

Cochrane - Fountain City School District



SCHOOL BUS DRIVER'S MANUAL 2018 - 2019

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The School District of Cochrane-Fountain City does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as contained in the American Disabilities Act. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap as contained in the American Disabilities Act.

The district encourages informal resolution of complaints under this policy. If any person believes that the C-FC School District or any part of the school organization has failed to follow the law and rules of s.118.13, Wisconsin Stats, and PI 9, Wis. Admin. Code, or in some way discriminates against pupils on the basis listed above, he/she may bring or

1. INTRODUCTION

This School Bus Driver's manual was written as a guide for all drivers working for the Cochrane-Fountain City School District. It was developed to assist all of us in maintaining proper procedure. The manual defines duties and obligations for all transportation and district employees. The district expects all drivers to read this in its entirety and review it periodically as questions arise. Cochrane-Fountain City School District strives to make the ride safe and enjoyable for all passengers. The time when the child is on the bus may be very important to his or her developmental attitude towards school. A simple "Good Morning" will add more to both your day and that of the children riding your bus.

APPEARANCE

Appropriate attire helps to promote the professionalism of you as a driver and projects the image that the Cochrane-Fountain City School District strives to achieve. Sandals, Flip Flops, T-shirts, Tank Tops or Short Shorts will not be permitted.

REPORTING TO WORK

Route buses operate on a very close, consistent schedule. It is imperative that drivers report to work on time. Arrive with enough time before your scheduled departure from the garage to conduct the required pre-trip inspection and proper engine warm up procedures.

The Cochrane-Fountain City School District will not be held liable for damage to your vehicle or items stolen from your vehicle. You are encouraged to lock your vehicle.

TARDY AND/OR ABSENCE

If you are unable to drive please notify the transportation personnel prior to 5:30 a.m. on the day you must miss your route.

If you know in advance that you will not be able to drive your route due to medical reasons (i.e. medical or dental appointment) please notify us in advance by completing an "Employee Record of Absence" form as soon as you know dates and times.

TIME OFF

If you are requesting time off you are to complete an "Employee Record of Absence" form. This form needs to be signed by the Driver, School Bus Manager, and School Superintendent before the request can be granted. **Every attempt will be made to honor requests, however, on occasion, requests may be denied for time off due to driver availability.** Request for Day(s) Off forms can be found in the forms holder in the bus garage.

GENERAL INFORMATION

- ALL buses stop at railroad crossings, using the hazard lights with or without passengers. Activate the hazard lights at least 100 ft before the tracks and stop at least 15 feet before the crossing. Open the door and driver's window, listening and looking for trains in both directions. Cross the tracks, leaving the door open and leaving the bus in the lowest possible gear to avoid shifting of gears. After crossing tracks, shut the service door and turn off the hazard lights.

- Any time you do not have a full bus the last two seats of the school bus should be empty.
- Do not turn on interior lights when the bus is in motion.
- When avoidable, NO school bus shall pass another school bus in a school yard or on the road or while loading or unloading.
- You are obligated to observe all posted speed limits.
- Drivers must stay in the bus once they have left for their route including waiting for passengers.
- Cochrane-Fountain City School District is a Tobacco Free facility, grounds, and vehicles.
- Bus passengers may not bring animals, guns, knives, large instruments, gasoline cans, or other objects considered large and /or dangerous on a school bus. Permissible items must be held in the student's lap.
- Aisles or emergency doors may not be blocked. Items cannot occupy seat space.
- A driver shall not take a school bus down a road which will create potential danger to passengers (i.e. a flooded road, a road definitely impassable from snow or ice).
- At no time is the bus to be operated with the door open (except when crossing railroad tracks).
- If you get a traffic citation (personal or professional) it will be cause for review and/ or dismissal of your job, depending on the severity of the citation. You will be held responsible for your own tickets.
- Inappropriate behavior needs to be reported correctly. If the school has suspended a student he/she will not be allowed on the bus, and you will be notified of said action. For disciplinary incidents involving students a driver must fill out an Office Discipline Referral Form to be turned in to the administration so appropriate records are kept.
- A driver is responsible for checking his/her mailbox or timecard for route changes or pertinent information (i.e. policy changes). School Calendars for days off are posted on the bulletin board in the bus garage.
- All time card entries must be legible. You are also responsible for putting jobs, route numbers, and trip identification on your time sheet.
- Cochrane-Fountain City School District will conduct periodic reviews of School Bus Drivers performance on the job.

BEFORE BEGINNING YOUR ROUTE

- Conduct the pre-trip procedures as indicated in Appendix A (page 10).
- A minimum of a 10-minute engine warm up is required before starting the route/trip. Additionally, a 5-minute engine cool down should be completed at the end of the route/trip.

- Check the bus radio. The check is made by calling the office/transportation supervisor with your route number and “check” over the radio i.e. “Route 11 Radio Check”. Do not take the bus from the parking lot or home unless the bus is equipped with a radio. Radios are for business use only!
- When you have finished your pre-trip and if there is still time before your departure, please turn off your lights, flashers, etc. to help save on the battery. In warm weather days, do not let your bus idle for more than 5 minutes. On cold weather days, do not run all your heaters and defrosters on high speed in yard and do not let your bus idle for more than 15min. The bus will not warm up until you go down the road.
- If during the pre-trip inspection you discover a problem, certain procedures are to be followed. If the problem is minor (i.e. a torn seat), simply complete a “Daily Inspection Report” and turn in to the transportation office. These forms are located in the forms slots in the garage area. If the problem is major (i.e. warning light system or other safety feature not working), report it to the transportation manager immediately! If repairs cannot be done immediately, you will be assigned a different bus. Please state the exact problem to the best of your ability including the bus number, mileage on bus, date and your name.

ON THE ROUTE

- All drivers will radio check at their first stop/pickup (i.e. “Route 1-1st stop/pickup”).
- Each route driver has a specific route which is set up at the beginning of each school year. Your route states when to be at a certain location, at a certain time for your first pick up. Times are to be kept exactly, especially in the winter, or in inclement weather, when the children are waiting outside for a period of time. Deviations from the route may only be made by the Transportation Director.
- Two times per year a mileage and time evaluation will be done on each route. Two times per year a student inventory of the route will be done. It will be your responsibility to help maintain these records.
- In an emergency, you could be incapacitated and not able to direct the emergency evacuation. Pupils would have to evacuate on their own. Evacuations drills will be scheduled by the Transportation Director.

STUDENT PICK-UP

- Make sure that all students are counted before entering and leaving the bus.
- Check traffic in both directions.
- Activate the red flashing warning lights.
- Stop the bus in the middle of the right-hand lane.
- Put the transmission in neutral.
- Open the door to activate the stop arm only after coming to a complete stop.
- Children must stay back 3 large steps until the bus stops and the door opens.
- Children are to be in single file, ready to load when the bus arrives.
- Check all mirrors and resume route.

DROP-OFF /UNLOADING CHILDREN FROM THE BUS

- Children must stay seated until the bus comes to a complete stop.

- Activate red lights and stop arm.
- Children should move in an orderly fashion to the door.
- Children should move immediately away from the bus when getting off.
- Children must wait until the bus leaves before they cross the street.
- Children must walk directly across the street when the driver signals, if applicable.
- Bus may not move until the driver is certain that all passengers are clear of the bus.
- Drop students only in approved drop zones.
- Do not back up in an unloading zone.
- When dropping off students at designated drop spots, make sure the students do not stop at the mailbox. If they wish to get the mail, explain that they may after they first go to the far shoulder off the lane of traffic and to wait for the bus to pull away from the stop.

Post Route Activities/Examining Your Bus for Riders

After your route, the following areas are to be checked or completed before you park the bus in its designated spot.

- Shut off all electrical equipment (i.e. radios and switches)
- A 5-minute cool down of the engine should be completed
- Check seats for cuts, etc.
- Inspect inside windshield and dash for cleanliness
- Clean outside of windshield
- Check exterior of bus
- Shut windows and emergency roof hatches
- Place “EMPTY” sign in the rear window
- Fuel route buses: as needed/on last day of month/as directed by management.
- Route buses are never to be parked with less than ½ tank of fuel.

After you finish your post trip inspection, you must attach the “EMPTY” bus sign in the rear of the bus in the driver’s side back window. This process must be completed each time you leave your bus unattended or are relieved of duty.

When doing your pre-trip inspection, after you have completed your inside bus inspection, remove the “EMPTY” bus sign from the rear of the bus and keep it in the driver’s area.

RADIO OPERATION

The radio installed in your bus is a private line, 2-way radio system operated by the Cochrane-Fountain City School District as licensed by the Federal Communication Commission. Only school employees are to operate district radios.

- Only Official Business will be conducted on the radio. No excessive communications.
- C.B. “jargon” is not permitted, clear concise language serves the best purpose.
- Drivers are to keep radios on and monitored at all times. Volume should be at a level that you can hear at all times. Radio volume should be turned up whenever a bus is in use.
- Drivers will not use radios to issue discipline complaints unless the issue calls for immediate assistance. If discipline issues arise, report them to the School Bus Manager and fill out a “Discipline Report Form”

when you have completed your route. Do not call in student names over the radio. Complete a report for EACH incident.

- The following “TEN” signals are the only ones to be used while talking on the radio:
 - 10-4 Acknowledge
 - 10-8 In Service
 - 10-9 Repeat
 - 10-20 Location
 - 10-36 Time Check

STROBE LIGHTS

The strobe light is required by law in foul weather (fog, snow, rain, etc.) for all school sponsored events (routes, sport, and field trips).

FIELD TRIPS

All regular procedures apply to field trips. Drivers must remain at the location the entire time (i.e. if you have taken a 9th grade basketball team to Arcadia you will remain at Arcadia until the team is done and ready to board the bus again). If you are on an all day event (softball tournament, field trip at the capital etc.) bring your lunch or eat at the event.

When considering drivers for field trips, the Transportation Director takes into consideration the skill and competence of the driver. The district reserves the right to refuse trips to drivers that do not possess the skills needed to safely complete the requirement for trips.

ASSIGNMENT OF TRIPS

- a. **Planned Trips**
 - i. Athletic events that are scheduled well in advance will be considered planned trips. Scheduling of these trips will be done three times per year prior to the fall, winter, and spring athletic seasons. Drivers will be assigned these routes based on a driver rotation. If you cannot work the day in your rotation you are responsible for contacting the Assistant Principal/Activities Director to find a replacement for you. There will be a meeting prior to the fall, winter, and spring assignments to go over the planned trips.
 - ii. If you need a replacement the Assistant Principal/Activities Director will call replacements based on the rotation set up. Once a driver has been found for that trip the rotation will continue with calling the next driver on the list for future replacement issues. **You will not be allowed to switch among drivers on your own without prior approval. You may switch by contacting the AP/AD.**
 - iii. If you do not answer the number provided calls will continue until a driver can be found.
 - iv. If you cannot take an assigned trip a minimum of one week’s notice will be provided to the Assistant Principal/Activities Director to allow time to find a replacement. Failing to give a minimum of one week’s notice will result in disciplinary action except in emergency circumstances. This will be done based on the rotation.

b. Short Notice Trips or Field Trips

- i.** Any trip with notice of 2 weeks or less is a short notice trip. These trips will be assigned as they come in. Calling for these assignments will work on the same rotation as before. If you do not take a trip with your first call you will not be first to be called the next time. A call for a trip will start with driver number 1, but if they are unavailable or decline the trip, driver number 2 will be called. If driver number 2 accepts the trip the next calling will start with driver number 3.
- ii.** Drivers will be called in order until all numbered drivers have had an opportunity and then calling will restart at number 1.
- iii.** Once you agree to a short notice/field trip you may not cancel this trip, with the exception of emergency circumstances, without disciplinary action.

2. Drivers Who Do Not Take Trips Other Than Routes

- i.** It will continue to be an option for drivers to just drive their regular routes without going on field trips, athletic event trips, club trips, etc. However, you will be required to sign a waiver at the beginning of the school year showing your intention of taking no extra bus trips. This form will remain on file for the current school year. This means you will be taken out of the trip rotation for the current school year if you hand this waiver in.
- ii.** NOTE – For the fall athletic season trips will be assigned based on the rotation. If you sign the waiver saying you are not taking trips your assignments will be filled based on the calling rotation.
- iii.** In situations where another driver cannot be found the district reserves the right to ask drivers who have turned in a waiver if they could take a trip when needed.

3. Rotation (see Appendix B, page 12)

- a.** The rotation will be in alphabetical order. A spreadsheet will be kept for extra trips/missed assigned trips showing who was called and who accepted a trip.
- b.** Assignments will be made according to scheduled athletic events. Fairness will be kept in mind, but we are following a written policy and this will even out in the end.

4. Disciplinary Levels

- a. First Infraction** – Driver will be required to meet with Assistant Principal/Activities Director and Transportation Director and receive a verbal warning.
- b. Second Infraction** – Driver will be issued a written warning that will be put in his/her employee file.
- c. Third Infraction** – Administrative team will meet to discuss circumstances. Decisions will be made at the discretion of the administration.
- d. The District reserves the right to treat each situation individually and make decision based on the severity of the circumstances.**

5. Concerns

- a.** Drivers with concerns must follow the appropriate channel with these concerns.
- b.** Initial concerns should be brought to Tom George, Transportation Director.

- c. If concerns are not solved at the initial level they will be brought to Luke Kjelland, Assistant Principal/Activities Director.
- d. If a driver's concern is still not addressed action will depend on the discretion of the administrative team.

PAY FOR ASSIGNED TRIPS

- Athletic/Day trips will be paid as always.
- The district will attempt to put an estimate of pay/hours together before any overnight trips.
- You will be paid based on driving time and sitting/on call time.
- **Driving Time** – This is when you are driving the bus. The time to and from your destination counts as driving time. You may also count transporting passengers back and forth to events once at the destination as driving time.
- **Sitting/On Call Time** – Time that may be counted in this category is time when you are waiting to transport children or on call with the adult in charge of the group. This could be waiting during an event, the time between drop off and pick up of passengers, or time that you are waiting for the adult in charge to call for a pick up. The district does not pay for overnight/sleeping time. After all the children are back at the hotel you are off the clock for the day. Your room and meals will be paid for.

STUDENT DISCIPLINE

Riding district operated busses is a privilege and students may be suspended from riding the bus if they break a state law or if they violate a school district policy. The bus driver is in charge of the bus and responsible for enforcing the rules as stated in the Student-Parent Handbook, Appendix C, and Co-curricular Specific Information.

At the beginning of the school year (and as often as needed) make it clear that all students follow the rules and then do your best to maintain those rules. There will be exceptions where the driver finds that he/she cannot control a passenger. If the driver is unable to safely continue their route, radio the office to inform the appropriate personnel.

In other cases, violation of the rules you set up needs a verbal warning and then the driver should take down the student's name and report the incident to the office after the route using the appropriate Office Discipline Referral Form. Students are NOT to be touched by the driver unless the safety of the student or others is at stake. **At no time may you inform a passenger of suspension from the bus or refuse to allow a student to ride unless you have been instructed to do so by the School District or the Transportation Director.** If verbal redirections or seat assignments do not work during the immediate crisis, safely pull the bus over to the side of the road and wait the situation out. Any seat assignments given by you should be shared with the Transportation Director.

STEPS TO TAKE IF IN AN ACCIDENT

The best time to get much of your information about the other vehicle, driver, and condition around the accident is at the time and scene of the accident. Use the accident information packet located in the first aid kit of the bus. If a police officer has been called to the scene of the accident, make sure to get his name, address, or badge number.

- Stop Immediately
- Remain Calm
- Protect the scene by activating the hazard lights and setting out the Warning Triangles
- Although it is best not to move a vehicle that has been involved in an accident, it should be moved if there is a possibility of another accident due to its location.
- Get Assistance by Radioing the Office or emergency contacts listed on page 10.
- Give first aid if needed using the first aid kit and /or body fluid clean up kit
- If possible, photograph the scene of the accident and the vehicles involved
- Do not make any statements to anyone or sign anything. Do not accept responsibility.
- Provide police with the following.
 - The name and telephone number of all your passengers.
 - Your name, address, and driver’s license number.
 - Vehicle Registration & Insurance card - located on the header (above the windshield) or in the first aid kit of the bus

- All accidents must immediately be reported to the Transportation Manager.
- Incident MUST be documented.

DEPARTMENT OF TRANSPORTATION (DOT) DRIVER REQUIREMENTS

- Before any driver will be allowed to drive on trips or routes, he/she must fulfill all requirements set by the Federal Motor or Carrier Safety Regulations Pocketbook (section 391)
- Cochrane-Fountain City School District requires that each driver comply with the Commercial Motor Vehicle Safety Act of 1986.
- All drivers will be held responsible for renewing their required CDL license when necessary. The School Bus Manager will assist in arranging an appointment for you if needed. Drivers are responsible for all licensing costs they may incur. Air brake endorsements will be paid by the district as approved by the Transportation Manager.
- All bus drivers are required to have a DOT Physical. Cochrane-Fountain City School District will pay for a yearly physical as needed according to DOT after you have been hired as a regular or substitute driver.
- The use of alcoholic beverages by a driver on the day they drive bus is FORBIDDEN. All drivers must be completely free of any alcohol (BAC) in their bloodstream. Drivers will be subject to random testing for both alcohol and drugs.
- If you are in need of information or an emergency arises, please use the following contacts.

School Bus Garage	(608) 687-4391	
Main Office	(608) 687-4391	
Tom George	Home – (608) 687-6400	Cell - (507) 429-0169
Randy Fetting	Home - (608) 626-2931	Cell - (715) 495-0787
Luke Kjelland	School – (608) 687-8808	Cell – (715) 222-1318

APPENDIX A BEFORE BEGINNING YOUR ROUTE

Report to work in the morning and afternoon **allowing enough time before departure to complete a pre-trip inspection on the bus.**

EXTERIOR CHECK

- Check your engine oil and coolant level
- Check for engine leaks
- Check your belts & hoses
- Start your bus
- Check all your gauges
- Check transmission fluid (while bus is idling)
- Turn on headlights – low beam
- Turn on yellow hazards
- Activate warning-light system
- Turn on clearance lights
- Step out of bus and follow counter-clockwise pattern, checking above mentioned for operation as well as looking at exterior of bus for any damage (broken windows, dents, tires, etc). Also check for fluid leaks and loose exhaust.
- Upon returning to front door of the bus, enter and brighten headlights. Turn off warning light system, clearance lights, and yellow hazards.
- Leave the bus and make a circle again checking headlights. Finally, double check for damage to exterior of the bus.

INTERIOR CHECK

- Turn on all interior lights and fans
- Walk to the back of the bus looking for damaged seat backs and cushions
- After arriving at the back, open the emergency door to ensure proper operation
- Remove 'EMPTY' sign from the rear window
- On walk to the front, check heater fans, make sure seat frames are tight to floor, and pick up any loose paper
- After getting back into the driver's seat, check your brakes, parking brake, and seat belt
- Check your windshield wipers for proper working order & your windshield for cracks or chips
- Check your steering play and horn.
- Warm engine for 10 minutes.

APPENDIX B DRIVER ROTATION

Driver/Sub/Personnel	Classification
Sue Bronk	PM Route/AM Sub
Tim Beckendorf	ROUTE SUB ONLY
Angela Bryant	PM Route
Linda Fetting	Route
Randy Fetting	Mechanic
Tom George	AM Route/Transportation Director
Deb Hund – Morem	AM Route
Hank Koenig	Route Sub Only
Brian Loewenhagen	Route/No Trips
Joe Malchaski	Route
Doreen Mrozek	Route
Dan Murphy	Route
Michelle Oldendorf	Route
Bob Radawitz	Route
Merlin Ratz	Route
Chris Ritscher	Route
Mark Wilde	Route

Driver Routes and Contacts

Route/Sub	Name	Home	Cell	Work	Air Brakes
Route 1	Doreen Mrozek	(608) 248-3132	(715) 495-2909		NO
Route 2	Merlie Ratz	(608) 687-6764			YES
Route 3	Chris Ritscher	(608) 685-4063			YES
Route 4 – AM	Deb Hund – Morem	(608) 248-3180	(715) 379-9270	(507) 453-8581	NO
Route 4 – PM	Angela Bryant		(608) 397-5724		YES
Route 5	Dan Murphy	(608) 687-7401	(507) 450-1596		YES
Route 6	Bob Radawitz	(608) 687-8201	(507) 450-8879		YES
Route 7 – AM	Tom George	(608) 687-6400	(507) 450-0169		YES
Route 7 – PM	Sue Bronk	(608) 687-3701	(608) 738-5250		YES
Route 8	Michelle Oldendorf	(608) 248-3243	(715) 533-5546		YES
Route 9	Mark Wilde	(608) 248-2970	(715) 495-3419		YES
Route 10	Joe Malchaski	(608) 687-7131	(715) 651-1779		YES
Route 11	Brian Loewenhagen		(715) 461-0175		YES
Route 12	Linda Fetting	(608) 626-2931	(715) 495-3783		YES
Mechanic	Randy Fetting		(715) 495-0787		YES
Sub AM/PM	Tim Beckendorf	(608) 248-2774	(507) 458-4291		YES
Sub AM/PM	Hank Koenig	(608) 248-2160	(715) 495-5563		YES

FOR PERSONNEL FILE OF EMPLOYEE

I acknowledge receipt of the CFC School District, School Bus Driver's Manual, and I have read the manual in its entirety and will follow the policy of the Cochrane-Fountain City School District.

SIGNED: _____

DATED: _____