

# **College Community School District**



## **School Bus Driver Handbook**

**2024 - 2025**

Transportation Office  
401 76<sup>th</sup> Ave. SW  
Cedar Rapids, IA 52404  
Phone: (319) 848-5204 Fax: (319) 848-5210  
Web: [www.crprairie.org](http://www.crprairie.org)

# **School Bus Driver/Aide Handbook**

## **Table of Contents**

### **Table of Contents**

<b>Article I:</b>	<b>9</b>
<b>WORK GROUP UNIT AND DEFINITIONS</b>	<b>9</b>
1.1 Unit	9
1.2 Definitions	9
<b>ARTICLE II:</b>	<b>10</b>
<b>WORK DAY AND WORK WEEK</b>	<b>10</b>
2.1 Work Day	10
2.2 Work Week	10
<b>ARTICLE III:</b>	<b>11</b>
<b>WAGES</b>	<b>11</b>
3.1 Rate of Pay	11
3.2 Longevity Pay	12
3.3 Wages: Special Trips	12
3.4 Required Meetings and Learning Routes	13
3.5 Overnight Trips	13
3.6 Stand-By Time	13
3.7 Modified Work Day	13
3.8 Probationary Period	14
3.9 Method of Payment	14
3.10 Substitute Driver Pay	14
3.11 New Driver Recruitment Bonus	14
3.12 Holiday Pay	15
3.13 Insurance Benefits	15
<b>ARTICLE IV:</b>	<b>15</b>
<b>SENIORITY</b>	<b>15</b>
4.1 Definition	15
4.2 Breaks in Service	15
<b>ARTICLE V:</b>	<b>16</b>
<b>LEAVE OF ABSENCE</b>	<b>16</b>
5.1 Absences from Work (paid & unpaid):	16
5.2 Sick Leave:	16
5.3 Family Sick Leave:	18
5.4 Job Injury Sick Leave	19

5.5 Bereavement Leave (Granted to regular full-time drivers & aides only)	19
5.6 Military Service Leave:	19
5.7 Jury Duty	20
5.8 Special Leave - Board Approved	20
5.9 Absent Without Leave	21
5.10 Attendance Bonus Plan	22
5.11 Records	22
5.12 Family Medical Leave	22
1. Basic Leave Entitlement	22
2. Military Family Leave Entitlements	23
3. Benefits and Protections	23
4. Eligibility Requirements	23
5. Definition of Serious Health Condition	23
6. Use of Leave	23
7. Substitution of Paid Leave for Unpaid Leave	24
8. Employee Responsibilities	24
9. Employer Responsibilities	24
10. Unlawful Acts by Employers	24
11. Enforcement	24
<b>ARTICLE VI:</b>	<b>25</b>
<b>FINES</b>	<b>25</b>
<b>ARTICLE VII:</b>	<b>25</b>
<b>BIDDING PROCEDURE</b>	<b>25</b>
7.1 Assignment to Regular Routes	25
7.2 Extra Trip Assignments	26
7.3 Other Assignments	27
7.4 Summer Extra Trips	27
7.5 Errors	27
<b>ARTICLE VIII:</b>	<b>28</b>
<b>STAFF REDUCTION PROCEDURES</b>	<b>28</b>
8.1 Reduction in Force	28
8.2 Recall Rights	28
8.3 Notification of Recall	28
8.4 Drivers and Bus Aides	28
<b>ARTICLE IX:</b>	<b>29</b>
<b>COMPLAINT PROCEDURES</b>	<b>29</b>
9.1 Definitions	29
9.2 Procedures	29
9.3 Representation	30
<b>ARTICLE X:</b>	<b>31</b>
<b>PHYSICAL EXAMINATION &amp; LICENSE FEES</b>	<b>31</b>
10.1 Physical Examination	31

10.2 License Fees/Classes	31
<b>ARTICLE XI:</b>	<b>31</b>
<b>SAFETY</b>	<b>31</b>
<b>ARTICLE XII:</b>	<b>32</b>
<b>DURATION OF AGREEMENT</b>	<b>32</b>
<b>APPENDIX I:</b>	<b>32</b>
<b>BUS DRIVER &amp; BUS AIDE GUIDING PRINCIPLES</b>	<b>32</b>
<b>APPENDIX II:</b>	<b>33</b>
<b>TRANSPORTATION DEPARTMENT</b>	<b>33</b>
<b>ORGANIZATIONAL CHART</b>	<b>33</b>
<b>APPENDIX III:</b>	<b>34</b>
<b>PERSONNEL AND PHONE NUMBERS</b>	<b>34</b>
CCSD Transportation Department Personnel:	34
Building List	35
<b>APPENDIX IV:</b>	<b>36</b>
<b>ACCIDENT &amp; EMERGENCY PROCEDURES</b>	<b>36</b>
Accidents:	36
School Bus Emergency Plan:	36
Assessing the Need to Evacuate:	37
General Procedures for Emergency Evacuation:	37
In an Emergency:	38
Student Assistants:	38
Accident Avoidance:	39
Operating ABC Fire Extinguishers:	40
Procedures to Follow if Stranded in a Storm:	40
Bad Road/Bus is Stuck:	41
<b>APPENDIX V:</b>	<b>42</b>
<b>TRANSPORTATION DEPARTMENT STANDARD OF OPERATING PROCEDURES</b>	<b>42</b>
Allocation of Buses:	42
Anti-Idling	42
School bus drivers must:	42
Clean Buses:	43
Eating on the Bus:	43
Mail Boxes:	43
<b>APPENDIX VI:</b>	<b>44</b>
<b>AUTHORIZED PASSENGERS &amp; EXPECTATIONS</b>	<b>44</b>
Authorized Passengers:	44
Confidentiality:	44
Behavior Issues & Bullying:	44
<b>SCHOOL BUS RULES</b>	<b>47</b>
<b>APPENDIX VII:</b>	<b>48</b>
<b>BUS DRIVER/BUS AIDE JOB DESCRIPTIONS</b>	<b>48</b>

<b>&amp; REQUIREMENTS</b>	<b>48</b>
Requirements for Certification	50
Prohibited Drug and Alcohol Use	52
Who is covered by the Drug and Alcohol Regulations?	53
What is a Safety-Sensitive Function?	53
Pre-Testing	53
Required Tests	53
Random Testing	54
Reasonable Cause	54
Return to Duty / Follow-Up Testing	55
Testing	56
What Happens if I Refuse to Be Tested?	56
Drug Test Procedures:	56
Alcohol Test Procedures:	57
Confidentiality	58
School Bus Aide Job Description:	58
<b>APPENDIX VIII:</b>	<b>61</b>
<b>BUS ROUTES</b>	<b>61</b>
Bus Routes:	61
<b>APPENDIX IX:</b>	<b>61</b>
<b>STAFF AND STUDENT PERSONAL ITEMS</b>	<b>61</b>
Carry-on Items:	61
Cell Phones:	62
Lost and Found:	62
<b>APPENDIX X:</b>	<b>63</b>
<b>CHECK-IN PROCEDURES</b>	<b>63</b>
Check-In Procedure:	63
Morning Drop-Off Procedure:	63
Afternoon Loading Procedure:	64
1. 1st Routes:	64
2. 2nd Routes:	64
3. 3rd Routes:	64
<b>APPENDIX XI:</b>	<b>65</b>
<b>CHILDREN &amp; GRANDCHILDREN IN DRIVER'S ROOM</b>	<b>65</b>
<b>&amp; ON THE PROPERTY</b>	<b>65</b>
Children/Grandchildren in Driver's Room and On Property:	65
<b>APPENDIX XII:</b>	<b>65</b>
<b>REQUIRED DRIVER NOTIFICATION</b>	<b>65</b>
<b>TO THE SCHOOL DISTRICT</b>	<b>65</b>
Drivers Need to Notify School District in the following circumstances:	65
<b>APPENDIX XII:</b>	<b>66</b>
<b>MAINTENANCE &amp; INSPECTIONS &amp; OIL CHANGES</b>	<b>66</b>

Maintenance and Inspections:	66
Driver Responsibilities:	66
1. Pre-trip Vehicle Inspection:	66
2. Mechanics Slips:	66
<b>APPENDIX XIV:</b>	<b>67</b>
<b>OCCUPATIONAL HEALTH &amp; SAFETY</b>	<b>67</b>
Safety in the Workplace:	67
Hazardous Communications/Worker's Right to Know:	68
District Responsibilities:	68
Employee Responsibilities:	68
<b>APPENDIX XV:</b>	<b>69</b>
<b>PULLING OVER &amp; PARKING YOUR BUS</b>	<b>69</b>
Pulling Over Your Bus:	69
Parking Your Bus:	69
<b>APPENDIX XVI</b>	<b>70</b>
<b>PAYROLL INFORMATION &amp; PERSONNEL FILES</b>	<b>70</b>
Payday:	70
Time Clock:	70
Driver's & Bus Aides Personnel Files:	70
<b>APPENDIX XVII:</b>	<b>71</b>
<b>PERSONAL USE OF SCHOOL EQUIPMENT</b>	<b>71</b>
Personal Use of School Equipment:	71
<b>APPENDIX XVIII:</b>	<b>71</b>
<b>PROFESSIONALISM &amp; PUBLIC IMAGE</b>	<b>71</b>
Clean appearance:	71
Public Image:	72
Kid Friendly:	72
Reliability:	72
Good Ambassadors:	72
<b>APPENDIX IXX:</b>	<b>73</b>
<b>CHAPTER 103B AND REASONABLE FORCE</b>	<b>73</b>
Reasonable Force:	73
<b>APPENDIX XX:</b>	<b>74</b>
<b>RESIGNATION FORMS</b>	<b>74</b>
Resignation Forms:	74
<b>APPENDIX XXI:</b>	<b>74</b>
<b>SCHOOL BUS DANGER ZONES</b>	<b>74</b>
School Bus Danger Zones:	74
<b>APPENDIX XXII:</b>	<b>76</b>
<b>SICK CALL-IN</b>	<b>76</b>
Sick Call-In	76
<b>APPENDIX XXIII:</b>	<b>77</b>

<b>USE OF NICOTINE &amp; SMOKING</b>	<b>77</b>
Nicotine:	77
<b>APPENDIX XXIV:</b>	<b>77</b>
<b>SPECIAL TRIPS</b>	<b>77</b>
Special Trips:	77
Meals:	78
Drivers participating in the special trip activity:	78
Late or “no show” for trips:	78
If drivers exchange trips:	78
Mid-day and summer routes and trip bidding:	78
<b>APPENDIX XXV:</b>	<b>79</b>
<b>SEVERE WEATHER &amp; CANCELLATION &amp; DELAYS</b>	<b>79</b>
Weather Cancellations and Delays:	79
<b>APPENDIX XXVI:</b>	<b>79</b>
<b>STUDENT ACCIDENTS</b>	<b>79</b>
Student Accidents:	79
<b>APPENDIX XXVII:</b>	<b>80</b>
<b>TICKETS &amp; VIOLATIONS OF THE BUS STOP ARM</b>	<b>80</b>
Traffic Laws:	80
Violation of Bus Stop Arm:	80
<b>APPENDIX XXVIII</b>	<b>80</b>
<b>RADIO PROTOCOL</b>	<b>80</b>
Two Way Radios:	80
When you start your bus check:	80
To place a call:	81
Communication Tips:	81
AM/FM Radios:	81
<b>APPENDIX XXIX:</b>	<b>82</b>
<b>WORKERS COMPENSATION</b>	<b>82</b>
Worker’s Compensation:	82
<b>APPENDIX XXX:</b>	<b>85</b>
<b>TRANSPORTATION DEPARTMENT FORMS</b>	<b>85</b>
List of Forms:	85
SCHOOL BUS WARNING DEVICES VIOLATION REPORT:	86
STOP ARM VIOLATION FORM	86
PROCESS OF RESIGNATION	87
SCHOOL BUS CONDUCT REPORT	88
TRIP BID FORM	89
PASSENGER SURVEY & STUDENT RIDING TIME	89
DRUG AND ALCOHOL CONSENT FORM	91
TRIP SHEET – REQUEST FOR SCHOOL DISTRICT TRANSPORTATION	92
VEHICLE DEFICIENCY REPORT	94

---

---

	PRE-TRIP AND POST-TRIP
<b>INSPECTION SHEET - BUS</b>	<b>94</b>
DAILY INSPECTION SHEET - VAN	96
ROUTE CHANGE FORM	97
STANDARD STUDENT ACCIDENT REPORT FORM	97
LEA MEDICAID SERVICES DOCUMENTATION:	99
SPECIAL TRANSPORTATION	99
LEA MEDICAID SERVICE DOCUMENT:	100
HEALTH PARAPROFESSIONAL	100



## **Article I:**

### **WORK GROUP UNIT AND DEFINITIONS**

#### **1.1 Unit**

The College Community School District hereby recognizes the College Community Bus Drivers, Van Drivers, and Bus Aides as the representatives for meet and confer negotiations. Chapter 20 regulations will not apply to the meet and confer process.

The unit described above is as follows:

**Included:** All regular full-time and part-time substitutes drivers and aides employed by the College Community School District. Part-time drivers are defined as any driver that is issued and has signed a “Substitute Bus Driver” contract.

**Excluded:** All other employees of the College Community School District.

#### **1.2 Definitions**

1. The term "School District" is used in this Agreement, shall mean the College Community Schools in the county of Linn, State of Iowa, its Board of Directors, or its duly authorized representatives.
2. The term "Bus Drivers" as used in this Agreement shall be the employees in the unit description in 1.1 that are INCLUDED.
3. The term "employee", as used in this Agreement, shall mean all persons described in the bargaining unit set forth in Section 1.1 of this Article.
4. The term "school year", as used in this Agreement, shall mean that period of time commencing with the first date of the official school calendar and continuing through the last day of said calendar.
5. The term “regular routes”, as used in this Agreement, shall mean routes utilizing vehicles and drivers that require a CDL license.
6. The term “van routes”, as used in this Agreement, shall mean routes utilizing vehicles and drivers that do not require a CDL license.
7. The term “Trip Only” bus drivers, as used in this agreement, shall mean a driver not normally assigned or available to drive a regular, daily route, but is available and hired specifically to drive special trips. “Trip only” bus drivers will be issued a “Substitute Bus Driver” contract pursuant to Section 1.1.

## **ARTICLE II:**

### **WORK DAY AND WORK WEEK**

#### **2.1 Work Day**

The normal workday for each employee shall be scheduled according to the needs of the school district. The normal hours shall be designated by the Director of Transportation and are subject to change based upon needs.

All employees shall perform services on those days as determined by the District to be workdays, including those legal holidays on which the District is authorized to conduct school and, pursuant to such authority, has determined to conduct school.

#### **2.2 Work Week**

The workweek shall be Monday through Sunday.

##### **Substitute Drivers & Aides:**

- Do not have a regular schedule
- Not eligible for leave
- Not eligible for holiday pay
- Not eligible for benefits

##### **Trip Only Staff:**

- Not eligible for leave
- Not eligible for holiday pay
- Not eligible for benefits

##### **Part-time Scheduled Staff (Days Vary: Monday - Friday)**

- Not eligible for leave
- Not eligible for holiday pay
- Not eligible for benefits

##### **Regular Full Time Scheduled Staff (Full Schedule: Monday - Friday):**

- Eligible for appropriate leave
- Eligible for holiday pay
- Eligible for benefits

## ARTICLE III:

### WAGES

#### **3.1 Rate of Pay**

The rate of pay is determined by the type of vehicle the driver is assigned. The following hourly rates of pay shall be in effect for this Agreement:

#### **2024-2025**

<b><u>Experience</u></b>	<b><u>Regular Bus Route</u></b>	<b><u>Van Route</u></b>	<b><u>Aides</u></b>
<b>Year 1</b>	\$ 23.85	\$ 19.85	\$ 17.35
<b>Year 2</b>	\$ 24.35	\$ 19.85	\$ 17.57
<b>Year 3</b>	\$ 24.35	\$ 19.85	\$ 17.57
<b>Year 4</b>	\$ 25.35	\$ 20.35	\$ 17.95
<b>Year 5</b>	\$ 25.35	\$20.35	\$ 17.95
<b>Year 6</b>	\$ 25.85	\$ 20.85	\$ 18.25
<b>Year 7</b>	\$ 25.85	\$ 20.85	\$ 18.25
<b>Year 8</b>	\$ 25.85	\$ 20.85	\$ 18.76
<b>Year 9</b>	\$ 26.85	\$ 21.10	\$ 18.76
<b>Year 10</b>	\$ 26.85	\$ 21.10	\$ 19.25
<b>Year 11</b>	\$ 27.85	\$ 21.85	\$ 19.25
<b>Year 12</b>	\$ 27.85	\$ 21.85	\$ 19.25
<b>Year 13</b>	\$ 27.85	\$ 21.85	\$ 19.25
<b>Year 14</b>	\$ 27.85	\$ 21.85	\$ 19.25
<b>Year 15</b>	\$ 27.85	\$ 21.85	\$ 20.31
<b>Years 16+</b>	\$ 28.85	\$ 22.35	\$ 20.31

Drivers employed after February 1st, will continue to be classified as a first-year driver for salary schedule placement purposes for the full year following the partial contract year in which they were hired.

Drivers employed after the start of the school year but prior to January 31st, will be given one (1) year credit for salary purposes.

The Transportation Director has the discretion to place any new employees on the salary schedule in reflection of their prior similar past work experience. Those who have previous experience as a school bus, a van driver, or as a bus aide will be eligible for up to 10 years of credit towards placement on the salary scale.\*\*

The minimum paid driving time for employees will be 1.5 hours per route (a.m. and p.m. are considered separate routes). Drivers may be assigned other “non-driving” duties inside the minimum time allotment.

EXCEPTION: The minimum paid driving time for employees that are employed full-time by the district as hourly employees or teachers will be 1.0 hour for a.m. and p.m. route.

### **3.2 Longevity Pay**

After Step 16, employees will be paid an additional \$400 annually.

### **3.3 Wages: Special Trips**

#### **1. Special Trip Wage:**

Drivers will be paid their normal driver wage per hour for all trips other than their regular routes or van routes.

#### **Lunch - Special Trips That Extend Over the Noon Hour:**

Drivers are expected to provide their own lunch or to pay for any lunch furnished by the school.

#### **2. Tolls and Fees:**

Drivers will be reimbursed for toll fees and parking for which they can produce a receipt.

#### **3. Minimum Trip:**

Any driver scheduled to do a special trip that does not run into their scheduled route time will be paid a minimum of 1.5 hours per trip or the actual trip time, whichever is greater.

#### **4. Overtime/ Limits:**

Employees working 40 hours per week (Monday through Sunday) will not be assigned to a special trip except in an emergency. The District discourages overtime pay whenever possible.

### **3.4 Required Meetings and Learning Routes**

Required meetings and learning routes shall be paid at an hourly rate of \$20 per hour. In the event that a scheduled meeting conflicts with an employee's regular route assignment, the employee shall receive the pay for the meeting time or his/her regular route pay, whichever is higher.

If the driver of a new route drives the route they will be paid their regular driving rate. Instructors approved by the Director of Transportation will be paid their regular driving rate for the time spent in instruction.

### **3.5 Overnight Trips**

In the event the driver is required to pay for lodging and meals, the driver shall be reimbursed the actual amount not to exceed the per diem allocations as established by the School District. Each driver must submit receipts verifying expenses. The driver will be paid pursuant to the Special Trip Wage stated in Section 3.2. Ten (10) hours will be deducted from the total elapsed time for each night of the trip. If the time between the release of the driver from driving responsibilities in the evening and the resumption of such responsibilities the following morning is less than ten hours, the deduction shall be the actual elapsed time.

### **3.6 Stand-By Time**

Employees required to report to the Transportation Center as "stand-by" drivers and who do not have a route assigned may be required to ride a route, as assigned by the Transportation Director or designee, as a secondary driver. Compensation will be the same as if they are the primary driver.

### **3.7 Modified Work Day**

#### **1. School Closure**

Employees that have an assigned report time that is within forty-five minutes of the school closure announcement, shall be paid a guarantee of one hour at the appropriate rate of pay if they report.

If the school closure announcement has been made at least forty-five minutes prior to the employee's assigned report time, the employee will not be paid.

#### **2. Delayed Start to the School Day**

In the event that the Superintendent or designee declares a delay in the start of the school day, those employees who report for work, and who have an assigned report time that is within forty-five minutes of the school delay announcement, shall be paid for one hour. Other employees will be required to adjust their report time accordingly and will be paid the regular assigned route time and rate of pay.

### **3.8 Probationary Period**

Upon employment as a regular driver, the driver will be placed on probation for the first sixty (60) working days of their contract.

At the end of the sixty (60) working days' probationary period, the driver will either be:

- a. Removed from probationary status, or
- b. Have the probationary period extended for an additional sixty (60) working days, or
- c. Be terminated.

The probation identifies a time period for orientation to the position of Bus Driver. A probationary driver may be terminated prior to the end of the probationary period if job performance is below the District's expectations.

### **3.9 Method of Payment**

Employees covered by this working agreement will be paid twice a month by direct deposit, if possible, to the financial institution of the employees' choice.

### **3.10 Substitute Driver Pay**

If a driver is employed by the school District as a regular full-time hourly employee, and serves as a substitute bus driver, the driver will be paid at the higher rate of pay between their regular rates and driving rate. They will advance on the bus driving salary schedule.

Drivers who are hired as substitutes may advance on the pay scale beyond the first-year rate.

Substitute drivers do not receive additional leave, holiday pay, or benefits.

### **3.11 New Driver Recruitment Bonus**

A new driver recruitment bonus of \$100.00 will be paid to a current driver after the new driver has completed the 60 working day probationary time period. An additional \$100.00 will be paid after the new driver has completed 90 working days. The recruiting driver must be identified by a procedure that is established by the Director of Transportation.

### **3.12 Holiday Pay**

1. All regular full-time bus drivers & aides shall receive Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve, New Year's Day, Good Friday, and Memorial Day as paid holidays.
2. Drivers will receive their regular daily route pay for the holiday.
3. Drivers employed in other work groups will be restricted to a total of eight (8) hours of pay for any holiday

### **3.13 Insurance Benefits**

Employees covered under this contract must work at least 20 hours per week and must have a set Monday - Friday schedule in order to be eligible for district health, dental, vision and voluntary insurance plans at their own cost. Those permanently scheduled for at least 25 hours per week on a permanent basis that choose to enroll in a district medical will receive \$250/mo. as a district contribution towards insurance.

## **ARTICLE IV: SENIORITY**

### **4.1 Definition**

The term "seniority" shall mean a regular bus driver's length of service since the last date of signing a regular bus driver's contract.

### **4.2 Breaks in Service**

A regular bus driver's seniority shall be broken by resignation, discharge, retirement or a continuous period of lay off in excess of one year.

An employee's seniority ceases to accumulate while the employee is laid off as a result of reduction in force. If an employee who is laid off returns to work within one year, the employee's previously earned seniority shall be reinstated.

An employee's seniority ceases to accumulate while on unpaid general leave that exceeds twenty-five (25) working days or after one (1) year on unpaid leave for medical reasons. If an employee returns to work at the conclusion of such leave, the employee's previously earned seniority shall be reinstated.

## ARTICLE V: LEAVE OF ABSENCE

### **5.1 Absences from Work (paid & unpaid):**

All absence requests need to be entered into the Frontline Absence system at least 24 hours prior to the date of the requested time off. Absences that are not submitted at least 24 hours prior to the date of the requested leave **and** approved by the Director of Transportation prior to the employee taking the leave, will be considered unapproved & unpaid.

Time off for the first weeks and the last week of school will only be granted in extreme cases such as medical necessities.

Be mindful of the school calendar dates that are reserved for the make up of inclement weather at the end of the year. Do not schedule any summer plans prior to the last date listed for inclement weather make-up days at the end of the school year.

School is in session 176 days per year. Thus there are 189 calendar days that school is not in session. Please do your best to schedule appointments and other events during the calendar dates that school **is not** in session.

Do not obligate yourself to plans for time-off until you have had your absence request approved by the Director of Transportation.

Requested leaves will be approved as long as the request for the leave does not jeopardize the transportation department's ability to serve the district and students by creating an undue hardship and shortages in staff to adequately run the scheduled transportation routes.

No time off can be submitted prior to July 1<sup>st</sup> for the upcoming school year.

### **5.2 Sick Leave:**

Sick leave will be granted to regular full-time drivers & aides in the following amounts:

First year of employment	10	days
Second year of employment	11	days
Third year of employment	12	days
Fourth year of employment	13	days
Fifth year of employment	14	days
Sixth year of employment and succeeding years	15	days



Personal sick leave can only be granted for your own personal illnesses and injuries. Sick leave is defined as an illness or injury that is such in nature that the employee cannot perform his/her duties.

**Pre-planned doctor's visits and scheduled appointments do not qualify for sick time.**

In the event you need to be absent from work because of a personal illness, you must submit a request for time off in the Frontline Absence system immediately after notifying the office of your illness. You will not be able to enter the absence within the Frontline Absence system at a later date and time.

All sick leave must be entered in the Frontline Absence system within 24 hours of the day of absence or the absence will be entered as unapproved and unpaid.

In addition:

- a. The above specified sick leave entitlements shall apply only to consecutive years of employment in the school district.
- b. Probationary employees shall receive sick leave credit in the same manner as regular employees.
- c. New employees hired after October 1st will have sick leave days prorated based upon the date of hire.
- d. Accrual of sick leave shall be limited to one hundred and twenty (120) days.
- e. An employee, eligible for sick leave, with pay, may use such sick leave upon approval of the Superintendent, or designee, for absence due to illness, minor injury, exposure to contagious disease (if directed by a physician to remain away from work), or due to major illness.
- f. Upon the birth of an employee's child, the non-birthing parent may use up to 5 days of employees sick leave to assist in the care of the newborn child. This time is to be taken within the first 30 days of the birth of the newborn child.
- g. Sick leave shall not be granted for employee elective and/or cosmetic surgery unless determined medically necessary by the employee's physician, or for such illnesses which reasonable evidence cannot be shown.
- h. The Superintendent, or designee, may require a doctor's certificate before approving sick leave with pay.
- i. Sick leave may not be utilized the day before holidays or extended breaks. If sick the day before a holiday or an extended break, the employee will need to obtain direct approval from their immediate supervisor via a direct phone call and conversation.
- j. Before payment is made for leave periods beyond three (3) consecutive days of work, medical certification shall be required.
- k. Sick leave under this section applies to an employee's personal injury or illness that is of such a nature that the employee cannot perform the duties of their position. Use of sick leave for any other purpose is subject to disciplinary action up to and including discharge.
- l. Absences for part of a day that are chargeable to sick leave in accordance with these provisions shall be charged in an amount of half of the employee's day. For the purpose of recording the number of sick days used, the following schedule will be in effect:

- a. If a driver is assigned just one (1) route per day, absence from that route due to illness will constitute a full day's sick leave.
- b. If a driver is assigned two (2) routes per day, absence from one (1) route due to illness will constitute one-half (1/2) day sick leave and both routes one (1) full day.
- c. If a driver is assigned three (3) routes per day, absence from one (1) route due to illness will constitute one half (1/2) day sick leave and two or more routes, one (1) full day.
- m. Drivers will be paid an amount equal to the amount they would have earned if driving but no combination of sick pay and hours worked will exceed the amount that would have been paid if the driver had driven all routes on that day.
- n. A doctor's statement may be required by the Director of Transportation or designee to substantiate claims for sick pay.
  - a. If this is the case you will be asked for that excuse from the Director of Transportation. In the case of pre-planned sick leave, a doctor's excuse may be required in advance of the absence. This excuse will verify that the procedure is medically necessary and as such would qualify as sick leave.
- o. Any regular employee transferred from one department to another department in the school district shall have sick leave credits transferred without loss to the employee.
- p. An employee who is unable to work because he/she was injured while employed by another employer, or during contract work for pay on non-school district work, shall not be entitled to these sick leave payments if he/she is receiving Workers Compensation payments because of such injury.
- q. On separation from the school district service, all sick leave credits shall be canceled and may not be reinstated or paid for.
- r. If the employee is later re-hired, sick leave will be accumulated on the basis of first year employment.
- s. For persons on lay off for budgetary reasons, and who are recalled, previously accumulated unused sick leave will be reinstated.

### **5.3 Family Sick Leave:**

1. Employees shall be entitled to two (2) days leave annually from your personal sick leave balance, non-accumulative for illness in the family. Illness in the family leave shall be construed to mean leave necessitated by illness of a member of the employee's immediate family. Immediate family shall be construed to mean spouse, common law spouse, or domestic partner, foster children who are in the direct care and reside in the home of the employee who has been designated as a legal guardian, and other relatives whose permanent address is in the same household, as the employee. Family sick leave may also be used for an employee's child and parent regardless of residence.
2. In the event that a child is born to an employee's spouse, common law spouse, or domestic partner, "illness in family" days, if available, may be used for care associated with the delivery.

3. In the event that an employee's spouse or minor child is hospitalized and the employee has exhausted all two (2) illness in family days and all available personal leave days, up to one (1) additional days of illness in family leave may be granted by the Superintendent or designee for the employee to be with their spouse or minor child during the hospitalization, for follow-up appointments directly related to the hospitalization which are scheduled within the same fiscal year, or for direct care of the spouse or minor child related to the hospitalization.
4. This leave shall be subject to the approval of the employee's supervisor.

#### **5.4 Job Injury Sick Leave**

1. The Board may pay the employee the difference between the employee's net salary and the salary replacement benefit received under Workers Compensation Insurance during the period of receipt of such benefits, and all fringe benefits shall continue to remain in effect. This may be taken from the employee's sick leave only with permission of the employee. The employee will be notified by the Payroll and Benefits Specialist or designee of this option.
2. If the option is not chosen, the employee will receive only the worker's compensation payment. Leave entitlement as provided in Article XII shall be reduced one (1) day for each day of absence if the employee elects the option of taking the pay difference. When said leave entitlement is exhausted, the Board shall make no further salary replacement contributions to the employee, and all fringe benefits shall be discontinued.

#### **5.5 Bereavement Leave (Granted to regular full-time drivers & aides only)**

Bereavement leave shall be used to attend the funeral and other related purposes only.

1. Employees may use up to four (4) days of paid funeral leave, in each instance, for the purpose of attending the funeral of or attending to urgent business connected with the death of a spouse, parent, parents-in-law, brother, sister, child, step child or grandchild. Use of this leave shall be scheduled through the Director of Transportation or designee.
2. An employee may use two (2) days paid funeral leave, in each instance, for the purpose of attending the funeral of or attending to urgent business connected with the death of a grandparent, brother-in-law or sister-in-law. If the funeral is held at a site more than 200 miles from Cedar Rapids, one (1) additional day may be requested. Use of this leave shall be scheduled through the Director of Transportation or designee.

#### **5.6 Military Service Leave:**

All regular employees entering military service of the United States (whether involuntary or voluntary), shall be given leave of absence for the time spent in the service.

Within ninety (90) days upon release from such military service, the employee must report for duty at the employee's old job at prevailing rate of pay for the class of job code. While absent, increases shall be given as if no absence existed. Seniority shall be maintained and longevity maintained.

Sick leave will not accumulate during such absence, however, credits previously recorded will be maintained.

Each regular employee shall be entitled to regular pay for military leave during the first thirty (30) calendar days of such military leave.

### **5.7 Jury Duty**

The employer shall pay all employees serving on any jury the difference in salary between jury pay and his/her regular route pay while in such service. If an employee is discharged from the jury before the workday ends, he/she must report immediately to the employer for work. This shall be construed to mean pay for the regular working hours of the employee selected for such jury duty.

If a driver receives a subpoena for testifying in court, drivers will be reimbursed for time attended at in-service rate. If missing a route, they will be paid for the driver's regular route. This reimbursement and regular route pay provision will not apply if the driver is a party to the case.

In cases involving a criminal act by the employee or a civil case initiated by the employee or a case where the employee is testifying against the school district, authorized leave with pay for services on a jury or attending court will not be reimbursed.

### **5.8 Special Leave - Board Approved**

The Board of Directors may authorize special leaves of absence for any period or periods not to exceed three (3) calendar months in any one fiscal year. Leave of this type shall only be granted for purposes other than employment opportunities and must be authorized by the Board of Education for the following purposes:

1. With or without pay, for attendance at a college, university, or business school, for the purpose of training in subjects relating to the work of the employee and which will benefit the employee and the school district;
2. Without pay, for urgent personal business requiring employee's attention for an extended period as settling estates or liquidating a business;
3. And with or without pay, for purposes other than the above that are deemed beneficial to the school district service.
4. At the discretion of the Superintendent, or designee, the number of persons approved for this leave on any one day may be limited to two (2).

In addition to all leave authorized in this Article, the Superintendent may authorize an employee to be absent without pay for personal reasons for a period or periods not to exceed ten (10) working days in any one (1) school fiscal year.

This leave may be renewed at the discretion of the Board.

### **Returning from Special Leave - Board Approved:**

Employees returning from an extended leave will be provided with a position similar to the position vacated for the leave; however, return to the exact position vacated is not guaranteed.

Employees returning from extended leave will not lose accrued benefits; however, an employee on leave will not receive experience credit for salary advancement if the leave is longer than 90 school days.

At the discretion of the Superintendent, or designee, the number of persons approved for this leave on any one day may be limited to two (2).

### **5.9 Absent Without Leave**

A driver who is planning to be absent from duty shall report the reason to the Director of Transportation or designee prior to the date of absence just as soon as possible, and in no case later than one (1) hour before the commencement of a working day.

Employees may apply, in writing, for leave without pay for personal reasons for a period up to ten (10) consecutive days providing the request is presented to the Director of Transportation or his/her designee at least two (2) working days prior to the leave.

Three (3) consecutive workdays of absence without leave shall be construed as representing resignation from employment in the school district.

All absences must be entered in the Frontline Absence system within 24 hours of the shift start time by the employee. If not entered in a timely manner, the absence will be entered for payroll as un-approved and unpaid.

All unauthorized and unreported absences shall be considered absence without leave and deduction of pay shall be made for the period of absence

A driver who is absent without authorized leave will be subject to a disciplinary action and repeated instances could lead to a recommendation to terminate employment.

### **5.10 Attendance Bonus Plan**

According to Board Policy 404.1, all employees are expected to show faithfulness and promptness in attendance at work.. In order to show appreciation of our staff members who have demonstrated regular attendance at work, the following attendance bonus plan will be implemented:

Transportation Attendance Incentive		
Perfect Attendance	\$ 500.00	
1-5 days absent	\$ 250.00	
6-9 days absent	\$ 100.00	
**The only absence that would not count against the incentive would be Jury Duty.		
**Amount will be prorated based on scheduled days per week		
(4 days/wk=80%, 3 days/wk=60%, 2day/wk=40%, 1 day/week=20%		

### **5.11 Records**

Attendance and leave records for all employees shall be maintained on a current basis in the school district business office and shall be available for inspection by the employee.

### **5.12 Family Medical Leave**

Employees of the District are entitled to family medical leave to the same extent and subject to the same terms and conditions as set forth in the Family Medical Leave Act of 1993 and the

regulations implementing the Act. No provision of the Act is diminished by the inclusion of this provision in this contract nor are the pre-existing family or medical leave provisions of this contract diminished by the inclusion of this provision in this contract.

## **EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT**

### **1. Basic Leave Entitlement**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or

- For a serious health condition that makes the employee unable to perform the employee's job.

## **2. Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

## **3. Benefits and Protections**

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

## **4. Eligibility Requirements**

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

## **5. Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

## **6. Use of Leave**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

## **7. Substitution of Paid Leave for Unpaid Leave**

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

## **8. Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

## **9. Employer Responsibilities**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

## **10. Unlawful Acts by Employers**

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

## **11. Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C**



## **ARTICLE VI:**

### **FINES**

Drivers will be responsible for paying any fine incurred while operating a school bus or any other school owned vehicles in an illegal fashion.

## **ARTICLE VII:**

### **BIDDING PROCEDURE**

#### **7.1 Assignment to Regular Routes**

1. Drivers must return the physical and any renewals within the time prescribed by the Director of Transportation in order to be eligible for this section. A contract for the following year will not be issued until these requirements have been met. Also, a route will be declared vacant and subject to bid if these requirements are not met.
2. Drivers who served the district the preceding school year shall be provided the option of retaining assignment to the same route the following year and/or bidding for any open routes for the ensuing year.
3. Drivers who served the district the preceding year and who do not elect to retain their same assignment may bid for any open route.
4. Preference will be given to the drivers on the basis of driving seniority to the district. If it is deemed in the best interest of the school district, the Director of Transportation has the authority to assign a driver to any route.
5. All drivers returning for the following school year shall be provided a listing of all open routes for the ensuing school year on or before June 25<sup>th</sup>. They shall have five (5) working days following this date to submit a proper bid for those routes on a form provided by the District. Immediately after the bidding is closed, the routes shall be awarded to the successful bidders. Drivers shall be notified of any remaining open routes on or before July 10<sup>th</sup> and shall have five (5) working days to properly bid for those routes on a form provided by the District. Routes remaining open after this bidding and award round shall be filled out at the discretion of the Director of Transportation.
6. Routes that become open after the start of the school year shall only be bid if there is, in the opinion of the Director of Transportation, a substantial change. Otherwise, the routes will be filled at the

discretion of the Director of Transportation. Any route that is filled at the discretion of the Director of Transportation after the July bidding shall be declared open and bid the following June.

## **7.2 Extra Trip Assignments**

Notice of trips shall be posted five (5) working days in advance of the scheduled day of departure. Trips for the day shall be posted using two (2) separate lists, one (1) for out-of-city trips and one (1) for in-city trips. The trip time, as estimated by the requesting Administrator, shall be included in the posting if available. The Administrator's request for trip(s) shall be time stamped when received by the Transportation Department. Trips that become known by the Transportation Department less than five (5) days before the scheduled departure time will be declared an EMERGENCY TRIP. EMERGENCY TRIPS will be awarded at the discretion of the Director of Transportation or designee. A driver who accepts an EMERGENCY TRIP assignment shall not relinquish his/her place on the rotation list.

With the approval of the Director of Transportation or designee and with mutual agreement drivers may trade trips. The trade must be agreed upon at least twenty-four (24) hours prior to the start of the first scheduled trip, in the presence of the Director of Transportation and all drivers affected.

Two (2) separate seniority lists shall be maintained, one (1) for out-of-city trips and one (1) for in-city trips. The Director of Transportation or designee shall be the sole judge of each employee's qualifications for inclusion or reinstatement on the trip seniority list(s).

Eligible drivers' bids for either list must be filed with the Director of Transportation no later than 4:30 p.m. on the second day of posting.

Under no circumstances will a driver be allowed to exceed forty (40) hours in a given week, because of extra trips.

Out-of-city trips shall be awarded on the basis of continuous rotation of the out-of-city trips seniority list.

Out-of-city trips are designated as travel to any school district or city other than the City of Cedar Rapids and Marion and the community school districts of Cedar Rapids, Linn-Mar, Marion Independent and those trips within the College Community School District.

In-city trips shall be awarded on the basis of continuous rotation of the in-city trip seniority list based on the school year. Out-of-city trips shall take precedence over in-city trips unless a driver specifies an in-city trip as his/her priority on the bid form. Trip assignments shall be awarded and posted no later than 4:00 p.m. of the working day after bidding is closed. The most senior eligible driver of the day bidding the trip shall be awarded the trip. Any driver who is eligible as provided by rotation of the seniority list and fails to submit a proper bid for all available posted trips on that day shall be placed at the bottom of the appropriate trip list. If sufficient drivers fail to bid, the District shall immediately invoke the appropriate provisions of EMERGENCY TRIPS to fill any necessary trips that were not bid. When a driver fails to drive a trip after an award by bidding, without reason(s) deemed appropriate by the Director of Transportation or designee; his/her name shall be removed from that trip list and reinstatement shall be in the sole judgment of the Director of Transportation or designee. On the posted trip sheet showing the award(s) of trips, the most senior eligible driver of the day shall be clearly marked as well as the least senior eligible driver, in the event there are multiple trips for a single day.

In the event a trip is canceled after being awarded, the driver shall be awarded the next available comparable trip that has not been awarded. This award shall not affect the driver's position in the rotation of the appropriate seniority list. If the driver reports for their assigned trip and is released from the trip for reasons other than weather, the driver will be paid for the entire estimated time of the trip. If the original trip is canceled because of weather, the driver will stay assigned for the make-up trip and the minimum trip clause under section 3.2 paragraph 3. "Minimum Trip" shall be paid. If the driver has a conflict with the make-up trip the driver will be awarded another trip.

The Director or designee may assign a trip that will conflict with the driver's regular route(s). The driver shall receive the pay for the trip, or his/her regular route pay, whichever is greater.

Additionally, The Director or designee may assign special trips that conflict with regular route times to "Trip Only" drivers without the requirement to post such trips. Trips that fall outside of regular route times shall be assigned pursuant to Section 7.2 without regard to the above mentioned "Trip Only" driver exception.

### **7.3 Other Assignments**

The school district retains the right to assign other trips or duties which have not been designated as regular routes. All Alternative Kindergarten routes shall be open for bid on an annual basis. Furthermore, the school district retains the right to assign extra trips when, due to the nature and cost of the trip, the trip would be canceled if the District were required to assign according to Section 7.2 of this Article.

### **7.4 Summer Extra Trips**

Drivers shall indicate to the Director of Transportation or designee, prior to summer vacation, if they wish to be included on the seniority list for summer extra trips. Two (2) special seniority lists shall be maintained, one (1) for out-of-city trips and one (1) for in-city trips. Each week's trips shall be posted on the Monday prior to the ensuing week. Trips shall be bid on a weekly basis. The procedure shall be similar to that used during the regular school year. Trips shall be awarded on the basis of continuous rotation of the trip seniority lists. This provision for bidding summer trips shall become effective for trips scheduled the day after the conclusion of the last day of classes of the school year and shall conclude on the first day of classes for the next school year.

### **7.5 Errors**

In the event of an error in the bidding procedure the error will be corrected by assigning a compensating trip of approximately equal time that takes precedence over the bidding procedure. Errors must be brought to the attention of the district Director of Transportation within 10 calendar days of the error.

## **ARTICLE VIII:**

### **STAFF REDUCTION PROCEDURES**

#### **8.1 Reduction in Force**

The School District, for any reason, may determine that it is necessary to reduce the number of regular drivers and/or aides. If, in the judgment of the School District, it is necessary to reduce the number of regular drivers and/or aides, the School District shall determine which employees are to be reduced according to the following procedure:

Whenever a lay off occurs, probationary employees shall be laid off first. When remaining employees have qualifications considered equal, the employee with the least total seniority shall be the first to be laid off.

#### **8.2 Recall Rights**

An employee on layoff shall retain the right to recall for a period of one year after the date of layoff. An employee who fails to return to work within six (6) working days after being notified by certified letter of recall shall lose recall rights.

When a job opening occurs and more than one (1) employee is eligible for recall, and in the judgment of the School District, the employee's qualifications are considered equal, the employee with the greatest accumulated seniority shall have priority for recall.

Employees on layoff shall have the responsibility to keep the District informed of the employee's current address.

#### **8.3 Notification of Recall**

At least three (3) working days prior to the scheduled date of recall, the School District shall provide written notice of recall to the employee by certified mail. Recall shall be accepted by certified mail within three (3) working days of mailing of the notice or recall is forfeited.

#### **8.4 Drivers and Bus Aides**

Drivers and Bus Aides are at-will employees.

## **ARTICLE IX:**

### **COMPLAINT PROCEDURES**

#### **9.1 Definitions**

- Complaint:** A complaint shall mean only an allegation that there has been a violation, misinterpretation, or misapplication of any of the specific provisions of this working Agreement.
- Complainant:** As used herein, a "complainant" is the person(s) making the allegation.
- Day:** As used herein, "day" shall mean employee working day.

#### **9.2 Procedures**

- Step 1:** Informal: An employee with a complaint shall first discuss it with the Director of Transportation or designee, with the object of resolving the matter informally.
- Step 2:** If the complaint cannot be resolved informally, the complainant may file the complaint in writing, and, at a mutually agreeable time, discuss the matter with the Director of Transportation or designee. The complainant shall present to the Director of Transportation or their designee a written copy of the complaint within five (5) working days of the date of occurrence of the alleged violation. The Director of Transportation or designee shall make a decision on the complaint and communicate it in writing to the complainant within ten (10) working days after receipt of the complaint.
- Step 3:** In the event a complaint has not been satisfactorily resolved at Step 2, the complainant may file the complaint in writing, and, at a mutually agreeable time, discuss the matter with the Chief Financial Officer. The complainant shall present to the Chief Financial Officer a written copy of the complaint within seven (7) working days of the administrator's written decision at Step 2. The Chief Financial Officer shall make a decision on the complaint and communicate it in writing to the complainant within ten (10) working days after the receipt of the complaint.
- Step 4:** If the answer of the Chief Financial Officer is not accepted, the complainant, within ten (10) working days after receiving the answer of the Chief Financial Officer, may request that the complaint be submitted to the Superintendent. The Superintendent shall, within ten (10) working days after the receipt of the complaint, notify the complainant in writing of the employer's decision on the complaint.
- Step 5:** If the complaint is not resolved satisfactorily at step 4, the complaint may be submitted to the Board of Directors at their next regular session.

**Step 6:** The decision of the Board of Directors shall be final and binding on the parties to the complaint.

### **9.3 Representation**

1. The complainant shall be present at all meetings, and at the option of the complainant, may be represented at such meetings by another employee of their choosing.
2. All complaints at Steps 2, 3, 4, and 5 shall be presented, discussed, and processed on the employee's (employees') non-working time. Any complaint at Step 1 may be discussed by the employee and the Director of Transportation during the employee's working time, so long as such a meeting and discussion does not interfere with the job, duties, and assignments of the employee and does not interrupt the normal operations of the school system.

## **ARTICLE X:**

### **PHYSICAL EXAMINATION & LICENSE FEES**

#### **10.1 Physical Examination**

The District will pay for the full cost of all district-required physical examinations to be performed by a physician or physicians of the District's selection.

#### **10.2 License Fees/Classes**

Drivers who renew a Chauffeur/CDL license will be reimbursed 1/2 of the cost of the fees. Drivers will be eligible for this reimbursement if they have been issued a driving contract for the next year.

The school district will pay the cost of registration for any program, which the State Department of Education makes mandatory for a school bus driver to take before being eligible to drive a bus.

Drivers will be paid \$20.00 an hour for:

- (a) Any mandatory meeting called by the District.
- (b) STOP classes.
- (c) Any state mandated refresher courses.

## **ARTICLE XI:**

### **SAFETY**

All employees shall promptly bring to the attention of the Director of Transportation any conditions known to them that could result in unsafe or hazardous working conditions for employees.

## **ARTICLE XII: DURATION OF AGREEMENT**

This Agreement shall be effective as of July 1, 2024, and shall continue in effect through June 30, 2025.

## **APPENDIX I: BUS DRIVER & BUS AIDE GUIDING PRINCIPLES**

As a school bus driver/bus aide, you have an extremely important job and responsibility. From the time your bus makes the first stop on your route until the last passenger disembarks, the safety of someone else's children is in your hands.

Our goal in the College Community School District is to continually improve the safety and efficiency of our school transportation program. The safety of the children who ride school buses depends greatly on the dedicated men and women who accept the important responsibility of driving our school buses.

We feel we have the responsibility to provide school bus drivers with information that will help you develop proper skills, attitudes and knowledge that will result in safe and efficient driving procedures. We believe this handbook contains that necessary information.

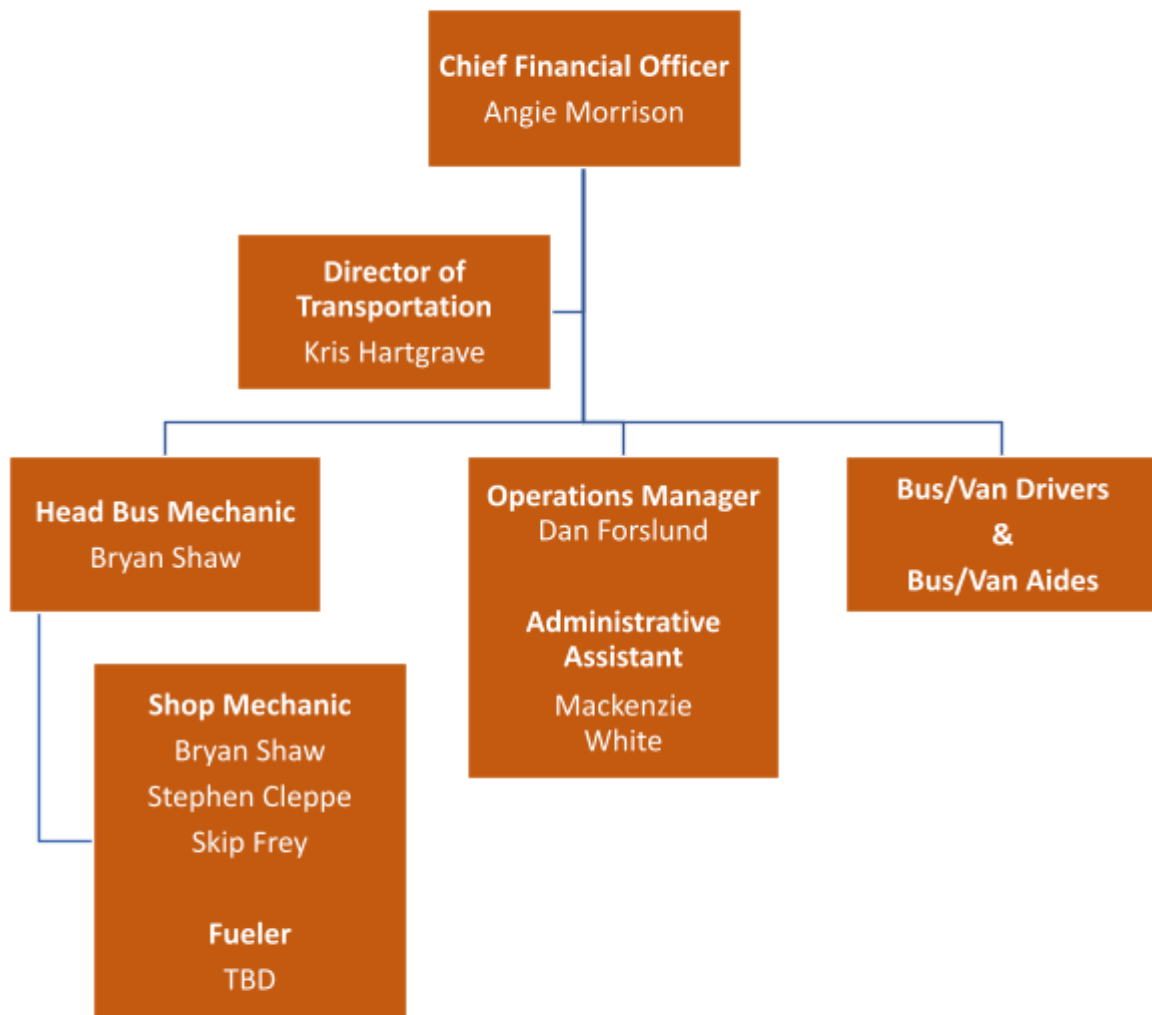
Remember that everything involved in the operation of a school bus is focused on one single idea:

**PASSENGER SAFETY COMES FIRST!**

We hope that you have a very safe and enjoyable school year.



**APPENDIX II:**  
**TRANSPORTATION DEPARTMENT**  
**ORGANIZATIONAL CHART**



## **APPENDIX III:**

### **PERSONNEL AND PHONE NUMBERS**

#### **CCSD Transportation Department Personnel:**

Superintendent of Schools:	Dr. Doug Wheeler	848-5201(work)
Chief Financial Officer:	Angie Morrison	848-5221(work) 430-0422 (cell)
Director of Transportation:	Kris Hartgrave	848-5233 (work) 350-3144 (cell)
Head Mechanic:	Bryan Shaw	848-5206 (shop) 389-7841 (cell)
Operations Manager:	Dan Forslund	848-5205 (work) 270-6957 (cell)
Administrative Assistant	Mackenzie White	848-5204 (work)
Shop Mechanic:	Steve Cleppe & Skip Frey	848-5206 (shop)

**AM Sick Call-in Number (before 5:45 am):** **848-5206 (shop)**

## **Building List**

Prairie High (10<sup>th</sup>-12<sup>th</sup> grade)

9th Grade Center (9th grade)

Prairie Point (7<sup>th</sup> - 8<sup>th</sup> grade)

Prairie Creek (5<sup>th</sup> - 6<sup>th</sup> grade)

Prairie Crest (K - 4<sup>th</sup> grade)

Prairie Heights (K - 4<sup>th</sup> grade)

Prairie Hill (AK - 4<sup>th</sup> grade)

Prairie Ridge (K - 4<sup>th</sup> grade)

Prairie View (K - 4<sup>th</sup> grade)

## **APPENDIX IV:**

### **ACCIDENT & EMERGENCY PROCEDURES**

#### **Accidents:**

All vehicular accidents causing ANY damage and/or injury must be reported immediately to the Director of Transportation. Failure to do so may be cause for immediate termination.

If you are involved in an accident, radio the office first and advise us of...

1. Location?
2. Injuries?
3. If police have been notified?
4. Should another bus be dispatched?
5. Any other problems you are experiencing.

You are required to stay at the accident scene until released by either law enforcement or school district administrators.

At the accident scene the safety of the students is your primary responsibility.

Refrain from discussing the accident with anyone other than law enforcement or school administrators.

The accident scene is not the place to determine who is “at fault”.

After ALL student’s safety is secured; begin collecting information about the incident including names, addresses, telephone numbers, vehicle information and witness information.

When you are released from the accident scene you are required to report to the Director of Transportation for follow up reporting and required drug/alcohol testing.

#### **School Bus Emergency Plan:**

School bus emergencies can happen anywhere, anytime or involve anyone. Time of day, day of week, weather conditions, road surface conditions, construction, other vehicles or our own passengers can all be contributing factors. What to do in case of an emergency? The following is a set of practical guidelines for a school bus emergency.

These skills are practiced twice each school year as mandated by Iowa Code. It is the driver’s responsibility to assure this is done and that the appropriate documentation verifying the drill is completed and has been turned in.

### **Assessing the Need to Evacuate:**

Student safety and control is best maintained by keeping students on the bus during an emergency and/or impending crisis situation if doing so does not expose them to unnecessary risk or injury. A decision to evacuate should include consideration of the following conditions:

1. Recognize the hazard. The decision to exit/evacuate the bus must be a timely one.
2. Is there a fire involved?
3. Is there a smell of raw or leaking fuel?
4. Is the bus likely to be hit by other vehicles?
5. Does the possibility exist that the bus will roll/tip causing further threat to safety?
6. Is the bus in the direct path of a sighted tornado?
7. Has there been a major incident creating a dangerous environment?
8. Would removing students expose them to speeding traffic, severe weather or a dangerous environment such as downed power lines?
9. Would moving pupils' complicate injuries such as neck, back and other fractures?
10. Is there a hazardous material spill involved? It may be safer to remain on the bus and not come in contact with the material.

### **General Procedures for Emergency Evacuation:**

Keep the situation as orderly and efficient as possible. If time and conditions permit, the bus driver should use the radio to advise our office of the following:

- The exact location, including the nearest intersecting road or familiar landmark.
- The condition creating the emergency.
- The type of assistance needed (police, fire, ambulance).
- Notification that the bus is being evacuated.

Analyze conditions to determine the safest exits from the bus. During the evacuation, monitor conditions and adjust procedures to meet unexpected circumstances. The driver may have to conduct the evacuation from outside the bus.

- Move evacuated students to the nearest safe location at least 100 feet from the bus. The regrouping area must be upwind of any airborne hazards.
- After the decision to evacuate is made, take the first aid kit with you. Put the microphone of the radio out the driver's left window if it is still operable. This will allow you to transmit additional information to our office.

- Be prepared to give information to emergency medical personnel regarding individual student's medical or physical requirements.

### **In an Emergency:**

1. In case of an accident, the driver or the student assistant will direct all children to unload through an emergency exit. The nature of the accident will determine the doors or hatches to be used. The emergency exits are only to be used in case of an emergency.
2. Try to keep the students calm. They should follow all instructions given by the driver or student assistant.
3. When the rear emergency door is used to unload:
  - a. The students at the rear of the bus should unload first working the way to the front of the bus
  - b. Remove the ignition key
  - c. If the driver or student assistant cannot get to the emergency door, then the student nearest the door should open it
4. After all students have unloaded from the school bus:
  - a. Keep them in a group at least 100 feet away from the bus
  - b. Keep them from wandering around
5. In case the driver is unable to get out of the bus:
  - a. The student assistant should radio for help
  - b. If need be, go to a nearby house to get help
6. If after the accident, the school bus is in such a position that the rear emergency door will not open:
  - a. Keep students clear of the bus (100 feet minimum)
  - b. Keep students off the roadway
  - c. Aid all students that are hurt and scared

### **Student Assistants:**

In case the driver becomes incapacitated each bus should have at least three (3) students that know what to do in an emergency.

**Students appointed to assist the drivers should possess the following qualifications:**

1. Maturity

2. Good Citizenship
3. Leadership Ability

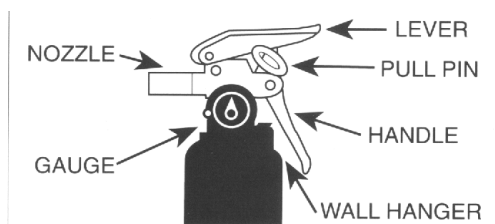
**Appointed student assistants should be trained to do the following:**

1. Turn off ignition switch and shut down the engine
2. Set the emergency brakes
3. Summon help when and where needed; know how to use the radio
4. Use the emergency windows or escape exits
5. Open and close doors
6. Account for all students
7. Help smaller/younger students off the bus
8. Set out warning reflectors
9. Perform other duties as assigned

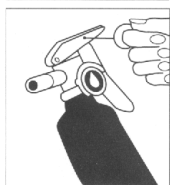
## Accident Avoidance:

The most frequent type of accident a school bus is involved in is what can be classified as a “fender bender”. These are very low speed accidents that cause minor damage and no injuries. They often happen in parking lots and confined areas. The most effective way to avoid these “fender bender” type accidents is to be vigilant of your surroundings and to avoid putting yourself into situations and locations that put your chances for these minor accidents at a higher risk. Be especially watchful on extra trips for tight parking lots and turnarounds in which a bus was not designed to travel. Remember; you are in charge of where the bus does and does not go. If you think that your expected drop-off point is going to put you into a situation where a minor accident is likely then look for the nearest SAFE location to drop students off. In addition to these parking lot accidents, many of our smaller accidents are a result of backing a bus up. In order to avoid these incidents, if there is an additional person on the bus they should render aid to the driver when it is required to back up. This should be done at all times the bus is backing, whether that be on route or on campus. This aide should be given outside and behind the bus, not just looking through the back window.

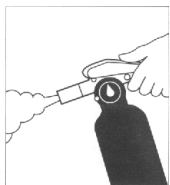
## Operating ABC Fire Extinguishers:



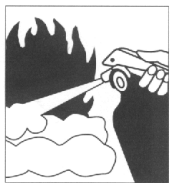
1. Remove the extinguisher from the clamp bracket.



2. Grasp unit and pull lock pin from lever and handle. Hold the unit upright with hand under handle and thumb on top of lever. Unit will discharge the dry chemical agent **ONLY IN UPRIGHT POSITION**.



3. Keep a safe distance from fire (at least 6 feet) and near an exit. Aim nozzle at base of fire (not at flames or smoke). Do not get too close as the discharge stream may scatter the fire. If it does, move back. Play it safe. Keep away from the fire's fuel source and avoid breathing vapors, fumes and heated smoke as much as possible.



4. Press the lever downward and spray dry chemical powder (powder stream will shoot over a 6-foot distance) at the base of flames in quick, side-to-side motion to erase the flames. When the extinguishing agent comes in contact with the fire, the fire will flare and appear to grow larger. This is a temporary reaction before the agent suppresses the fire. Direct the entire discharging dry chemical agent on the fire.



### **Procedures to Follow if Stranded in a Storm:**

The threat of a severe winter storm is always a concern of school bus drivers in Iowa. If you become stranded in a winter storm, knowing some procedures to follow could eliminate some of your worry. The following procedures are listed for your benefit, but remember that using common sense is your best asset when problems arise.

1. **Do Not Panic:** Work slowly, avoid overexertion. Attempting to push a vehicle or shovel heavy drifts of snow may lead to a heart attack. Before making any decision, be sure you are in control of your emotions, using common sense.
2. **Stay in Your Vehicle:** Never leave your bus unsupervised. Do not send anyone for help by walking unless you can observe that person all the way to a nearby home. Your bus provides the best protection from the weather and it is easier for school personnel, road maintenance crews or law enforcement officers to locate you if you remain in your bus.
3. **Keep Fresh Air Circulating:** Carbon monoxide can build up if a vehicle is sealed by blowing and drifting snow. Run the motor and heater sparingly and open only the downwind windows for ventilation.
4. **Keep Active:** The driver must be the leader in periodically doing such things as clapping hands and moving arms and legs vigorously to stimulate circulation, relieve tension and help keep awake.
5. **Turn on Your Vehicle's Dome Lights:** The light will help you observe others and make the vehicle more visible to anyone traveling the same roadway.
6. **Try to conserve fuel and electrical supply (battery).**

### **Bad Road/Bus is Stuck:**

In case of bad roads, if you become stuck, call the transportation office by radio and a bus will be sent out to assist you. A mechanic will also be sent out to help you. **Do not allow a passerby to attempt to pull you out.** Advise them that help is on the way or have them telephone the office. Do not repeatedly try to drive the bus out yourself, as this could do severe damage.

## **APPENDIX V:**

# **TRANSPORTATION DEPARTMENT STANDARD OF OPERATING PROCEDURES**

### **Allocation of Buses:**

Newer buses will be assigned to routes at the sole discretion of the district. The Transportation Director will consider many criteria for those assignments. One criterion that will be used is how well your bus is maintained and treated. Those drivers that do not properly clean their buses, allow students or staff to mistreat the buses or mistreat the buses themselves will be assigned to older buses.

### **Anti-Idling**

The exhaust from idling vehicles and school buses poses an often-unnecessary health risk for children, drivers, and the community at large. In addition to these health risks, idling wastes fuel and impairs air quality.

This policy is intended to protect the health of students, drivers, the public, and the environment from exposure to vehicle exhaust; reduce wear on vehicle engines; decrease fuel consumption; and minimize operational costs. The responsibility to meet this anti-idling policy is all of ours. Our mind-set should always be, “**whenever possible, shut it down**”!

### **School bus drivers must:**

**Turn off the bus in all circumstances where it is not necessary to keep the bus running.** Examples of this are;

- Immediately after all pre-trip inspections and prior to leaving for your route/trip
- Between routes
- While waiting to load students prior to a route or trip
- Anywhere in which you will be stopped for more than 1 minute (except as provided below)

### **Exemptions:**

The policy of turning off vehicles when stopped does not apply for the period or periods during which idling is necessary under the following circumstances:

1. To provide for the safety of vehicle occupants, such as in cases of **extreme cold** conditions (less than 10 degrees).

2. When using lift equipment during loading or unloading of children with special needs.
3. When stopped in traffic, such as when waiting at a traffic light.
4. When specific traffic, safety, or emergency situations arise.
5. When stopped while in line to drop off students at their school in the morning.

Please remember that a number of the buses are equipped with auxiliary heaters that are designed to reduce the dependency on idling. Please use these heaters whenever possible to replace idling. They maintain bus temperatures better than the engine will.

### **Clean Buses:**

It is the expectation of the school district that buses are **clean** inside and out. All buses have brooms and spray bottles in them for this purpose. Please do not remove them from the bus. Buses should be cleaned prior to each route and after each special trip. Plenty of time is allotted each day for this purpose.

**You are forbidden from placing signs or affixing other items inside and outside the bus without prior permission from the Director.**

### **Eating on the Bus:**

We have a great number of students with some very severe food allergies, **therefore no eating or drinking is allowed on any bus.** We do allow students to bring water on the bus. As you can imagine, this is very hard to enforce. Students are very adept at “sneaking” food and snacks onto the bus. Please do your best to enforce this policy. This policy does not apply to special/extra-curricular trips in which the trip encompasses a normal meal time.

### **Mail Boxes:**

All drivers have been assigned a mailbox in the front hallway. **Check your mailbox daily before and after your routes for messages or other important information.** Please do not leave anything in it like coffee cups, etc.

## APPENDIX VI:

### AUTHORIZED PASSENGERS & EXPECTATIONS

#### **Authorized Passengers:**

Only students assigned to your bus are allowed to ride your bus unless they present proper authorization issued either by the transportation office or a school building. Since there is no way to verify the authenticity of a handwritten note “from home”, no driver should accept these as permission to get on your bus. If you are in doubt about any note you receive, PLEASE ASK.

With prior permission, you may allow your school age children or grandchildren to ride with you on your route if space is available. They must follow and abide by the same rules as you expect from your other students. **No others, related or not, are allowed to ride with you on your route.**

At no time are any persons allowed onto your bus unless you recognize them as students, school staff or emergency response personnel. It is especially important that we not allow unknown adults onto the bus. You have no way of knowing what their intent is and it is your responsibility to protect the students on the bus. If someone tries to board your bus, be courteous to them. Ask them to speak with you at the driver’s window if traffic permits, or to speak with you at the bottom of the steps. Under no circumstances should you allow them to board the bus at any time! Notify the office ASAP if someone boards your bus.

#### **Confidentiality:**

Bus drivers shall not make comments, or otherwise share information, about students, except to school personnel that have a need to know the information. Please refrain from idle gossip about students or staff to anyone including other drivers, other staff, parents, the public or students. This policy applies to any student discipline as well (suspension letters and/or warning letters).

Bus drivers shall keep all information regarding staff, students, parents or school district business absolutely confidential. A violation of confidentiality may lead to dismissal.

#### **Behavior Issues & Bullying:**

We must ensure that children are not harassed and bullied in our schools, school yards and school buses. **If it is happening on your bus, please make sure it is addressed.** We must work on this together.

Driving a bus in today's traffic is a major responsibility, which makes it necessary for all students to conduct themselves in the best possible manner.

You are in charge of your bus! Students need guidelines or clear expectations of proper behavior on the bus. Appropriate student conduct contributes to safety. It helps avoid accidents, which may result from the distraction of the bus driver. It also reduces the number of accidents in which students injure themselves or each other.

All drivers need to follow these guidelines in controlling the behavior of the students on your bus. A copy of the bus rules and regulations for students riding our buses were given to the parents. Please make sure you and your riders are familiar with the rules.

1. Assign seats -- You can keep them in the same seat all year or rotate the seats by each quarter. Assigning seats will help you learn the passengers name quicker and will stop the fighting over a seat. This will also help a substitute driver in keeping better control when they are driving your route. Seating charts must be turned into the office at the beginning of the year and are to be updated as needed on a regular basis.
2. Make sure everyone on your route knows the school bus riding rules. Make them follow the rules everyday -- **be consistent!!**
3. Be friendly, say good morning, and call the students by name. In the afternoon say good-bye. Be a good model for being friendly!
4. Be firm, fair and consistent. Be firm. Don't bend the rules. Be fair in handling problems on your bus. Listen to both sides and then stop the problem. Stay consistent with your rules. Don't write a "trouble maker" up for throwing paper on the bus and let a "good kid" throw paper without writing them up. If a rule is broken, document and report.
5. Be alert. Know your students. Know how they behave. Know what is going on. Try to stop minor problems before they are major problems. One of the largest mistakes you can make is doing nothing about inappropriate behavior.
6. Keep your cool. Don't overreact and make a bigger problem. Stay in control of your emotions and handle the situation. **You are an adult so you must always act like an adult.**
7. Keep a positive attitude. Don't let the little things pile up and affect your attitude.
8. Drivers & Aides are to work together as a team.
9. Please remember: You Don't Need to Win Today!
10. At the bus loading zone after school, be on your bus and expect good behavior from the time the students walk on the bus. If you wait until everyone is on the bus and you start moving, it may be too late.
11. Don't hold a grudge. The student broke a rule; you addressed it, so move on. Don't look for trouble the next day.
12. NEVER use profanity when dealing with students. Doing so may be cause for dismissal.
13. Be able to identify rules and offenders and know all of the facts.

14. If you are having a problem, pull over in a safe location, contact our office that you are pulled over, and try to calm down the students. If they do not settle down, call our office and we will advise.
15. Students are only to be dropped off at their designated spot. Under no circumstances do you “put a student off the bus” for misbehavior. You do not have the authority to suspend students from your bus. Report the incident, have all of the information and then it is up to the Director to deal with the consequences.
16. Don't be a "one more time" person. Don't keep saying, "If you do that one more time, I am going to write you up". If they break a rule, handle it and move on.
17. Most Importantly!!! All drivers are **STRONGLY** encouraged to communicate with the parents when you notice inappropriate behavior. Oftentimes having that rapport with the parents can work well in quelling future misbehavior.

When you find it necessary to report a student's conduct to the Director of Transportation, please fill out the conduct report form in as much detail as possible. When you are finished filling out the form, hold on to it until you can meet with the Director personally. This gives the Director the opportunity to ask questions about the incident so that they will have an understanding of the incident prior to speaking with the student.

It is the Director's responsibility to ensure that the student receives the proper consequences for a given violation. This will be decided on a case-by-case basis, taking into consideration a number of variables. The Behavior Response Matrix will be referenced when making these decisions. You should expect a reply from the Director as to what action was taken in a timely fashion.

18. Bus video can be viewed by bus staff at any time. If you are unsure of all of the details of an incident feel free to pull video and watch. Office staff can assist you with this process.

## SCHOOL BUS RULES

1. BE ON TIME. Keep the bus on schedule
2. FOLLOW THE DRIVER'S DIRECTIONS THE FIRST TIME THEY ARE GIVEN.
3. Keep your entire body INSIDE THE BUS
4. REMAIN SEATED AND FACE FRONT
5. Seat belts MUST be worn if the bus is equipped with them
6. NO BAD LANGUAGE
7. HELP KEEP YOUR BUS CLEAN
8. NO THROWING OF ITEMS
9. TALK QUIETLY. NO YELLING. No radios or phones without headphones.
10. NO eating, NO gum, NO drinking (water is acceptable).
11. NO RECORDING or TAKING PICTURES of others.
12. If you must cross the street after unloading, walk 10 feet in front of the bus and wait for the driver's

## **APPENDIX VII:**

### **BUS DRIVER/BUS AIDE JOB DESCRIPTIONS & REQUIREMENTS**

#### **School Bus/Van Driver Job Description:**

**Position Title:** School Bus/Van Driver

**Reports To:** Director of Transportation

#### **Preparation, Experience, Skills:**

- Maintain a valid Iowa Driver's License appropriate for the vehicle assigned including required endorsements and restriction removals.
- Maintain an Iowa Department of Education School Bus Driver's Permit.
- Maintain a driving record satisfactory to the District and the District's insurance carrier.
- Ability to recognize and perform job tasks with a minimum of supervision.
- Adhere to all federal, state and local rules and regulations pertaining to the safe operation of a school bus.
- Complete all paperwork and tasks as required.
- Attend all in-service meetings and classes of instruction as required by the Department of Education and the College Community School District.

#### **Principle Duties:**

- Under the supervision of the Director of Transportation, ensure that each student assigned to ride a bus during regular routes and/ or extra-curricular trips is afforded a safe and comfortable ride.
- Clean assigned vehicle for the purpose of maintaining appearance, sanitation and safety of the vehicle.
- Conduct pre and post trip inspections, appropriately documenting and reporting all deficiencies.
- Direct the students regarding appropriate conduct for the purpose of enforcing rules, regulations, laws and safety.



- Maintain regular and appropriate attendance and be on time for assignment(s) for the purpose of meeting the needs of the students and the district.
- Other duties as may be assigned

**Physical requirements/Working conditions:**

- Ability to complete all required tasks independently.
- Ability to stand/walk for extended periods of time as necessary.
- Ability to drive for an extended period of time.
- Ability to use hands for repetitive pushing, pulling, grasping and fine manipulation.
- Ability to use feet for repetitive motion consistent with operating assigned vehicles.
- Ability to bend, squat and climb stairs frequently.
- Sufficient strength and agility to assist riders with ingress and egress during normal transportation and in emergency situations.
- Sufficient strength and agility to assure students are placed in and are utilizing appropriate restraint devices.
- Sufficient strength and agility to protect students from harm by themselves or others.
- Ability to withstand inclement weather conditions.
- Ability to withstand moderate noise levels from vehicles and students.
- Ability to maintain intense concentration while performing multiple tasks and avoid excessive mental or emotional fatigue.

*The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.*

**Terms of**

**Employment:** The regular school year (180 days) plus any extra trips that may be assigned per the terms of the Meet and Confer Agreement.

**Date of**

**Revision:**

6/27/23

It is the policy of the College Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Executive Director of Human Resources, 401 76th Ave SW, Cedar Rapids, IA 52404

Contact phone: 319-848-5246

## **Requirements for Certification**

### **1. School Bus Authorization:**

Certification for school bus drivers is a State Department of Education requirement. Drivers must complete and submit the following to the transportation office prior to being allowed to drive:

### **2. Physical:**

A standard D.O.T. physical is required. All aspects of the physical need to be addressed on the approved physical form prior to submission. The health professional giving the physical will issue the appropriate "Examiners Medical Certificate" which must be carried with the driver at all times.

### **3. Acceptable Driving Record:**

Iowa Administrative Code forbids the school district from allowing anyone to transport students without an "acceptable driving record". The decision of what an acceptable driving record is will be determined on a case-by-case basis. Several factors will be taken into consideration in making this determination including type/severity of violations, disposition, accident record, number of violations, age of violations, etc.

The District may, at any time, send for all past moving violations and accident involvement. This information will be verified through the State of Iowa Driver's License Division. Falsification of information or failure to report any violations/accidents may result in the applicant/employee not being employed and/or terminated.

### **1. Driver Training:**

Each driver is required to complete a 17-hour basic course of instruction within a 6 month time period. This time period commences from the date of your initial authorization. Until that is completed, a driver is issued a temporary authorization. Each driver is also required to complete a 3-hour course of instruction each and every year thereafter.

### **2. Drug Testing:**

All drivers are required to submit to district drug and alcohol testing. The district contracts this service through a third-party provider. Drug testing will be conducted in strict compliance with DOT and State of Iowa guidelines. Below is the Districts drug testing policy:

**Code No. 711.06**

## **DRUG & ALCOHOL TESTING**

### **FOR THE TRANSPORTATION DEPARTMENT**

The College Community School District has a vital interest in the safety and well-being of our employees as well as the general public. It is well recognized that individuals who use illicit drugs or abuse alcohol are more likely to have workplace accidents, incur greater amounts of lost time, and perform their jobs in a substandard manner.

Therefore, it is the school's intent to continue to promote a safe and secure work environment, free of

illicit drug use and alcohol abuse. It is also our intent to comply with all [U.S. Department of Transportation rules and regulations \(49 CFR Part 40\)](#), the [Drug Free Workplace Act of 1988](#), the [Americans with Disabilities Act](#) and the [Family and Medical Leave Act](#).

All applicants will be notified of the school's drug and alcohol use and testing policy at the time they apply for a position with the school.

### **Prohibited Drug and Alcohol Use**

The goals of the schools' policy and the testing of employees is to ensure a drug and alcohol free work environment, and to reduce and help eliminate drug and alcohol related accidents, injuries, fatalities and property damage.

The following conduct is prohibited:

- Employees are prohibited from using, being under the influence of, or possessing illegal drugs.
- Employees are prohibited from using or being under the influence of legal drugs that are being used illegally.
- Employees are prohibited from using or being under the influence of legal drugs whose use can adversely affect the ability to work safely.
- Employees are prohibited from buying, selling, soliciting to buy or sell, transport or possess illegal drugs while on school time or property.
- Employees are prohibited from using alcohol six (6) hours prior to performing work duties.
- Employees are prohibited from using or being under the influence of alcohol at any time while on duty, eight (8) hrs. Post-accident, or until tested.
- Employees are prohibited from possessing any amount of alcohol (including medications, or over-the-counter remedies containing alcohol) while on duty.
- Testing positive for drugs and/or alcohol
- Refusing to be tested for drugs and/or alcohol
- Refusing to submit to testing as directed by the school
- Failing to stay in contact with the school and its medical review officer while awaiting test results

An employee who violates these prohibitions will be subject to disciplinary action by the school up to and including discharge, as mandated by the Department of Transportation. In addition, any driver who is convicted by the judicial system of a felony for a drug or alcohol related matter will be subject to disciplinary action up to and including termination.

## **Who is covered by the Drug and Alcohol Regulations?**

The Federal Motor Carrier Safety Administration, Department of Transportation Drug and Alcohol regulations apply to every person who operates a commercial motor vehicle (CMV) in interstate or intrastate commerce in the United States, and is subject to the commercial driver's license (CDL) requirements of Part 383 and his / her employer.

## **What is a Safety-Sensitive Function?**

Safety-sensitive functions for operators of commercial motor vehicles (CMV) are listed under [§382.107](#).

A safety-sensitive function means all time from the time a driver begins work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

- All time at an employer or shipper plant, terminal, facility, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- All time inspecting equipment as required by [§392.7](#) and [§392.8](#) of this subchapter or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- All time spent at the driving controls of a commercial motor vehicle in operation;
- All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

## **Pre-Testing**

Education will be provided to all employees regarding the effects of drug and alcohol, signs and symptoms of a drug or alcohol problem, information on assistance available for abuse problems, and testing requirements.

Education for supervisors will include signs and symptoms of drugs and alcohol misuse, determining the need for reasonable cause testing, and testing requirements. This training will be at least one (1) hour in duration for alcohol education and at least one (1) hour for drug education.

## **Required Tests**

- Pre-employment - This test will be conducted before applicants are transferred or hired or after an offer to hire, but before actually performing safety sensitive functions.

- Post-Accident - Testing is conducted after accidents on employees whose performance could have contributed to the accident. A Department of Transportation accident is defined as:

1) an accident that involves the death of a human,

2) when the driver receives a citation for a moving violation involving the accident; and, either a person is transported from the accident scene to receive immediate medical treatment or at least one vehicle requires towing from the scene of the accident.

Testing performed by a law enforcement officer may be utilized as the school's post-accident test (provided breath alcohol testing is conducted with an Evidential Breath Testing Device on the Conforming Products List and by a law enforcement officer certified on that Evidential Breath Testing Device.) The driver is required to contact his / her supervisor immediately with the officer's name, badge number and telephone number.

In the event a law enforcement official does not perform testing on a driver involved in a Department of Transportation accident, the driver must report for a urine drug screen and alcohol test. Breath alcohol testing should be performed within two (2) hours following the accident. Reasons for not obtaining a test within two (2) hours of the accident must be documented. Breath alcohol testing must be performed within eight (8) hours following the accident. Reasons for not obtaining a test within eight (8) hours must be documented. Urine drug testing must be performed within thirty-two (32) hours following the accident. Failure to obtain a urine drug screen must have an explanation documented.

A driver who has submitted to a post-accident test will, at the school's discretion, either be assigned to a non-safety sensitive function or be placed out of service pending the results of the testing.

A driver testing positive or who refuses to submit to a post-accident drug and alcohol test will be subject to disciplinary action up to and including discharge.

### **Random Testing**

Random testing of drivers / employees is required under Department of Transportation regulations and / or school policy and these tests must be unannounced. Random selection must ensure every driver will have an equal chance of being selected each time.

A driver will be notified of his / her selection and instructed to report to the collection site immediately.

A driver who tests positive or refuses to submit to a test is considered medically unqualified to drive or perform a safety-sensitive function. In addition, a driver who tests positive, refuses to submit, or fails to report for the test, will be subject to disciplinary action, up to and including discharge.

### **Reasonable Cause**

A driver / employee will be required to submit to a drug and alcohol test when the school has reasonable cause to believe the driver / employee has used drugs or alcohol in violation of this policy.

Reasonable cause will exist when a driver's / employee's appearance, behavior, speech or odors (of

breath) or just physical symptoms indicate drug or alcohol use. Observations must be personally observed and documented by at least one school trained official. A "trained official" is one who has undergone at least two (2) hours of education which includes behavioral, physical, speech, and performance indicators of possible drug and alcohol use.

Whenever a driver / employee is notified of reasonable cause to be tested, he / she will be expected to immediately report to the collection site. The driver / employee will be accompanied by a school representative to the collection site.

The school representative will transport the driver / employee home or attempt another means of transportation by contacting a family member or another person designated by the driver.

If the driver / employee refuses alternate transportation, the school reserves the right to take whatever means are appropriate to protect the driver / employee and public. This may include contacting local law enforcement and imposing disciplinary actions, up to and including discharge.

The driver / employee being tested under reasonable cause will be considered unqualified to work and placed on suspension without pay, pending the results of the test. If the test results are negative, the driver / employee will be reimbursed for the time of suspension. If the results are positive, the driver / employee will not be reimbursed for the time of suspension.

In addition, to penalties imposed by Department of Transportation, a driver / employee whose reasonable cause test is positive, who refuses or fails to submit to a test, will be subject to disciplinary action, up to and including discharge.

### **Return to Duty / Follow-Up Testing**

The school is not obligated to reinstate or rehire any driver / employee who violates any Department of Transportation or school prohibition or requirement concerning drugs and alcohol. Should the school decide to reinstate a driver / employee, he / she will be required to submit and pass a drug and alcohol test before returning to duty. The driver / employee must also be evaluated by a substance abuse professional and submit to follow-up testing as prescribed by the substance abuse professional.

Follow-up testing will be required for a driver / employee who is determined by a substance abuse professional to have a drug or alcohol-related problem. The driver / employee will be required to submit to at least six (6) tests during the first twelve (12) months following return to duty. All follow-up testing will be unannounced and without prior notice to the driver / employee.

In addition to penalties imposed by the Department of Transportation, a driver / employee whose return to duty / follow-up test is positive, refuses or fails to submit to a test will be subject to disciplinary action, up to and including discharge.

## **Testing**

Testing will be performed in accordance with Department of Transportation's procedural protocols and safeguards set forth in [Part 40 of Title 49 of the Federal Code of Regulations](#).

### **What Happens if I Refuse to Be Tested?**

As part of the alcohol and drug regulations, you must submit to alcohol and drug testing. A refusal to test is treated the same as a positive test. If you refuse to be tested, you cannot continue to perform safety-sensitive functions and are subject to disciplinary action, up to and including termination.

"Refusal" occurs when:

- You fail to appear for any test within a reasonable time
- You fail to remain at the testing site until the testing process is complete
- You fail to provide:
  - A urine specimen for drug testing, or
  - A saliva or breath specimen for alcohol testing
- You fail to provide enough urine and there is no medical explanation for the failure
- In the case of a directly observed or monitored drug test collection, you fail to permit the observation or monitoring of your provision of the specimen;
- You fail or decline taking a second drug test when directed by an employer or collector.
- You fail to undergo a medical examination or evaluation as part of the verification process for drug testing or as directed by the designated employer representative (DER);
  - "shy bladder" procedures for drug testing, or
  - Insufficient breath procedures for alcohol testing.
- You fail to cooperate with any part of the testing process.

A verified adulterated or substituted drug test is also considered a refusal to test.

### **Drug Test Procedures:**

- Protocol to insure drivers/employees correct identity
- Chain of custody procedure insures the specimen has not been tampered with
- Drug testing will be performed by a laboratory certified by the National Institute for Drug Abuse



- Confirmation testing will be conducted after an initial positive screen. The second drug analysis will use gas chromatography/mass spectrometry.
- Positive drug screens will be reviewed by a qualified Medical Review Officer prior to being reported to the designated school representative.
- Urine specimens will be analyzed for the following drugs: 1) Marijuana, 2) Cocaine, 3) Phencyclidine-PCP, 4) Amphetamines-(includes Methamphetamines, MDMA, (and MDA), 5) Opioids: Codeine / Morphine, 6-AM (Heroin) Hydrocodone / Hydromorphone, Oxycodone / Oxymorphone. The school reserves the right to expand testing in the event the Department of Transportation mandates such changes.
- An employee will be permitted to give urine specimens in privacy, unless he/she gives reason to believe the specimen may be altered or substituted.
- All drug tests will be administered using the split sample method as required by the Department of Transportation.
- At least forty-five (45) milliliters (ml) of urine must be provided in a container.
- The specimen will then be divided into two bottles by the collector, thirty (30) ml in one and fifteen (15) ml into a second bottle. Both bottles will be sent to the laboratory.
- The primary bottle (30 ml) will be analyzed. The second bottle will be held in the laboratory pending a request from the employee for a second test in the event of a verified positive of the primary test. To exercise the option to have the second bottle sent to a different laboratory, the employee must request in writing to the school's Medical Review Officer within seventy-two (72) hours of being told the primary specimen was positive.
- Pending the outcome of additional analysis, the employee will continue being considered physically unqualified for safety sensitive functions.
- The employee will be given the opportunity to speak with the school's Medical Review Officer to determine if there is a medical explanation for a positive test. This opportunity is given prior to the result being confirmed positive. If a medical explanation exists, the result will be reported as "negative" to the school. If a medical reason does not exist, the result will be reported as a "confirmed positive".

### **Alcohol Test Procedures:**

- Alcohol tests will be administered using a breath specimen, given by a trained breath alcohol technician utilizing an approved evidential breath testing device.
- Employees must present personal identification and sign a consent for breath alcohol testing.
- Refusal to present identification or a signed consent will be treated as a positive test, the employee will be subject to disciplinary action, up to and including discharge, in addition to penalties mandated by the Department of Transportation.

- In the event the employee is unable to provide an adequate amount of breath, the employee will be required to submit to an examination by a licensed medical physician to determine whether a valid medical condition exists. If there is not a valid medical condition, the test result will be reported as "positive" to the school.
- Breath alcohol tests that register less than 0.02 will be reported as "negative" and no additional testing is required.
- Breath alcohol tests that register greater than 0.02 will require a second confirmatory test. If the confirmatory test is less than 0.02, the result will be reported to the school as "negative".
- Breath alcohol tests that register greater than 0.02 but less than 0.04 will cause the employee to be removed from any safety sensitive function until the next regularly scheduled duty period, but no less than twenty-four (24) hours. (As mandated by the Department of Transportation.) The employee may be subject to additional disciplinary action by the school, up to and including discharge.
- Breath alcohol results that register 0.04 or greater on the confirmatory test will cause the employee, at a minimum, to be suspended without pay until the next regularly scheduled duty period, but no less than twenty-four (24) hours, and will be subject to additional disciplinary action by the school, up to and including discharge.

### **Confidentiality**

- Employee test results are confidential. Test results and other confidential information may only be released to the employer and the substance abuse professional. Any other release of this information is only with the employee's consent as mandated by the Department of Transportation.
- Any questions or concerns regarding the schools' Drug and Alcohol Testing Policy shall be directed to the Director of Transportation at 319-848-5233.

### **School Bus Aide Job Description:**

**Position Title:** School Bus Aide

**Reports To:** Director of Transportation

### **Preparation, Experience, Skills:**

- Ability to recognize and perform job tasks with a minimum of supervision.
- Adhere to all applicable federal, state and local rules and regulations pertaining to school bus transportation.
- Complete all paperwork and tasks as required.
- Attend all in-service meetings and classes of instruction as required by the College Community School District.

### **Principle Duties:**

- Under the supervision of the Director of Transportation, ensure that each student assigned to ride a bus during regular routes and/ or extra-curricular trips is afforded a safe and comfortable ride.
- Clean assigned vehicle for the purpose of maintaining appearance, sanitation and safety of the vehicle.
- Direct the students regarding appropriate conduct for the purpose of enforcing rules, regulations, laws and safety.
- Maintain regular and appropriate attendance and be on time for assignment(s) for the purpose of meeting the needs of the students and the district.
- Other duties as may be assigned

### **Physical requirements/Working conditions:**

- Ability to complete all required tasks independently.
- Ability to stand/walk for extended periods of time as necessary.
- Ability to use hands for repetitive pushing, pulling, grasping and fine manipulation.
- Ability to bend, squat and climb stairs frequently.
- Sufficient strength and agility to assist riders with ingress and egress during normal transportation and in emergency situations.

- Sufficient strength and agility to assure students are placed in and is utilizing appropriate restraint devices.
- Sufficient strength and agility to protect students from harm by themselves or others.
- Ability to withstand inclement weather conditions.
- Ability to withstand moderate noise levels from vehicles and students.
- Ability to maintain intense concentration while performing multiple tasks and avoid excessive mental or emotional fatigue.

*The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision*

#### **Terms of**

**Employment:** The regular school year (180 days) plus any extra trips that may be assigned per the terms of the Meet and Confer Agreement.

#### **Date of**

**Revision:** 6/27/23

It is the policy of the College Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Executive Director of Human Resources, 401 76th Ave SW, Cedar Rapids, IA 52404  
Contact phone: 319-848-5246

## APPENDIX VIII:

### BUS ROUTES

#### **Bus Routes:**

Drivers are required to carry their route books with them at all times on the bus during their route. **No exceptions.** Drivers must return the route book to its respective slot after every route. It is expected that the route book will be updated at all times. The information that needs updating is; student drops or additions, time of each stop, location of stop, student names, student grade and student building. **Stop and Turn sheets that are a part of the route book are expected to be updated at all times as well. If they need updates, stop in and see us!**

Drivers are not permitted to change their route unless authorization is received from the Director of Transportation prior to making the changes. **This also includes adding stops that are not designated in your route book.** State Code dictates that all stops be reviewed and approved by the Director of Transportation. If you add a stop that is not approved and you do this without the Director's knowledge, you are assuming responsibility that is not yours to assume. This could lead to increased liability for you.

It is imperative that drivers watch their times during the route to ensure they are running the route as expected. In the beginning of each school year all parents are informed what the stop location and stop times are. Running a route contrary to those times causes frustration and angry phone calls. **RUN THE ROUTE EXACTLY AS IT STATES IN THE ROUTE BOOK AT ALL TIMES!**

Failure to follow these directives may result in the loss of your assigned route or termination.

## APPENDIX IX:

### STAFF AND STUDENT PERSONAL ITEMS

#### **Carry-on Items:**

Drivers shall try to accommodate students if they wish to bring school projects, sports equipment, band instruments or other items on the bus.

Drivers should ask students to talk to them in advance if they wish to do this.

The driver must specify a location for the item. The item should be retained with the student in their seat as long as the item does not pose a safety risk. Drivers have the option to place the item in the front of the bus if they so choose.

Students, who have long dangerous items poking out of their backpacks, will have to remove the item and store it at the front or where the driver designates. Drivers may move students to a front seat to look after an item that requires looking after.

Drugs, tobacco, alcohol, firearms, ammunition, live animals, skateboards, bicycles, or any other item the driver deems unsafe or inappropriate to transport are not allowed on the school bus. No animals/pets should be brought about the school bus or school van at any time. Students might attempt to bring animals/pets for "show and tell" however; students wishing to do so must have parents transport the student and animal/pet to school on that particular day. Service animals are allowed on school buses and school vans

### **Cell Phones:**

**Drivers are NEVER allowed to use cell phones at any time while driving a school owned vehicle whether there are students on the bus or not.**

A violation of this policy may result in immediate dismissal. Drivers are also not allowed to use their cell phones or any other electronic device that may cause a distraction, driving or not, when students are present on the bus. Your attention needs to be focused on the students that are in your care.

This does not apply in a true emergency. If there is an emergency that requires cell phone usage it is absolutely mandatory that the driver pull off to the side of the road and park before using the cell phone.

### **Lost and Found:**

If a student leaves something on the bus, check for their name, and leave it on the bus for two days for pick up. Try and return the item during the next route. If not claimed, turn in to the transportation office. Do not place items on the dash of your bus. If the item is of value or it is an item you feel the student needs that day, please bring it into the office.

## **APPENDIX X:**

### **CHECK-IN PROCEDURES**

#### **Check-In Procedure:**

A time clock sheet will be located in the front entryway. Please check this every time that you report to work. IMMEDIATELY after check-in, pre-trip your bus. This gives the mechanics time to fix found issues if they can. If not, you will be assigned a sub bus.

#### **Morning Drop-Off Procedure:**

The following locations and times will be used for dropping off students in the morning;

##### **1. 1st Routes:**

- Prairie Creek: Enter at the roundabout only, unload at the back door in the bus lane, no earlier than **7:20 am**.
- Prairie Point: In the back of the building. Enter using the roundabout only, no earlier than **7:20am**.

##### **2. 2nd Routes:**

- High School: In the Loading Zone between the double light pole and the electric boxes. No earlier than **8:00 am**
- 9th Grade Center: In the Loading Zone between the double light pole and the electric boxes. No earlier than **8:00 am**

##### **3. 3rd Routes:**

- Prairie Ridge: At the east side of the building. ONLY enter Ridge via the road next to the bus bull-pen. No earlier than **8:45am**.
- Prairie Crest/View: At the southwest corner of Crest. No earlier than **8:45am**.
- Prairie Heights: At the west side of the building. No earlier than **8:45am**.
- Prairie Hill: At the west side of the building. No earlier than **8:45am**.

## **Afternoon Loading Procedure:**

### **1. 1st Routes:**

Buses that take students from Point to the Creek loading zone need to be in their designated spot at Point no later than **2:30pm**. Buses should pull out of the bullpen in order.

Spaces are numbered by route at Creek.

Remember, state law dictates that a driver be on their bus at all times when students are on the bus, whether the bus is running or not.

### **2. 2nd Routes:**

All students will be loaded in the bus loading area between the High School and Prairie Crest. Spaces are numbered by route. **Please pull into your assigned space NO LATER THAN 3:15**. Remember, state law dictates that a driver be on their bus at all times when students are on the bus, whether the bus is running or not. In the event of adverse weather, you may be asked to pick up students at their respective buildings.

### **3. 3rd Routes:**

All students will be loaded in the bus loading area between the High School and Prairie Crest. Spaces are numbered by route. **Please pull into your assigned space NO LATER THAN 4:00**. Remember, state law dictates that a driver be on their bus at all times when students are on the bus, whether the bus is running or not. In the event of adverse weather, you may be asked to pick up students at their respective buildings.

Shuttle buses that take students from Heights and Hill to the loading zone **need to be in their designated shuttle spot at Heights and Hill no later than 3:50pm**. Buses will **depart at 4:05pm** for the loading zone. The shuttle bus is assigned to a specific route as an extension of that route and not a separate route in itself. Please keep that in mind when bidding routes. If a driver bids a shuttle route and does not want or is not able to continue it they may be required to give up the entire route.



## **APPENDIX XI:**

### **CHILDREN & GRANDCHILDREN IN DRIVER'S ROOM & ON THE PROPERTY**

#### **Children/Grandchildren in Driver's Room and On Property:**

Remember, you are the responsible adult and must provide supervision. Children/Grandchildren **are not** allowed in the garage area at any time nor are they allowed in the parking lots unsupervised.

## **APPENDIX XII:**

### **REQUIRED DRIVER NOTIFICATION TO THE SCHOOL DISTRICT**

#### **Drivers Need to Notify School District in the following circumstances:**

Drivers need to notify the Director of Transportation in the following circumstances:

- If your license status is denied, suspended, revoked or barred;
- If you are charged with any crime;
- If you receive a citation for ANY traffic violation or are involved in ANY traffic collision whether you receive a citation or not. This applies to all circumstances whether you are driving a school bus or any other vehicle both on and off duty;
- If you receive information that you have a medical condition which could be detrimental to safe bus operation, this includes prescriptions for medication;
- If you get stuck, enter the ditch, require a tow truck, have an accident or have a near accident while driving a school bus;
- When you renew your license, you need to give a copy to the Transportation office. If you would like reimbursement for a portion of your license you must also provide a receipt for the renewal.

## **APPENDIX XII:**

### **MAINTENANCE & INSPECTIONS & OIL CHANGES**

#### **Maintenance and Inspections:**

The Transportation Director and Head Mechanic are responsible for implementing an ongoing preventative maintenance program and for ensuring that school buses meet the requirements of the State of Iowa as outlined in Iowa Code.

#### **Driver Responsibilities:**

##### **1. Pre-trip Vehicle Inspection:**

According to Rule 22.41 of the Iowa Administrative Code "A daily pre-trip inspection of each school bus shall be performed and recorded." Ample paid time is allotted to complete this requirement. It is the driver's responsibility to "pre-trip inspect" their vehicle prior to leaving the bus lot. **This must be performed before each driving assignment.**

If a vehicle has a deficiency, contact a mechanic prior to leaving for your route. Let the mechanic determine if the bus is fit for service. **You are also required to perform a "post-trip inspection" after each route.**

At the end of each week you are required to turn the pre-trip sheet into the office by placing it into the box by the route books.

##### **2. Mechanics Slips:**

During your pre-trip inspection if you notice a mechanical problem, contact a mechanic **prior to leaving** on your route to see if the problem should be corrected immediately.

During your route, if you feel there is a mechanical problem that needs immediate attention contact the garage staff by radio.

If you feel it can wait until you get back from your route, fill out a *Vehicle Deficiency Form* and give it to one of the mechanics when you return.

## **APPENDIX XIV:**

### **OCCUPATIONAL HEALTH & SAFETY**

#### **Safety in the Workplace:**

The personal safety and health of each employee of the College Community School District is of primary importance. To the greatest extent possible, the District is committed to providing the safest work environment possible for all employees regardless of job duties. It is the philosophy of the District that all employees shall cooperate in all areas of safety while performing the functions of their position. Only through such cooperation can the District effectively provide a safe working environment for all employees.

The District accepts the responsibility for leadership of the safety and well being of all employees, for the effectiveness and improvement of work conditions, and for providing the safeguards necessary to ensure safe working conditions. It is the Administration's responsibility to develop the proper attitudes toward safety for themselves and for those they supervise. Employees are responsible for cooperation in regard to safety in the workplace and to be in compliance with safety rules and guidelines established by the District.

The following list of guidelines is meant to be general rules to follow by all employees of the College Community School District. In addition to items mentioned below, workers will follow all guidelines and safety precautions associated specifically with their job duties.

- It is everyone's responsibility to work in a safe manner and follow all safety guidelines as prescribed in employee manuals.
- All employees shall immediately report unsafe working conditions or practices.
- Employees will be provided instructions, manuals, and safe handling procedures for products and equipment. If this does not occur, employees should request training, and/or, safe handling instructions of all items used in the workplace that they are not familiar with or feel they are not adequately trained to utilize.
- Employees shall practice "proper lifting techniques" when handling heavy objects. Lift with the legs and a straight, upright back.
- Employees shall not handle or operate equipment outside the scope of their normally assigned duties without proper training.
- Appropriate attire, including footwear, shall be worn at all times depending on the job to be performed and the weather conditions.
- Protective clothing, goggles, gloves, etc. shall be worn when prescribed by the manufacturer.

- Ladders or approved step stools shall be utilized to reach high areas. Stepping on desks, chairs, other furniture or items not meant for this purpose is prohibited.
- All employees should work to maintain a clean working environment at all times, free of waste paper and items that may cause a hazard.
- Employees should be familiar with the location of Fire Extinguishers, Defibrillators, and first aid items in the buildings and locations they are assigned.

### **Hazardous Communications/Worker's Right to Know:**

In accordance with Board Policy 403.04 and the District's SAFETY PROGRAM (HAZARDOUS COMMUNICATION/WORKERS RIGHT TO KNOW PROGRAM), all employees shall read, view, and review the hazardous training disclosure materials provided by the District.

All drivers shall view the District approved training video and sign the verification/attendance form provided by the District to verify the date of training session.

### **District Responsibilities:**

District Administrators shall be responsible for providing appropriate "Right to Know" training to all new employees and existing employees who have been temporarily or permanently transferred and when any new chemical is used within the work area.

District Administrators, or designee(s), shall be responsible for maintaining Material Safety Data Sheets (MSDS) for all chemicals used in the buildings. An alphabetical master list and individual copy of each MSDS sheet shall be provided to the Director of Buildings and Grounds for the District Master Files.

The District shall provide, train, and monitor the use of appropriate safety equipment and supplies for employee use of chemicals and hazardous materials.

### **Employee Responsibilities:**

Employees shall participate in the required "Right to Know" training as provided by the District.

Chemicals and Hazardous materials shall be used per manufacturer's instructions.

Employees shall use only approved, properly marked, containers for mixing and storage of District approved chemicals.

Employees shall familiarize themselves with the location and information provided in the District provided MSDS information booklets and appropriately use the safety equipment and supplies provided by the District.

Employees shall notify District Administration when training, supplies and/or safety equipment have not been provided.

## **APPENDIX XV:**

### **PULLING OVER & PARKING YOUR BUS**

#### **Pulling Over Your Bus:**

From time to time you may find it necessary to pull your bus over for the purpose of attending to discipline or if you are running ahead on your route. When doing so please follow these guidelines;

- Always ensure that the bus is properly parked in a designated, safe and legal space with the parking (emergency) brake engaged, the gear shift in neutral or park and the engine shut off.
- You should not park close to corners making it difficult for the traffic to see, and should avoid parking on the main commercial streets or busy highways when at all possible.

#### **Parking Your Bus:**

When parking your bus in the “bullpen” after your route, park between the lines in your designated spot. Always put the bus back in the same spot that you took it. Make sure you pull in with enough room on both sides and the back end of the bus is moved over and pulled up. Make sure your front steer tires do not make contact with the curb when pulling in or parked. All windows and roof hatches should be closed.

Please remember that no driver’s personal vehicles are allowed in the bullpen area. No exceptions.

## **APPENDIX XVI**

### **PAYROLL INFORMATION & PERSONNEL FILES**

#### **Payday:**

Payday for all drivers is the 15<sup>th</sup> and 30<sup>th</sup> of each month.

#### **Time Clock:**

You must swipe in and out for your assigned route no earlier than 7 minutes before your assigned time. If you forget to do this or you are working outside of your assigned shift time please see the office to fill out paperwork so that we have an accurate reflection of what you are owed.

After routes you are required to swipe out immediately unless you have district business to attend to. This should be within 5 minutes of returning to the bullpen.

Remember, buses are to be cleaned PRIOR to all routes, not after.

#### **Driver's & Bus Aides Personnel Files:**

You should be aware that the following could be put in your files annually:

- Physical Form
- Copy of State Driving Permit
- Evaluation Forms
- Careful Driver Awards
- Written warnings or complaints made by others about the driver
- Written compliments made by others about the driver
- Driver's license information
- Driving records
- Drug and alcohol information
- Payroll records

## **APPENDIX XVII:**

### **PERSONAL USE OF SCHOOL EQUIPMENT**

#### **Personal Use of School Equipment:**

No school equipment (including vehicles) is to be used for personal reasons. This is without exception. School equipment is funded by taxpayer dollars. It is illegal to expend taxpayer dollars for personal reasons. Please remember that all of our vehicles are clearly marked and very visible to the general public.

No district staff member is authorized to permit a variance from this policy. Violation of this policy may result in immediate termination.

## **APPENDIX XVIII:**

### **PROFESSIONALISM & PUBLIC IMAGE**

#### **Clean appearance:**

Drivers and Aides are reminded to be clean and professional in their appearance. The parents, students, staff and community of College Community Schools are proud of their school district. The image of a Transportation Department employee is that of an appropriately dressed man or woman. The suggestion for appropriate dress combines common sense with the essentials of good taste in dress and grooming.

- Shorts and skirts should fall in the range from mid-thigh to the top of the knee.
- Tops should extend to the waist (no bare midriff).
- Items such as halter-tops and tube tops are not appropriate.
- Pants should be worn appropriately about the hips.
- Shoes must be closed toe in design (no sandals) and appropriate for the weather conditions.
- Clothing advertising tobacco, alcohol or other controlled substances are not appropriate.
- Clothing that is offensive or worn to represent gang affiliation is forbidden.
- When selecting clothing, keep in mind you are transporting children. Common sense should be used.
- Is your name tag visible?

**Public Image:**

- Is the bus clean inside and out?
- Do you follow all the traffic rules?
- Are you courteous to other drivers?
- What is your personal appearance saying?
- Is your language appropriate? (Use of profane language is grounds for immediate dismissal!)
- What message do you send when you are out in public??
  - Let's talk publicly about the positive things in our system. If you look for the negative you will likely find it. If you look for the positive, I know you will find it.
  - Do you believe that if the public sees us as an efficient, organized, dedicated team that they will have more support for us? Do you believe the reverse is also true?

**Kid Friendly:**

Going to school and specifically riding the bus, needs to be as pleasant an experience as possible for all students.

**Reliability:**

- Is the bus plugged in (during cold weather) and the power working?
- Are you consistent with your times?
- Do you double check details for school trips to ensure you are on time and prepared for the trip?

**Good Ambassadors:**

In the eyes of the public, you are representatives of College Community Schools. Please be a good ambassador.



## **APPENDIX IXX:**

### **CHAPTER 103B AND REASONABLE FORCE**

#### **Reasonable Force:**

One of the most challenging aspects to managing student behavior is determining what reasonable, necessary force is and what would be considered excessive force. A good rule of thumb is to ask yourself; is the action I am about to take necessary? If the answer is yes, the next question should be; what is the least amount of force necessary to resolve the issue?

One of the quickest ways for a driver to get themselves into legal, civil and employment difficulties is to become physical with others when it is neither necessary nor reasonable. Those acts that are done out of anger, frustration or are intended to be punitive are good indicators of what might be considered unreasonable and/or unnecessary. That being said, you must always keep in mind your responsibility to protect yourself, others and property as well. Below is guidance of what is allowed under the law.

A school employee is not prohibited from using reasonable and necessary force for any of the following purposes:

- To protect another person from physical harm;
- Self-defense;
- To protect public property if reasonable force is necessary to prevent a student from committing a crime against the property or to terminate such criminal activity;
- To protect private property (whether belonging to the employee or to another person) if reasonable force is necessary to prevent a student from committing a crime against the property or to terminate such criminal activity;
- To prevent a student from self-inflicted harm;
- To remove a disruptive student from school premises or from a school-sponsored activity not on school premises;
- To obtain possession of a dangerous object within a student's control.

Iowa Code sections 280.21, 704.4, and 704.5; 281 IAC rule 103.4.

## **APPENDIX XX: RESIGNATION FORMS**

### **Resignation Forms:**

In the event you choose to discontinue employment with College Community Schools, you will be asked to complete a resignation form. This form simply indicates that you will be leaving employment and the reason why.

If you have contributed to IPERS, it will be necessary that a claim form be completed to draw that amount out if you desire. This amount, in some cases, can be left and drawn as a pension at age 55 or after. Please check with the Business Office (Lizz Matheny) for the address and forms. The IPERS Board will advise you of your options and arrangements can be made with them to leave it or draw it out, and how much money is involved.

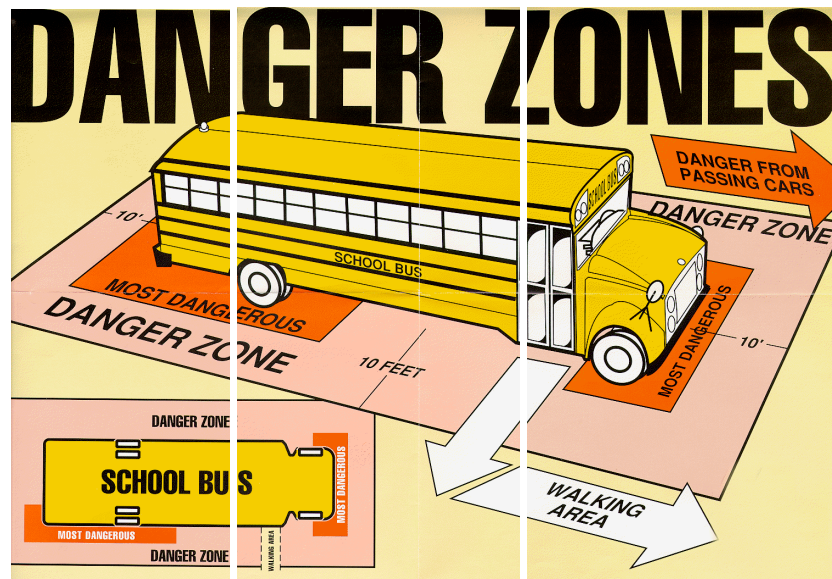
## **APPENDIX XXI: SCHOOL BUS DANGER ZONES**

### **School Bus Danger Zones:**

School buses are over 2000 times safer than the family car. Children are hurt outside the school bus more often than inside. The child who bends over to retrieve something they dropped, or who walks too close to the bus while crossing the road, needs to be aware that every yellow school bus is surrounded by a danger zone.

- They should take five giant steps as soon as they leave the bus.
- They should establish eye contact with the driver when crossing in front of the bus and proceed only when the driver nods approval.
- The most difficult thing to teach children is not to go back to pick up items they've dropped near the bus or left on the bus.

Please help train the students who ride your bus.



No child should ever be in the danger zone. Children leaving the bus should walk straight ahead, away from the bus, for at least 10 feet before turning in either direction. When it is necessary for children to cross in front of the bus, they should walk ten feet from the bus door, (in the direction of the white arrow above) before turning toward the front of the bus.

The front of the bus is the most dangerous area. Within this bright red zone at the front of the bus are a number of "blind spots" in which the driver cannot see a small child or one who is stooping to pick up a dropped article. The exact position and size of the blind spots depends upon the number of mirrors that the bus has, how they are arranged and adjusted, and whether or not they are clean. It is important for young children to understand that all of the red areas are dangerous because the driver may not be able to see them. Children must be educated to move forward away from the front of the bus until they can see the driver's face. If the child can see the driver's face, the driver is able to see the child.

Maintaining that line of vision is the next objective. This can be best accomplished by requiring the children in the high-risk category (grades K-3) to wear a backpack or carry a book bag. If the loose objects these children so often take home are carried in a backpack or a book bag, the chances of dropping them are greatly reduced.

The large arrow at the top right of the diagram shows the area of special danger from passing cars and other vehicles. Some children may point out that it is against the law for a car to pass a stopped school bus. That is true. The fact is, however, that an occasional driver violates the law. Since the large bus hides children from the sight of a driver passing from the rear, this situation is particularly dangerous.

When children must cross in front of the bus, the following safety rules should be observed:

- 1. The parking brake must be set at all times when loading and unloading students.**
2. Children should cross only after receiving permission from the driver or school bus patrol.
3. Children should cross at least ten feet in front of the bus.
4. Children should establish "eye contact" (that is, look at the Bus Driver) before starting across.
5. Children should look both ways and should only enter the part of the roadway marked by the large red arrow after receiving an **"all clear"** sign from the driver or safety patrol.

A third area of special danger is the area at the right rear of the bus. Small or stooping children in this danger area (from the right rear wheel to the back of the bus) cannot be seen by the driver. The safety rule for this danger zone is very simple: Children should stay out of it at all times.

## **APPENDIX XXII:**

### **SICK CALL-IN**

#### **Sick Call-In**

If you are sick and will not be able to drive your AM route, **you must notify the transportation department at 848-5206 no later than 5:45 AM.** You can leave notification on voicemail any time during the night.

If you are going to be absent for your **PM route contact the transportation department at 848-5204 no later than 1:00 PM.**

To get paid sick leave, you must notify the transportation department prior to your assignment. You must enter your absence request in the Frontline Absence system immediately after calling in your absence.

Sick leave is defined as a personal injury or illness that is of such a nature that a driver/aide is unable to perform their necessary duties. Routine physicals, follow-up doctor visits, etc. **do not** qualify for sick leave.

All sick leave must be entered in the Frontline Absence system within 24 hours or the day of absence or the absence will be entered as unapproved and unpaid.

## APPENDIX XXIII:

### USE OF NICOTINE & SMOKING

#### **Nicotine:**

According to [Board Policy 905.02: Nicotine Free Environment](#), The College Community School District is a nicotine free campus. **There is no smoking allowed anywhere on campus.** This would also include within any of the district vehicles. A violation of this policy may result in immediate dismissal. Please remember that all school districts and most public places are “smoke free” by Iowa Code and as such this “No Nicotine” policy extends to all places covered by Iowa Code.

If you must use nicotine, it must be off campus. You are required to punch out in order to leave campus for a nicotine break. Once you return to campus, you can punch back in from your break.

## APPENDIX XXIV:

### SPECIAL TRIPS

#### **Special Trips:**

If you are assigned an extra-curricular trip, you are authorized to drive only to the activity and back. The only exception would be to stop for something to eat at the request of the chaperons.

If you come back to school to drive your route after taking the group to an event, you must report back to the trip site immediately after you complete your route. You are required to remain with your group at the activity site unless you have made prior arrangements with the staff chaperone.

If you leave, thirty minutes would be a maximum time limit to be gone and only for a meal at a normally accepted meal time.

When two or more buses are taken on an extracurricular trip to the same destination the following rules will apply:

- The buses will stay within visual range and radio contact at all times.
- Meet ahead of time to determine who will lead the group. If no agreement can be made, it will be the most senior driver.
- Lead driver will consult with the chaperone about where to stop for breaks and meals.
- Each driver should assure the bus is clean at the end of every extra-curricular trip.

**Meals:**

Drivers will not be paid for meals while on school trips. The driver is paid for their hours throughout the lunch period and does not have an unpaid lunch break as in most people's work days. Therefore, they need to either bring their lunch or pay for their own. The current bus driver's working agreement speaks to this issue by stating, "Drivers are expected to provide their own lunch or to pay for any lunch furnished by the school".

**Drivers participating in the special trip activity:**

During special trips drivers are not to participate in any physical activity where injury can occur.

**Late or "no show" for trips:**

If you do not return the bus clean or are late, do not show for trips or do not turn in required paperwork in a timely fashion, you may lose the ability to bid trips for a specified amount of time as determined by the Director of Transportation. If the issue occurs more than once you may have your name removed permanently from the eligibility list.

**If drivers exchange trips:**

With the approval of the Director of Transportation or designee and with mutual agreement drivers may trade trips. The trade must be agreed upon at least twenty-four (24) hours prior to the start of the first scheduled trip, in the presence of the Director of Transportation and all drivers affected.

**Mid-day and summer routes and trip bidding:**

If you bid and are awarded any mid-day or summer routes you will not be allowed to bid trips that would take you away from those routes. This is done mainly to maintain consistency in the routes. Please take this policy into consideration when bidding the routes.

## **APPENDIX XXV:**

### **SEVERE WEATHER & CANCELLATION & DELAYS**

#### **Weather Cancellations and Delays:**

In case of bad weather prior to the AM route, staff are responsible to listen to local radio/TV for any notices regarding the closing or delay of school. We try to get it to the media by 5:30 AM.

In the event of bad weather during the day after we get the students to school, listen to the radio for notices of early dismissal or cancellation. If we decide to release early we will be attempting to contact you by telephone to advise you of the change. If you are not at home and think the weather is severe enough, contact the Transportation Office to check on early outs. It is very important that you provide the Transportation Office with updated contact information so that we can reach you on short notice.

You can also locate additional/updated information at any time at [www.crprairie.org](http://www.crprairie.org). It may also be helpful to sign up for KCRG text alerts on your phone.

## **APPENDIX XXVI:**

### **STUDENT ACCIDENTS**

#### **Student Accidents:**

This would involve any injury to a student while he/she is a passenger on the school bus. It is your responsibility to fill out a student accident report form for anyone injured on your bus. You may pick up the form at the transportation office. Please notify the transportation department of such an occurrence so that we can notify the building/parent.

If a student gets sick on your bus please notify the transportation office. Schools will often call to confirm that a student was ill.

## **APPENDIX XXVII:**

### **TICKETS & VIOLATIONS OF THE BUS STOP ARM**

#### **Traffic Laws:**

It is imperative that drivers obey all traffic laws and observe all safety regulations. Drivers are responsible for paying any fine incurred while operating a school bus or any other school owned vehicle in an illegal fashion. You must report any ticketed violation to the Director of Transportation whether it be on or off duty. You are also required to inform the Director of any involvement in a traffic accident whether on or off duty.

#### **Violation of Bus Stop Arm:**

When you observe a violation of your warning devices, try to gather as much information as possible about the offender. The following information is required to complete the form; time, location, Make of vehicle, style of vehicle, color of vehicle and license plate. Other information that is not required but is helpful is included on the form. After your route, please fill out the violation form and give it to the Transportation office. The Transportation office will see that it gets forwarded to law enforcement.

## **APPENDIX XXVIII**

### **RADIO PROTOCOL**

#### **Two Way Radios:**

Radios are for official use only. They must be tuned to Channel 1 for use within the District and Metro area. This is our only way to communicate with you while you are on your route. The Federal Communications Commission occasionally monitors bus radios. **Unnecessary conversation and radio “chatter” is prohibited and places our license in jeopardy.**

#### **When you start your bus check:**

1. The radio is turned on and the volume adjusted properly.
2. The radio is set to channel “Main”.
3. Perform a radio check to make sure it is operating properly (this is a part of your pre-trip inspection).



**To place a call:**

1. Listen to make sure the channel is not in use.
2. Key the mike and wait one second before talking. This allows time for the tower to switch on.
3. Speak slowly and clearly, in a normal voice.
4. Identify yourself and then who you are calling. It should be something like this: “Bus #5 to base.”
5. If you do not get an answer in about 30 seconds, repeat the call. Often people are away from the radio and do not hear the details so they listen for a repeat call.

**Communication Tips:**

Some of the most common problems in radio communication that make people hard to understand on the radio are:

- Not waiting after the mike is keyed or starting to talk before keying the mic.
- Speaking too quickly or not clearly.
- Keying the mike and talking when someone else is using the radio.
- Please be patient with office staff when using the radio to communicate.
- Building staff signals:
  - Kris = Mobile 1
  - Dan/McKenzie = Mobile 2
  - Mechanics = Garage

**AM/FM Radios:**

Please remember that the radio content needs to be “age appropriate”. There are many local radio stations that play content that is certainly not appropriate for younger students. Please be mindful of this and only tune into stations that are not objectionable.

## APPENDIX XXIX:

### WORKERS COMPENSATION

#### **Worker's Compensation:**

All personnel are covered under the worker compensation law. All work-related accidents occurring on the school grounds or in the classroom are to be reported to the building administrator immediately. If the building administrator is not in, the accident should be reported to the building secretary or nurse. In the event you are injured on the job, follow the following outlined steps:

Steps for when an employee is injured at work

- **Step 1:** Immediately notify a supervisor of the incident. *If this is a life or limb threatening injury, call 911.*
- **Step 2:** Supervisor and injured employee should call (844) 891-6022
- **Step 3:** A triage nurse gathers pertinent information and guides the injured employee to the appropriate care.
- **Step 4:** If professional medical treatment is necessary, the triage nurse offers tele-medicine or in-person medical facility options.
- **Step 5:** Submit paperwork to HR within 24 hours

Designated clinics are posted at the posting location in each building. All employees are required to sign a *Workers' Compensation Medical Treatment Form* upon hire indicating that they have read the list of medical facilities which are the designated workers' compensation treatment centers and understand where they are to go for treatment of the work injury. This signed form is placed in the employee's personnel file.

**If you choose to be treated by any other medical facility and/or physician, you may not qualify for any workers' compensation insurance benefits and you may be responsible for all medical costs related to this incident. This is in accordance with your state's Workers' Compensation statute.**

If the employee needs to be treated by a physician, they are required to go to the designated clinic listed below. **The Attending Physician's Return to Work Recommendations Record Form must be given to the clinic when going in for the initial treatment.** This form will authorize the clinic to treat the employee.

Employee and student safety is a major district concern. An employee should therefore remove him or herself from and report any situations where employee safety is compromised. If an employee becomes seriously injured on the job, the employee's supervisor will attempt to notify a member of the family, or an individual of close relationship as soon as the employee's supervisor becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee will be turned over to the care of the employee's family or qualified medical professionals as quickly as possible.

The *SilverLinings Nurse Advantage* triage nurse will contact the clinic and make the appointment for the employee. They will inform the clinic of the nature of the injury. Injuries that may need more than one-time treatment (sprain/strain injuries to the back, shoulders, arms, wrists, and neck) as well as minor injuries should be sent to Mercy Care Occupational Health at Prairie Creek (next to Kirkwood Hotel) (319-558-0352) during their office hours.

If after hours they can be sent to Mercy Care South (319-396-9097).

The College Community School District has a policy of providing suitable temporary work assignments for employees who suffer work related injuries and are placed on work restrictions.

Any paperwork given to the employee by the clinic must be sent or delivered to the Human Resources Office by the employee so that it can be processed with the work injury claim. This may include but is not limited to work restrictions, medication purchase, work release, required follow-up appointments.

#### **Mercy Care Occupational Health at Prairie Creek (next to Kirkwood Hotel)**

777 76th Avenue SW

M-Th 7:30 AM-4:30

PM Cedar Rapids, Iowa 52404

F- 7:30 AM-11:30 PM

(319)-558-0342

#### **Mercy Care South Urgent Care**

2815 Edgewood Road SW Cedar Rapids IA 52404

Open until 8:00 PM

(319)-396-9097

The District has contracted with *ARGENT (West Bend Insurance)* for its Work Comp. Insurance needs. Employees are sometimes unfortunately injured during the course of their duties. The bottom line is that bad things happen to good folks, even when they are doing the right thing. Our job as a District (this means all employees) is to work in a manner that is as safe and effective as possible. Job injuries are difficult on employees and they are difficult on the District. Slips and falls make up many of the injuries that occur in our District. We need to do commonsense things every day to ensure that we are acting in a safe manner. All employees are reminded of the following:

- Always wear appropriate clothing, especially footwear that allows you to move comfortably and provide appropriate traction indoors and out. Open toed shoes and/or those not securely fastened to your feet statistically result in more injuries.

- Follow those procedures you learned when dealing with situations where students become “out of control”. Put your skills to work. CPI or other.
- Never stand on chairs, ledges, desks, countertops, etc.... always use a ladder or step ladder when needed.
- Do not overreach and ask for assistance when necessary.
- Watch for signs of wet floors.
- Come to work well rested to ensure you are alert.
- Be aware of hazards and remove them or alter them when you can.
- Promptly report all improperly working equipment, trip hazards, unsafe environments, etc. to the Building Custodian or Administrator

## **APPENDIX XXX:**

### **TRANSPORTATION DEPARTMENT FORMS**

#### **List of Forms:**

Stop Arm Violation Form	Resignation Form
Conduct Report Form	Trip Bid Form
Passenger Survey	Drug and Alcohol Consent Form
Special Trip Forms	Mechanics Slip
Pre-trip Inspection (bus)	Pre-trip Inspection (van)
Route Change Form	Student Accident Form
Medicaid Forms (2)	

# ***SCHOOL BUS WARNING DEVICES VIOLATION REPORT: STOP ARM VIOLATION FORM***

138692

## **SCHOOL BUS WARNING DEVICES VIOLATION REPORT**

*(Required to be delivered to a Law Enforcement Agency within 72 hours of the violation.)*  
(Please type or print)

Date \_\_\_\_\_ Time \_\_\_\_\_ County \_\_\_\_\_

Location \_\_\_\_\_

Bus Number \_\_\_\_\_ School District \_\_\_\_\_ County District Number \_\_\_\_\_

Bus Direction:                      Amber Warning Lights Activated?   Stop Lights (Stop Arm) Activated?  
N ☐ S ☐ E ☐ W ☐                      YES ☐ NO ☐                      YES ☐ NO ☐

Driver Name \_\_\_\_\_ Phone \_\_\_\_\_ (work)

Address \_\_\_\_\_ Phone \_\_\_\_\_ (home)

Weather Conditions \_\_\_\_\_ Road Conditions \_\_\_\_\_

## **VIOLATING VEHICLE DESCRIPTION**

Make _____	Style _____	Color _____
License # _____	State _____	Occupants _____
Direction of travel: N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W <input type="checkbox"/>	Estimated Speed: _____	Driver: Male: <input type="checkbox"/> Female: <input type="checkbox"/>
Driver Description: _____ _____ _____		

## **NARRATIVE**

(Be Specific, Start With FIRST Observation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Law Enforcement Agency Referred to: \_\_\_\_\_

Driver's Signature \_\_\_\_\_

595-1361

LAW ENF. AGENCY ADDRESS

TS-17

## ***PROCESS OF RESIGNATION***

In order to receive a final paycheck, drivers who desire a release from their driving contract can obtain such a release by either:

- Submitting a written letter of resignation to the School District
- ~ OR ~
- By completing the form below.

### **Letter of Resignation**

TO: Kris Hartgrave

Date: \_\_\_\_\_, 20\_\_

I \_\_\_\_\_ hereby resign my position as bus driver.  
(Name)

at College Community School District effective \_\_\_\_\_, 20\_\_.

My reason(s) for leaving...

\_\_\_\_\_ moving out of area

\_\_\_\_\_ personal illness

\_\_\_\_\_ family illness

\_\_\_\_\_ wish to retire

\_\_\_\_\_ dissatisfied with pay, hours, or type of work

\_\_\_\_\_ spouse transferred to new job

\_\_\_\_\_ planning to be married

\_\_\_\_\_ for maternity reasons

\_\_\_\_\_ for personal reasons

\_\_\_\_\_ to begin new job with: \_\_\_\_\_

\_\_\_\_\_ other (explain) \_\_\_\_\_

Any future correspondence should be addressed to me at the following address:

Home address and Street: \_\_\_\_\_

City, State, & Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

This has been reviewed by the immediate supervisor.

Signed: \_\_\_\_\_  
Supervisor

## ***SCHOOL BUS CONDUCT REPORT***

**Student** \_\_\_\_\_ **Driver** \_\_\_\_\_  
**School** \_\_\_\_\_ **Route** \_\_\_\_\_  
**Grade** \_\_\_\_\_ **Date of Infraction:** \_\_\_\_\_ am pm

**Circle bus infractions that apply:**

1. **Abusive Language – profanity, offensive remarks**
2. **Alcohol/drugs**
3. **Eating or drinking**
4. **Defiance**
  - a. **Not following directions**
  - b. **Standing, moving, not facing forward**
  - c. **Refusing to wear seat belt**
5. **Disruption**
  - a. **Loud, yelling, or excessive noise making**
  - b. **Hanging out bus window, throwing objects**
  - c. **Opening emergency exit**
6. **Poking, pushing, hitting, kicking or bothering others**
7. **Property damage**
  - a. **Seat damage**
8. **Other (Explain below)**

**Detail the observed behavior and list any witnesses – please include as much information as possible**

---

---

---

---

**Office use only:** \_\_\_\_\_ IEP \_\_\_\_\_ verbal \_\_\_\_\_ warning \_\_\_\_\_ suspension



## ***TRIP BID FORM***

**First and Last Name:** \_\_\_\_\_

**Trip Date:** \_\_\_\_\_

**In Town**

**Out of town**

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

12. \_\_\_\_\_

13. \_\_\_\_\_

13. \_\_\_\_\_

14. \_\_\_\_\_

14. \_\_\_\_\_

15. \_\_\_\_\_

15. \_\_\_\_\_

16. \_\_\_\_\_

16. \_\_\_\_\_

17. \_\_\_\_\_

17. \_\_\_\_\_

18. \_\_\_\_\_

18. \_\_\_\_\_

19. \_\_\_\_\_

19. \_\_\_\_\_

20. \_\_\_\_\_

20. \_\_\_\_\_

Numbers are your preference order

**Please fill in trip numbers next to your trip choice.**

## ***PASSENGER SURVEY & STUDENT RIDING TIME***

Please record the total number of students you transport in the space below. We need to determine how many students utilize our service versus the number of students assigned to individual routes. Please break that total into two groups...**CREEK** and **POINT**.

Creek (5-6) \_\_\_\_\_ Total AM  
\_\_\_\_\_ Total PM

Point (7-9) \_\_\_\_\_ Total AM  
\_\_\_\_\_ Total PM

Please record AM route time as follows...

First Pick-up on route \_\_\_\_\_ Time

Drop-off at **Creek** \_\_\_\_\_ Time

Drop-off at **Point** \_\_\_\_\_ Time

Please record the mileage as follows...

AM starting odometer \_\_\_\_\_

AM ending odometer \_\_\_\_\_

PM starting odometer \_\_\_\_\_

PM ending odometer \_\_\_\_\_

This survey must be completed on Tuesday, \_\_\_\_\_ and returned after your last route of the day.  
(MM/DD/YY)

Thank you for your help

\_\_\_\_\_ ROUTE NUMBER

**Code No. 702.10**

**Page Nine**

## ***DRUG AND ALCOHOL CONSENT FORM***

I \_\_\_\_\_, hereby authorize College Community School District to conduct any and all drug and/or alcohol tests on me as mandated by the U.S. Department of Transportation and the terms and conditions of the company's drug and alcohol policy.

I authorize CJ Cooper, its physician, nurses and technicians to take specimens of my urine, and/or blood, and/or breath for testing the illegal presence and content of controlled substances and/or alcohol in my body.

I understand and agree that my alcohol test results must be disclosed to my company, and the drug test must be disclosed to my company's medical review officer and the company. I release CJ Cooper, its physicians, nurses, technicians, and any other employees involved with my tests, from any and all claims or causes of actions which may result from the disclosure of those tests.

I understand that if my alcohol levels reflect legal intoxication, I will be unable to operate a motor vehicle and another form of transportation will be provided.

\_\_\_\_\_  
Donor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Donor Print Name

\_\_\_\_\_  
Social Security Number

# ***TRIP SHEET – REQUEST FOR SCHOOL DISTRICT TRANSPORTATION***

## **TRIP SHEET.....Request for School Transportation**

Date(s) of Trip: \_\_\_\_\_

Number Traveling: \_\_\_\_\_

Loading Time \_\_\_\_\_ Leave Time \_\_\_\_\_

Number Buses (Regular) \_\_\_\_\_ (Lift) \_\_\_\_\_

Return Time \_\_\_\_\_

Number Vans: \_\_\_\_\_

Group Requesting: \_\_\_\_\_ Mini \_\_\_\_\_ Cargo \_\_\_\_\_

Requested by: \_\_\_\_\_

Destination: \_\_\_\_\_

Loading location: **HIGH SCHOOL** (Loading Zone) \_\_\_\_\_ (Success Center) \_\_\_\_\_ **DELTA** \_\_\_\_\_  
**POINT** (Activities/North Door) \_\_\_\_\_ (Back/East Door) \_\_\_\_\_ (Front Door) \_\_\_\_\_  
**CREEK** (Back/East Door) \_\_\_\_\_ (Spec Ed/South Door) \_\_\_\_\_ (Front Door) \_\_\_\_\_  
**HEIGHTS** (West Door) \_\_\_\_\_ (Front Door) \_\_\_\_\_  
**RIDGE** (East Door) \_\_\_\_\_ (Front Door) \_\_\_\_\_  
**CREST** (West Door) \_\_\_\_\_ **HILL** (West Door) \_\_\_\_\_ **VIEW** (Front Door) \_\_\_\_\_  
**OTHER LOCATION** \_\_\_\_\_

Vehicle # \_\_\_\_\_

Begin Odometer \_\_\_\_\_

Driver \_\_\_\_\_

Ending Odometer \_\_\_\_\_

<i>Account number</i> _____	<i>Miles</i> _____
<i>Vendor Number</i> _____	<i>Miles Charge</i> _____

**Pre-Trip Check for vans:**

- Do you have adequate fuel for the trip? Request Fuel Card if going a long distance, or for multiple days.
- Are all lights, signals, windshield wipers/washer and other equipment working?
- Is the “School Bus” sign taken off? If not, please remove the sign and place it in the trunk hatch.
- Is there a gate key on the key ring? If not, return to the Transportation Office and get one.
- Cell phone use is prohibited while driving a school vehicle.

**Post-Trip Check for vans:**

- Return vehicle to where you picked it up--all parking spots are numbered.
- Leave the vehicle unlocked.
- Clean out the vehicle and remove all trash when finished or you will be assessed a cleaning charge.
- Remove keys from ignition and place through Drop Box Slot in the back of the building if the office is closed.
- Return this trip sheet: place through Drop Box slot in back of building if office is closed.
- Lock gate when leaving (only if returning van after hours).
- Returning fuel cards: fold any receipts and insert in a plastic folder with the card. Place fuel cards in the Drop Box slot in the back of the building or drop off at the Transportation Office. DO NOT return fuel cards in School Mail.

**Emergency Phone Numbers:**

Call in the following order in case of mechanical difficulties or accident:

1. Kris Hartgrave, Transportation Dir.....319-350-3144
2. Transportation Office.....319-848-5204 or 848-5205
3. Bryan Shaw, Mechanic.....319-389-7841

## ***VEHICLE DEFICIENCY REPORT***

<b>Vehicle #:</b>		<b>Date Repaired:</b>	
<b>Driver's Name:</b>		<b>Mechanic's Signature:</b>	
<b>Date:</b>		<b>Estimated # of hours for the Repair:</b>	
<b>Odometer Reading:</b>		<b>Estimated Cost of the Repair:</b>	

### **Mechanical:**

- ☐ Engine
- ☐ Transmission
- ☐ Parking Brake
- ☐ Brakes
- ☐ Exhaust System
- ☐ Tires
- ☐ Window

### **Camera Systems**

- ☐ Camera (Front, Rear, Mid Bus)
- ☐ DVR or Hard Drive

### **Lights and Light Systems**

- ☐ Overhead Warning System
- ☐ Turn Signals
- ☐ Brake and Tail Lights
- ☐ Clearance & ID
- ☐ Stop Arm Lights
- ☐ Interior Lights
- ☐ Head Lights (Driver)
- ☐ Interior Lights
- ☐ Head Lights

### **Body Items:**

- ☐ Service Door
- ☐ Rear Door
- ☐ Seats
- ☐ Floor Heater
- ☐ Defrosters
- ☐ Windshield Wipers

### **Safety Equipment:**

- ☐ Stop Arm
- ☐ Mirror
- ☐ Radio/Intercom
- ☐ Child Check

### **Other:**

---



---



---

### **Describe:**

---



---



---



---

# ***PRE-TRIP AND POST-TRIP INSPECTION SHEET - BUS***

College Community School District

Bus Number \_\_\_\_\_ Week Ending \_\_\_\_\_ - \_\_\_\_\_

**Place ✓ if item is OK and X if there is a problem (report problems immediately)**

	Monday			Tuesday			Wednesday			Thursday			Friday			Special Trip Dates				
	am	noon	pm	am	n	pm	am	n	pm	am	n	pm	am	n	pm					
<b>PRE-TRIP INSPECTION:</b>																				
1. Tires (Visual Inspection)																				
2. Fluid Leaks																				
3. Seats and Stanchions/Barriers																				
4. Emergency Equipment																				
5. Engine Starts																				
6. ALL Gauges Read Correctly																				
7. Heaters and Defrosters																				
8. Wipers and Washers																				
9. Service Door and Horn																				
10. Emergency Exits and Alarms																				
11. All Lights and Reflectors: Operation and cleanliness																				
12. All Mirrors: Condition, adjust. and clean																				
13. Stop/Crossing Arm Operation																				
14. Exhaust System																				
15. 2 Way Communications																				
16. Brakes (Service and Parking)																				
17. Vehicle Cleanliness (In and Out)																				
<b>POST-TRIP INSPECTION</b>																				
1. Vehicle Mileage (Before Leaving):																				
2. DRIVER INITIALS																				

# ***DAILY INSPECTION SHEET - VAN***

## **DAILY INSPECTION SHEET (Van)**

VAN OR WAGON # \_\_\_\_\_

As you inspect each item, please check box

### **Inside Vehicle**

1. Clean Windows
2. Clean Floors
3. Check First Aid Kit
4. Fire Extinguisher
5. Start Engine
6. Oil Pressure
7. Fuel Level
8. Heaters/Defrosters
9. Wipers/Washers
10. H/L Beam Indicator
11. Rt. Turn Signal
12. Lft. Turn Signal
13. Brakes
14. Parking Brake
15. Mirrors

<u>Mon.</u>		<u>Tues.</u>		<u>Wed.</u>		<u>Thurs.</u>		<u>Fri.</u>	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

### **Outside Vehicle**

17. Rt. Turn Lamps
18. Lft. turn Lamps
19. Brake Lamps
20. Tail Lamps
21. Parking Lamps
22. Tires
23. H/L Head Lamps
24. Hazard Lamps

<u>Mon.</u>		<u>Tues.</u>		<u>Wed.</u>		<u>Thurs.</u>		<u>Fri.</u>	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

### **Drivers Initials**

<u>Mon.</u>		<u>Tues.</u>		<u>Wed.</u>		<u>Thurs.</u>		<u>Fri.</u>	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

### **Odometer Reading**

<u>Mon.</u>	<u>Tues.</u>	<u>Wed.</u>	<u>Thurs.</u>	<u>Fri.</u>
Before AM Route				
Upon Return of AM Route				

### **Odometer Reading**

<u>Mon.</u>	<u>Tues.</u>	<u>Wed.</u>	<u>Thurs.</u>	<u>Fri.</u>
Before Leaving PM Route				
Upon Return PM Route				

**\*Reminder ALL Mileage needs to also be recorded on the Spec. Ed. Mileage forms.  
(This includes route and daily misc. miles)**



## ***ROUTE CHANGE FORM***

**Bus Number:** \_\_\_\_\_

**Stop Location:** \_\_\_\_\_

**ADD**

**DELETE**

**CHANGE**

**Child Name:** \_\_\_\_\_

**Building:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Parents:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_



## Page \_\_\_\_ of \_\_\_\_

(May bill for one round-trip per day when the student is in the vehicle, i.e. home to school and school to home. Number of miles must be the direct route. If the vehicle type is the same for each trip on one day, record one way miles in each table and check the vehicle type. If a different type of vehicle is used for each trip on one day, mark the correct vehicle type on each table.)

## LEA MEDICAID SERVICE DOCUMENT:

## HEALTH PARAPROFESSIONAL

Page \_\_\_\_ of \_\_\_\_

**Student name:**  
**School district:**

**LEA Medicaid Service Documentation – Health Paraprofessional**

**Birthdate:**

ICD 9 code(s): (primary)

**Building:**

**Medicaid ID:**

**Services: Specialized transportation for assistance with wheelchair, Seizure monitoring and maintain safety**

[illegible]

**Total time** (minutes) **Procedure code T1019 – school time (Add TM for contract staff)**

**Total time** \_\_\_\_\_ (minutes) **Procedure code T1019-HQ – group service**

**Medical Supply Units: GL=Gloves \$0.08 each**

**Total time (minutes) Procedure code T2001-U9 – transportation**

**WP=Wipes \$0.09each**

<b>Nursing specific services:</b>		<b>Non-Nursing specific services:</b>		
Blood sugar check = BS	Metered-dose inhaler = MDI	Assist with ambulation = AA	Oral feeding = OF	Position/ transfer to side lyer = PSL
Catheterization = CA	Nebulizer treatment = NT	Assist in wheelchair = AW	Oral stimulation exercises = OSE	Range of motion exercises = ROM
Chest percussion = CP	Oral suction = OS	Assist on/ off bus = AB	Personal hygiene = PH	Toileting = T
Gastrostomy tube feeding = TF	Oxygen therapy = O2	Diaper/ brief change = DC	Position/ transfer to chair = PC	Other Health Monitoring = OHM
Medication admin. = MA	Seizure monitoring = SM	Lunch setup = LSU	Position/ transfer to stander = PS	Assist during bus = ES

**Service providers:**

Signature	Initials	Position	Signature	Initials	Position:
Signature	Initials	Position	<b>Signature*</b>	<b>Initials</b>	<b>Position: School Nurse</b>

\* I attest that the services/ interventions provided by the LEA staff members are consistent with this student's treatment plan or specific goal(s) as described in the student's IEP. This does not imply my supervision of the LEA staff members, nor have I necessarily observed these services.

© 2009-2010 Timberline Billing Service LLC

(1-31-2010)

(1-31-2010