



Paris Special School District

Transportation Manual

Transportation Staff

OVERVIEW

Paris Special School District Transportation Service

A successful pupil transportation program depends to a large extent upon the attitude of bus drivers, principals, pupils, and parents/guardians within the school system. The neglect of individual responsibilities on the part of any of these individuals tends to reduce efficiency in service. A good relationship between the parties involved eliminates many unnecessary problems in the administration of pupil transportation services.

Purpose of Paris Special School District Transportation Services

- To provide educational opportunities for all children with priority being given to students living more than 1½ miles from their school and with services being provided to students inside that range as space is available.
- To provide educational experiences for children above those that can be obtained in a normal classroom situation.

Emergency Contacts:

Current information will be given to each driver due to security issues.

Bus Driver Physical/DOT Requirements

****This includes regular drivers and substitute drivers.**

DOT/Physicals – Every year

The physical should be completed between July 1 and prior to the first day of school. All CDL holders will have a valid medical card with him/her while driving. A copy of your DOT medical card / Physical form will have to be on file at Central Office for you to drive on the first day of school.

TB Skin Test (if required) will be arranged through the Henry County Health Department. You will not need to pay at the Health Department. The PSSD bookkeeper will make payment directly to the Henry County Health Department.

****Each year the clinic prices are checked to determine the reimbursable amount (lowest bid) of the bus driver DOT/physical. The reimbursable amount will be distributed to all bus drivers and subs, as soon as the DOT/physical paperwork and clinic receipt is received by the school system. A check will be written to each individual when the physical is completed and paperwork turned into Central Office for the reimbursable amount that is determined by the system based on the local clinic rates.**

Drug and Alcohol

All personnel with CDL licenses will submit to a drug and alcohol test when his/her name is selected by a random drawing. If a driver has an accident where students are injured or over \$400 of physical damage to the bus he/she will be asked to submit to a drug test. He/she will be told when and where to go for testing.

State “S” Endorsement Training

Each year all system personnel holding a “S” endorsement will have to attend the State Training Class. The transportation supervisor will notify all personnel with the “S” endorsement of the scheduled date. Anyone who does not attend the regularly scheduled training class will be notified of the make- up date, when the date is released from Commercial Vehicle Equipment Office.

Bus Driver Procedures

(ALL routes including preschool and special education)

- 1. Check the bus seat by seat for any children that may not have unloaded at the end of each route.**
- 2. Be sure you have parked the bus in the correct parking space at the designated location.**
- 3. Buses are not to be used for personal business. Buses should only be used on designated bus routes and as assigned by the principals.**
- 4. Before exiting your bus:**
 - Check the bus for any students that may be left on the bus.
 - Get the keys from the ignition.
 - Sweep out bus.
 - Close doors and windows.
 - Wheels should be turned facing curb
 - Brakes should be pumped down
- 5. No food and drink on the bus. No exceptions unless notified by the Supervisor of transportation.**

6. **Bus assistants will board at their designated location.**
7. Time sheet signed every pay day at central office.
8. "Leave" sheets must be signed at central office or the school office for any days missed.
9. Buses should leave the bus parking at designated times in the morning and afternoons. It is important to be on time and regular in attendance. Drivers should complete pre-trip inspection before beginning any route. **Buses should not arrive at Rhea School prior to 7:26 a.m.**
10. Buses should be lined up for dismissal at Rhea School at 2:30 p.m.
*****For the first 10 days of school buses should line up by 2:20 p.m.*****
11. Buses will be notified when to leave by the principal or designee.
12. Bus drivers will assist bus assistants in loading buses at the schools -
Driver will be standing at the front of the bus directing students to their seats.
Assistant will be located at back of bus to help students locate their seat.
Boys on one side and girls on the other.
Three students to a seat as needed.
13. Driver will assist bus assistants with discipline as needed and will be supportive at **ALL** times.
14. The use of a cell phone during any route is strictly prohibited. Notify the Transportation Supervisor by radio if you experience mechanical or weather related difficulties.
15. When loading and unloading, **do not** move the bus until students are seated.
16. Follow all safety rules as designated in the safety manual which includes observing railroad crossings – as described in the P.S.S.D. Transportation Manual.
17. Bus route and turn around changes **must** be approved by the Supervisor of Transportation prior to any pick up or delivery.
18. **ONLY** required silent bus is while bus is crossing railroad tracks. **Radio** should be **turned off** at railroad crossings.
19. Backing up a bus on school property is prohibited unless the principal is present to assist.
20. Use of overhead warning lights for dropping off a bus assistant is prohibited.
21. Drivers need to report to their bus 15 minutes prior to departure for pre-trip inspection.

IN CASE OF ACCIDENT:

Call 911.

Check students for injuries.

If students need to be evacuated from bus due to fire or other disasters, be sure students are a safe distance from bus and roadway.

Radio/call Transportation Supervisor to come check bus. The Supervisor will give you instructions when you call.

Radio/call your principal/central office.

Do not leave students or bus.

Tell law enforcement officer that the bus is insured through TSBA (Tennessee School Board Association).

Morning Schedule

7:30 a.m. Unload W.G. Rhea Elementary School

7:40 a.m. Unload Paris Elementary School

7:50 a.m. Unload W.O. Inman Middle School

Following the unloading of all students and bus check, return to bus parking.

Afternoon Schedule

Assistants will board buses at 2:30 p.m. each day at W. G. Rhea Elementary (first two weeks of school - board at 2:20 p.m.)

Buses should be in place by 2:30 p.m. each day (first two weeks of school be in place by 2:20 p.m.)

2:45 p.m. Load at W. G. Rhea Elementary School

2:50 p.m. Load at Paris Elementary School

3:10 p.m. Load at W. O. Inman Middle School

Bus Assistant Procedures

(ALL routes including preschool and special education)

1. **Check** the bus **seat by seat** for any student that may not have unloaded at the end of each route.
2. No food or drink on bus. No exceptions unless notified by the Supervisor of Transportation.
3. Pay forms must be filled out each week in your school office or central office.
4. Dress code – choice between dressing in the professional attire of the transportation

staff (no uniform shirt provided) or an instructional assistant. Please refer to Support hand book for more information.

5. Loading bus
 - Afternoon –
 - a. Load two to a seat when loading at Rhea
 - b. Load in reverse order of the children getting off – beginning in the back
 - c. Paris and Inman should load beginning in the rear and also being in reverse order of unloading
 - d. Boys on one side with girls on the other
 - e. Sit three students to a seat (depending on the size of the child)
6. Follow the bus rules as defined in the student handbook.
7. Meet the bus at the bus parking at the designated location on time.
8. Utilize silent bus on **very** limited basis. You should try other strategies before resorting to this. (Examples: give warning, move student involved to another seat) **Anyone in violation of silent bus should receive a warning before being turned in to the school office.**
9. Violation of bus rules should be documented and turned in at the respective school for **all** students including special education students.
11. Assist with data collection concerning bus loads, routes, and others areas of **transportation, as needed.**
12. **ONLY** required silent bus is while bus is crossing railroad tracks. **Radio** should be turned off **at railroad crossings.**

12 KEYS TO A SAFE RAIL CROSSING

1. Approaching the crossing, slow down by shifting to a lower gear (manual transmission) and test your brakes.
2. Activate the four-way hazard lights approximately 200 feet before the crossing.
3. Scan your surroundings and check for traffic behind you. Make sure your intentions are known.

4. Choose an escape route in the event of a brake failure or problems behind you.
5. Stop no closer than 15 feet and no farther than 50 feet from the nearest rail, where you have the best view of the tracks.
6. Look beyond the tracks to see if there is traffic congestion, a signal or STOP sign. Is the containment area large enough to allow the bus to completely clear the crossing when stopped? Are you absolutely sure?
7. Place the transmission in neutral and press down on the service brake or set the parking brakes.
8. **Turn off the AM-FM radio and noisy equipment and silence the passengers.**
9. If your laws and policies permit it, open the service door and driver's window. Look and listen for an approaching train.
10. Check the crossing signals again before proceeding.
10. At a multiple-track crossing, stop ONLY before the first set of tracks. When you are sure no train is approaching on any track, proceed across all of the tracks until you have completely cleared them.
12. Cross the tracks in a low gear. Do not change gears while crossing.

Professional Dress For All Personnel

All personnel of the Paris Special School District have shared in establishing a strong professional image in our community. Our desire is to continue to express high professional standards for our school system and model those same standards for our students. Therefore, professional dress shall continue to be the norm. Exceptions to professional dress will be made for special events, field trips, etc. by the local school principal and faculty advisory council. Please refer to the support handbook for more information on the dress code.

Bus Rules and Consequences

Please refer to the Student Handbook.

**** Information that is given to student and parents at the beginning of each school year.**

Board Policy Transportation

A copy of Paris Special School District Board Policies is located on the Home Page of the PSSD website.

<http://www.parissd.org>

Master copies of P.S.S.D. Board Policies are located at the Central Office and in each School Office.

Inclement Weather Procedures

1. All drivers are to make each and every stop on their route, allowing time for the students to walk to the bus to board especially when there is extreme cold or rain.
2. **TORNADO**
Buses will continue on the normal routes, exercising extreme caution and being particularly alert for funnel clouds.

Buses at school will off load. Students and drivers will proceed to the school shelter immediately.

Buses near school will proceed to the school provided driving conditions permit. Students and drivers will off load and proceed to the school shelter area and wait for further instructions.

Buses on the road and not having time to get the students to the school shelter will go to the safest location available. Drivers should make sure that all students on board are below window level, either on the seats, on the floor, or under the seats, if possible. Drivers should park away from trees or electrical lines as much as possible.

Closed Road

The Transportation supervisor and the driver will plan as much as possible to re-route students as close to their normal bus stop.