provide a urine, breath, and/or blood specimen when requested.

I understand that a positive test results for controlled substance and/or alcohol will disqualify me from the operation of a commercial motor vehicle and/or other safety-sensitive duties.

I understand that should any legal action be taken as a result of this testing program, that confidentiality could no longer be maintained.

I have been provided Drug Awareness Education and have been provided with the name of the agency designated by the Quitman School District. The substance abuse agency is Rush Workforce Wellness Center.

A copy will be maintained in your personnel file.

APPLICANT/EMPLOYEE SIGN

DATE

SPEEDING

TO: ALL BUS DRIVERS
FROM: TRANSPORTATION DIRECTOR
SUBJECT: SPEEDING

Please be aware that the legal speed limit of a bus on a route is 45 MPH. I realize that in some instances (going down a hill, passing a very slow moving vehicle) a bus may travel faster than 45 MPH. But there is never an excuse for a bus to be traveling as fast as 60 MPH. If a bus driver of the Quitman School District is issued a speeding ticket for driving 60 MPH or faster with students on the bus, the driver of the bus will be suspended without pay until an investigation has been completed. If the driver is found to be at fault (guilty) the driver will be terminated.

I regret that this extreme course of action is necessary but I have a responsibility to protect the safety of Quitman School District students. We cannot allow the buses of the Quitman School District to travel at an excessive rate of speed. We have stated on numerous occasions that the legal speed limit on a bus route with students on board the bus is 45 MPH.

I appreciate the safe drivers that we have working for our school system. However, I must take whatever action is required to maintain the safety of all students who are transported by the Quitman School District. If you have any questions, please contact me immediately.

Your signature at the bottom of this memo signifies that you have read and understand the contents of the memo.

NAME: _____

DATE: _____

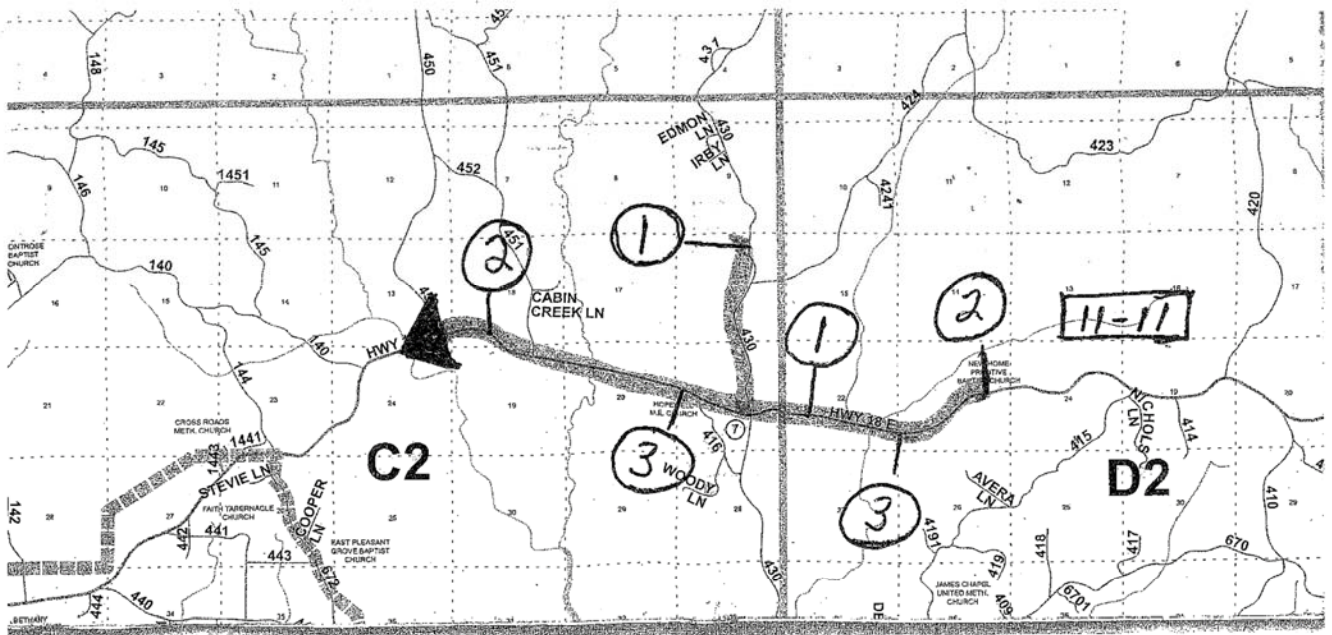
PRINT NAME: _____

QUITMAN SCHOOLS BUS ROUTE MAP

PLEASE DEVELOP YOUR MAP BASED ON INSTRUCTIONS AND SAMPLE BELOW
AND TURN IN TO BUS BARN STAFF BY AUGUST 31, 2014.

SAMPLE BUS ROUTE MAP!

1. Use a highlighter to trace the roads that you drive on your route. Use a black or blue ball point pin to write all other information.
2. Draw a square about a half inch up the road before your first stop to represent where your route begins. Write your bus number in the square to identify and connect the bus to the route.
3. Draw circles to represent bus stops. Write numbers in the circles to indicate the number of pupils at each stop.
4. Make an arrow sign on the road about a half inch past your last stop to indicate you have no more pick-ups between the arrow and school.
5. Upon drawing the arrow symbol stop tracing with the highlighter. You should be through with your map.



**QUITMAN SCHOOL
ROUTE INFORMATION SHEET
SCHOOL YEAR 2023 – 2024**

Bus Number: _____ Route Number: _____

Bus Driver: _____

Number of students who ride your bus every day: _____

Length of your route one- way: _____

Number of miles of paved road on your route (one way): _____

Where your bus will be parked at night: _____

Emergency number where you can be reached at night: _____

Second number: _____ Cell number: _____

Emergency number where you can be reached during the day: _____

Second number: _____ Cell number: _____

Please give a detailed description of the location of your first and second pickup in the morning.

Time of first pickup: _____

Name(s) of first student(s): _____

Physical description of location of pickup:

for Example: Road #, description of house or any other distinguishing feature, such as trees, cars, & etc.

Pickup #2 Same as above:

Time of pickup: _____

Names of students: _____

Physical description of location of pickup: EX RD # _____

This form must be completed and turned in by August 31, 2023.

**QUITMAN SCHOOLS
BUS EVACUATION FORMS
AUGUST 2023**

All Quitman Schools bus drivers, including Special Needs, will conduct three school bus evacuation drills during the 2023-2024 school year. The first evacuation drill must be completed by August 31, 2023. The second drill must be completed by September 30, 2023. The third drill must be completed by January 31, 2024.

One drill must be conducted with all students exiting through the back emergency door of the bus. Another drill should have half of the students exiting through the front door of the bus and the other half through the back emergency door of the bus.

Please assign two older students to assist the younger students who must exit the back emergency door.

IMPORTANT POINTS

1. Make certain that you pull off the highway in a safe place so that the students will not be in any danger. (Vacant parking lot, churchyard, etc.)
2. Please inform the students when this drill must be used. (Bad weather, fire, accident, bus stalled on a railroad track, or bus stalled in a dangerous highway location.)
3. Drivers are requested to follow the time requirements above for the completion of the drills.

PLEASE MAKE A NOTE OF THE DEADLINE DATES FOR EACH DRILL.

REMEMBER, THE SAFETY OF YOUR STUDENTS MUST BE YOUR FIRST AND MOST IMPORTANT CONCERN.

QUITMAN SCHOOLS
BUS EVACUATION DRILL VERIFICATION
SCHOOL TERM 2023- 2024

DRIVER: _____

BUS NUMBER: _____

DATE OF DRILL: _____

LOCATION OF WHERE DRILL TOOK PLACE: _____
(EXAMPLE: CHURCHYARD-ROLLING CREEK BAPTIST CHURCH)

TIME OF DRILL: _____

LENGTH OF TIME REQUIRED FOR ALL PASSENGERS TO EXIT THE BUS: _____

TYPE OF DRILL USED – PLEASE CIRCLE BELOW:

A. ALL STUDENTS EXITING BUS THROUGH REAR EMERGENCY DOOR.

B. HALF OF CHILDREN EXITING THROUGH FRONT PASSENGER DOOR, HALF
EXITING THROUGH REAR EMERGENCY DOOR.

BUS DRIVER'S PRINTED NAME: _____

BUS DRIVER SIGNATURE: _____

QSD BUS INJURY REPORT
ACCIDENT REPORT
SCHOOL TERM 2023 - 2024

BUS #: _____

DRIVER: _____

DATE OF INJURY: _____

TIME OF INJURY: _____

LOCATION OF BUS WHEN INJURY OCCURRED: _____

NAMES OF STUDENT (S) INJURED: _____

DESCRIBE HOW INJURY TOOK PLACE: _____

VISIBLE SIGNS OF INJURY (EXAMPLE: BLEEDING, SWELLING, DISCOLORATION, NAUSEA, CUTS):

ACTION TAKEN BY BUS DRIVER: (EXAMPLE ☺)

1. SCHOOL AND BUS BARN NOTIFIED.
2. STUDENT CARRIED TO EMERGENCY ROOM.
3. FIRST AID ADMINISTERED.
4. CHILD CARRIED HOME.

STUDENTS ON BUS WHEN INJURY OCCURRED:

TIPS FOR SUBSTITUTE BUS DRIVERS

Thank you for agreeing to drive a bus route for the Quitman School District. I hope that the information found below will help if you need assistance.

Quitman School District Bus Barn:	601-776-1048
Ricky Graham, Director	Cell 601-917-1029
Keith Irby, Bus Shop Supervisor	Cell 601-604-9495

If you have mechanical problems, please notify the bus barn immediately. We will send someone to help you as soon as possible. Please keep children on the bus until help arrives. If the bus is disabled in a dangerous location and cannot be moved, students should be unloaded from the bus and moved to a place of safety.

If you do not know the route, select a student to help you with directions/instructions concerning the route and the stops on the route. Try to select a dependable high school student.

It is very important that you understand where to leave the bus after you complete your bus route. Make certain that you know where the bus is parked after you finish your route. (Regular drivers home, bus barn, etc.)

IMPORTANT: Please be certain that you only let students off at their regular drop-off points. You are responsible for delivering the students to his/her regular drop-off. Do not allow a student to get off the bus at a place other than his/her regular daily drop-off point unless he/she has a signed note from a principal authorizing you to let the student off at some other point. If you have a young student who cannot tell you where they live, keep them on the bus and call the bus barn after you complete your route. Never allow a student to get off the bus to ride with someone to his/her home. You must deliver that student to his/her home or drop-off point. **The bus driver could be held personally responsible if something happened to that student while riding in another vehicle. The parent/legal guardian of the child would be the only person that you would allow to take the child off the bus.**

The names of substitute drivers will be turned into payroll by the 3rd Friday of each month. Checks will be issued to substitute drivers on the last working day of each month.

Operating an Electronic Device While Driving on District Business

Policy ECIA board approved: 01/11/2016

No employee or volunteer driver of the Quitman School District shall operate any district motor vehicle or operate a personal motor vehicle in the course of their responsibilities and duties with the district while writing, sending, or reading a text message and from accessing, reading, or posting to a social networking site using a hand-held mobile telephone.

Definitions

- "Hand-held mobile telephone" means a mobile telephone or other portable electronic communication device with which a user engages in a call or writes, sends, or reads a message using at least one hand. The term "hand-held mobile telephone" shall not include a voice-operated or hands-free device;
- "Motor vehicle" means a vehicle driven or drawn by mechanical power and manufactured primarily for use on public highways;
- "Social networking site" means any web-based service that allows individuals to construct a profile within a founded system, articulate a list of other users with whom they share a connection, and communicate with other users of the site;
- "Text message" includes a text-based message, instant message, electronic message, email, but shall not include an emergency, traffic, or weather alert or a message related to the operation or navigation of the motor vehicle;
- "Writing," "sending," and "reading," with respect to a text message, means the manual entry, sending, or retrieval of a text message, respectively, to communicate with any person or device.
- "Voice operated or hands-free device" means a device that allows the user to write, send, or listen to a message without the use of either hand except to activate, deactivate, or initiate a feature or function.

Violations

Violations of this policy may lead to disciplinary action including denial of use of school vehicles and district cell phones and up to and including termination. Certain violations are punishable by law. Any fines or penalties incurred shall be the responsibility of the employee.

Statement of Acknowledgement

Please read and sign the Statement of Acknowledgement and return it to your supervisor. If you have any questions regarding this policy, please contact your supervisor.

I am aware of the policy prohibiting distracted driving while operating a district vehicle or a personal vehicle in the course of my responsibilities and duties with the district. I fully understand the terms of this policy and agree to abide by them.

Employee Signature _____ Date _____

Employee Name (printed) _____

Bus Idling Policy

EDAH Bus Idling/Idle Reduction for Buses

policy EDAH board approved: 06/13/2016

In order to reduce pollution and reduce health concerns, and prevent the premature wear on engines created by idling school buses, the Quitman School District will eliminate all unnecessary idling of District-owned and/or contracted school buses such that idling is minimized in all aspects of school bus operation.

The Board authorizes the Superintendent to establish administrative procedures in furtherance of this policy.

Idling Control Measures -

1. When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area. Exceptions include conditions that would compromise passenger safety, such as extreme weather or idling in traffic.
2. At school bus depots, limit the idling time during early morning warm-up to what is recommended by the manufacturer (generally 3-5 minutes) in all but the coldest weather.
3. Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds.
4. In colder weather, the Transportation Department is directed to provide an area where bus drivers who arrive early can wait. If the warmth of the bus is an issue, idling is to be at a very minimum and occur outside the school zone. The "warmed" bus is to enter the school zone as close to pick-up time as possible to maintain warmth and then shut down.
5. All service delivery vehicles shall turn off the engines while making deliveries to school buildings.
6. The Transportation Department is directed to revise bus schedules so that the newest buses are assigned to the longest routes.
7. All drivers shall receive a copy of the policy and sign a letter of adherence to this policy each school year.

Quitman School District Transportation Department Transportation Department Timeline School Term 2023 - 2024

August	Pick-up buses at the bus barn after the meeting
August 7	First Day of School
August 31	Route Information Sheet Due
	Bus Evacuation Form Due
	Bus Route Map Due
	Payday
September 4	Labor Day Holiday
September 29	Second Evacuation Form Due
	Payday
October 9-10	Fall Break
October 16	Parent Conference Day (63% for students)
October 31	Payday
November 20-24	Thanksgiving Holidays
November 27	School Resumes
November 30	Payday
December 15	60 % day - Begin Christmas Holidays
	December 18 – January 2 are Christmas Holidays
December 15	Payday
January 3	School Resumes
January 15	Martin Luther King Holiday
January 31	Third Bus Evacuation Due
	Payday
February 12	Parent Conference Day (no school for students)
February 29	Payday
March 11-15	Spring Break
March 28	Payday
March 29	Good Friday Holiday (no school)
April 1	Easter Monday (makeup day, if needed)
April 30	Payday
May 17	Graduation
May 23	60% day - Last Day for Students
	Bus Drivers Return Your Buses to the Bus Barn
May 24	Teachers Last Day
May 31	Payday

Transportation Staff Agreement

School Year 2023 - 2024

**This is to certify that I have reviewed the contents of this
transportation staff handbook.**

Printed Name

Signature

Date

Please detach and return to the Transportation Secretary.