# OKLAHOMA CITY PUBLIC SCHOOLS TRANSPORTATION EMPLOYEE HANDBOOK



The employee handbook is provided as a convenience to the employees of the Oklahoma City Public Schools Transportation Department. The handbook contains general information to be used as a guide to policies, procedures and conditions of employment with the District.

This handbook is not intended to create a contract for employment, nor does it represent a full statement of current programs, policies, and regulations.

Employees requiring specific and authoritative information related to the topics in this handbook are directed to OKCPS Board Policies and Administrative Regulations, the OKCPS Support Staff Collective Bargaining Agreement, or appropriate contract or statement of understanding adopted by the Board of Education. Copies of board policy an administrative regulations are available for inspection via <a href="www.okcps.org">www.okcps.org</a> or by visiting the Clara Luper Center for Educational Services. Questions regarding work rules in this booklet should be addressed to your immediate Supervisor or the Director of Transportation.

Employees may obtain copies of negotiated agreements and statement of understandings from their bargaining agents.

# **OPERATIONS MANUAL**

Oklahoma City Public Schools

Office of Transportation Services

2500 NE 30<sup>th</sup> Street

Oklahoma City, OK 73111

Compiled by the OKCPS Transportation Department
Revised January 2023

# **Our Mission:**

To provide safe, efficient, reliable and courteous transportation in support of the educational process.

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# GENERAL INFORMATION FOR EMPLOYEES



# Sexual Harassment

Oklahoma City Public Schools recognizes its responsibility to all employees to maintain a working environment free from sexual harassment. Sexual harassment in any form will not be tolerated. To achieve this environment, appropriate methods such as affirmatively addressing the subject, expressing strong disapproval, developing appropriate sanctions and informing employees of their right to raise the issue of sexual harassment are utilized to alert employees to the problem. All employees of OKCPS are subject to provisions of this policy.

# Harassment/Intimidation/Bullying

It is the policy of OKCPS that harassment/intimidation/bullying of students by other students, personnel, parents or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation or attending school sponsored activities.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission of the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited. Harassment, intimidation or bullying set forth above may include, but is not limited to, the following:

- 1. Verbal, physical, or written abuse
- 2. Repeated remarks of a demeaning nature
- 3. Implied or explicit threats concerning one's grades, achievements, etc...
- 4. Demeaning jokes, stories, or activities directed at the student or employee
- 5. Unwelcome physical contact

# **Employee Leave**

All rules regarding leave are subject to policies set forth in Article 7 of the current OKCPS Support Staff CBA.

#### **Hazard Communication Standard**

The School District shall be in compliance with OSHA Hazard Communication Standard "Right to Know Laws" and regulation regarding the use and storage of chemicals in the workplaces and classrooms. —Occupational Safety and Health Act, 1985 (OSHA) Hazard Communications Law, 1986

# **Hazardous Materials Communication**

Oklahoma City Public Schools will comply with federal, state, and local regulations pertaining to the use and storage of hazardous materials within the School District, including the workers' right-to-know. In an effort to maintain such regulations, OKCPS will utilize the following procedures:

- 1. Maintain and make available to its employees such chemical hazard information as required.
- 2. Maintain and make available to its employees such accident and safety reports as required.
- 3. Report any health or safety information pertaining to hazardous materials as required to the appropriate governing agency upon request.
- 4. Work with the local fire authority of identify hazards and placard as required.
- 5. Maintain proper labeling and storage of containers of hazardous materials.
- 6. Provide all necessary personal protective equipment for employee safety when dealing with hazardous materials.
- 7. Conduct such training as needed to familiarize each employee with hazards of that employee's position.
- 8. Provide such training at least annually and as needed for specific situations.

# Family Educational Rights and Privacy Act and Health Insurance Portability and Accountability Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C.s1232g: 34 CFR Part 99) and Health Insurance Portability and Accountability Act (HIPAA) are federal laws that protect the privacy of education and medical records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Student and Employee information is only to be shared with those individuals who have a "need to know."

### **Evaluation**

School bus drivers and assistants are evaluated on the performance of their duties. The purpose of this job performance evaluation procedure is to provide a means by which employees can annually receive formal recognition for jobs well done o constructive criticism as to needed improvement. The evaluation procedure is intended to improve the rapport between drivers and supervisors; familiarize drivers and assistants with the formal relationships between supervisory channels; provide

additional information to assist in making objective employment decisions; and document long term performance trends. All drivers and assistants will be formally evaluated by a Supervisor. When a driver or assistant does not agree with their evaluation, the employee is welcome to follow the OKCPS Support Staff CBA procedures for this matter.

# Dress/Appearance

Employees are expected to dress appropriately as professionals. Cleanliness and oral hygiene are an important part of your daily routine and will help you be successful in your work endeavors. In keeping with board policy, the Administrations has the authority to determine the appropriateness of attire according to the following guidelines. If it is determined that an Employee's appearance is inappropriate for any reason, the Employee must adhere to that determination

Examples of unacceptable clothing:

Shorts (no more than 4 inches above the knee)
Halter tops
T-shirts with sex, alcohol and/or drugs on them
Fishnet type t-shirts or jerseys without an undershirt
Dresses or blouses with spaghetti straps
Flip flop sandals or any type not fully covering the feet
Bare feet
Shoes with heels in excess of 1.5 inches

Drivers and assistants must set an example by exhibiting proper personal hygiene and appropriate professional dress.

# **Bus Radio Expectations**

# **General Information**

Any questions or problems pertaining to the proper use of the radio shall be directed to a Supervisor. Problems or questions regarding radio repair or maintenance shall be directed to the driver's supervisor.

Purposes of the Two-Way Radio

The purpose of the two-way radio is to provide communication between the Transportation Department Dispatch Office and bus drivers/assistants. The radios allow the bus driver to report emergencies involving their assigned students, the transportation operation, the school system operation, and to assist the general public. The system will allow the Transportation Office to dispatch support personnel and vehicles to assist other bus drivers having bus mechanical difficulties, accidents, or other problems. The two-way radio system is used to deliver messages and special assignments to bus drivers and assistants, and to support emergency communication.

# **Driver's Responsibility**

The two-way radio is a technical piece of equipment that must be handled with care. The radio must be kept in good operating condition in order to meet FCC (Federal Communications Commission) regulations. A two-way radio in poor operating condition will not receive or transmit messages in a satisfactory manner. Delays in radio repairs or adjustments could cause damage to equipment. If damage is done to the radio, attempted use of the radio may cause further damage to the equipment. Employees should not attempt to use a malfunctioning radio.

The driver should contact the appropriate supervisor to report problems with the radio and submit a work order. The driver shall check the radio adjustments as part of the pre-trip inspection. The driver is responsible for making sure that the radio is turned on and the volume is set to an appropriate level. The driver will accomplish a radio check by calling the dispatch office to ensure the radio is working as part of the pre/post trip prior to leaving the bus yard daily.

# **Authorized Users of the Two-Way Radio**

The radio is for official use only. The driver shall not allow unauthorized individuals to use the two-way radio.

#### Use of the Radio

- 1. When transmitting, the microphone should be held approximately two inches in front of the mouth. The user should press the transmit activate button located on the microphone, hold for a count of, "1001, 1002," then speak clearly, and in a normal tone of voice. The button should be held firmly until the message is complete; then release the transmit button. Background noises may interfere with transmissions. Background noises should be reduced as much as possible before using the radio (ie. vehicle radio music, student voices, etc.)
- 2. Drivers are reminded when calling dispatch to be patient since there are telephones that must also be answered by office personnel. If there is no answer on the first call, the user should pause a few moments before trying again. However, if there is an emergency, the call should be repeated immediately.
- 3. Communication between drivers should only occur when absolutely necessary.
- 4. The driver should properly identify the bus number each time the radio is used and should keep messages as short as possible while including all the facts.
- 5. The driver should avoid using confidential information, including students' names, unless necessary to deal with the problem or situation.
- 6. The driver should always turn the radio volume down when approaching a railroad crossing. The driver is reminded to turn it back up after the crossing procedures are completed.
- 7. There is no need to report routine traffic delays or disabled vehicles unless the roadway is blocked or if there will be lengthy delay in bus schedules.

# **Radio Courtesy**

The driver should make sure other users of the radio frequency have completed their transmissions before attempting to use the radio. This will prevent drivers and dispatchers from talking over one another, which may result in missed communication. The driver should not attempt to use the radio when someone else is using the radio unless it is an emergency.

When an emergency occurs, all other drivers should stop communicating on the radio. This will allow for the emergency situation to be addressed by the supervisors and dispatchers. No obscene or abusive language is to be used. All operators of the two-way radio system need to understand that the radio traffic can be heard by others monitoring the air ways. The driver should have all information ready before using the radio. As an example, to report a vehicle accident, the driver needs to provide the facts listed below:

- What is the location of the accident and intersection if possible?
- How many vehicles are involved?
- Are there any injuries?
- Description of the accident and damages.

# **Weather and Driving**

# **Extreme Weather Conditions**

During inclement weather (rain, snow, etc.) and during periods of reduced visibility (rain, fog, twilight, early morning hours, overcast, etc.) buses are to be operated with headlight and clearance lights turned on. Buses are not to be operated with only the parking and/or clearance lights.

During periods of heavy rain, school buses are to be stopped with hazard lights on in a safe location until the rain subsides.

Increase normal following distances to all for adverse driving conditions whenever applicable.

# Severe Weather

OKCPS takes severe weather very seriously. Every effort will be taken to ensure the safety of every bus, staff member, and students during severe weather. OKCPS is a very large district and storms may affect one area and not another. Specific instructions will be given as soon as conditions warrant. Please exercise radio silence during severe weather unless you have an emergency.

### **Tornado**

Drivers are instructed to never attempt to outrun a tornado. If a bus river has reason to believe that a tornado is approaching, the following steps should be taken:

- If there is time to evacuate passengers to a well-constructed building, this should be done as quickly as possible.
- All people should move into the interior or basement of the building and away from windows/doors.
- If no well-constructed building is available, passengers should be directed to a
  ditch or low-lying area, preferably without water, away from the bus location and
  preferably away from power lines, utility poles, trees, etc.
- Do not use above ground locations for shelter (road, bridge, or overpass)
- Instruct passengers to lie flat, face down, and protect their head.

# Impassable Roads

When an area becomes impassable call the Transportation Office for assistance.

Never allow passengers to walk into a dangerous area by themselves.

# **Injuries at Work**

Any injury, student or employee, while on the job should immediately be reported to a supervisor. The appropriate paperwork and documentation must be submitted to the OKCPS Risk Management Department immediately following the report of an injury. Any employee injured on the job may be subject to drug testing per Board policy.

# **Drug Testing Policy**

Oklahoma City Public Schools is an alcohol and drug free work place. In accordance, all employees are to adhere to district policy and procedures as set forth by the Board.

# **Testing Procedures**

Oklahoma City Public Schools Transportation Department utilizes vendor and on-site services to provide all post-accident and random drug and alcohol testing. The random testing program is required by Federal Law. OKCPS Transportation Department will test all CDL drivers randomly. Federal Law requires testing 50% drug and 10% alcohol or more each year. This is primarily done on a monthly basis but can vary. OKCPS requests, from the provider, a randomly generated list of personnel to be tested.

# **Omnibus Act of 1991**

This policy is intended to prevent accidents and injuries resulting from alcohol or controlled substance use by employees who are required to have a CDL to perform their duties. In particular, this policy is intended to comply with the school district's obligations under the Omnibus Transportation Act of 1991 and the regulations issued by the United States Department of Transportation.

# **Performance Expectations**

**SAFETY IS JOB ONE**. This is more than a motto. Safety should be the motivation for all we do.

**PROFESSIONALISM**. The proof of a person is his/her actions. The crucial responsibilities each of us carries in Transportation require each of us to behave as professionals.

**RELATIONSHIPS**. Each person has value and because of this deserves respect. We need to enjoy and not abuse the gift of each other.

# **Bus Driver and Bus Assistant Section**



# Requirements

- 1. All Bus Drivers and Bus Assistants should have a high school diploma or GED.
- All drivers (CDL and Non-CDL vehicles) are expected to maintain a good driving record.
  - a. Only three (3) moving traffic violations are permitted on the Motor Vehicle Record (MVR) provided only one is within the last year.
  - No DUI, drug-related traffic violations, reckless, or careless driving offenses are allowed on the MVR within the last three years.
- All drivers must have and carry a current and appropriate driver's license and have a current State of Oklahoma School Bus Driver Certificate on file while driving a public school bus.

# **Physical Requirements**

No persons shall drive a school bus unless they are physically qualified to do so and have submitted a School Bus Driver's Application for Physician's Certificate (Form EB.001 revised 7-01) signed and dated by the applicant and the doctor for the applicable employment period.

# Responsibilities of Bus Drivers and Assistants

The bus driver and assistant do not work independently. Every school division employee must abide by the policies of the School Board. The drier and assistant must understand his/her obligation to the Superintendent, Director of Transportation, Campus Administrators, Transportation Supervisors, and fellow Transportation staff members. The driver and assistant have a definite responsibility to the parents whose children ride our buses and to the motoring public who share the road. Success in this work will result, to a large extent, from the employee's recognition of his responsibility apart from the mere act of bus operation. The quality of work will help mold the attitude of the public toward the Transportation Department as a whole, and toward pupil transportation in particular. The driver and assistant on the school bus shall be accountable to the Principal of the school to which transportation is provided.

# The Driver's and Assistant's Responsibilities to the School Board

The School Bus Driver and Assistant must:

- 1. Understand and honor the conditions of employment,
- 2. Take maximum precautions for safety of pupils placed in his/her care,
- 3. Take good care of equipment and report any maintenance problems immediately to their Supervisor and Fleet Maintenance Manager through utilization of Pre/Post Inspection forms and procedures,
- 4. Understand and support school policy,

- Observe all regulations relating to routing, schedules, proper loading and unloading procedures as well as complying with all applicable laws governing the safe operation of a school bus,
- 6. Use the school bus for authorized business only.

# The Driver's and Assistant's Responsibilities to the Director and Supervisors of Transportation

The School Bus Driver and Assistant must:

- 1. Recognize the Director of Transportation and Supervisor's authority in matters pertaining to the transportation of pupils,
- 2. Comply with requests and policies,
- 3. Conduct themselves prudently, both in personal dealings with students, parents, teachers, and campus administrators, as well as when operating the school bus,
- 4. Make detailed reports when requested,
- 5. Attend meetings, conferences, and training courses upon request,
- 6. Report all accidents or incidents, whether with a school bus or personnel vehicle,
- 7. Ensure that only authorized persons ride the school bus,
- 8. Promote good morale.

# The Driver's and Assistant's Responsibilities to Parents

The School Bus Driver and Assistant must:

- 1. Be on time at pupil stops (within 5 minutes either way),
- 2. Insist on good pupil conduct without allowing or showing favoritism or partiality,
- 3. Be courteous,
- 4. Be cooperative.

# The Driver's and Assistant's Responsibilities to Students

The School Bus Driver and Assistant must:

- 1. Be fair, impartial and consistent,
- 2. Be considerate.
- 3. Provide a clean and safe environment and consistently enforce established rules,
- Set a good example.

# The Driver's and Assistant's Responsibilities to the Principal

The School Bus Driver and Assistant must:

- 1. Submit all paperwork when requested/due,
- 2. Be considerate.
- 3. Recognize and respect the Principal's authority as chief administrator of the school.

# The Driver's Responsibilities to Substitute Drivers

The School Bus Driver and Assistant must:

- 1. Ensure route sheets are accurate.
- 2. Ensure the bus is clean at all times; inside and out,
- 3. Ensure bus fluid levels are within acceptable range,
- 4. Ensure bus has enough fuel to complete their assigned routes,
- 5. Ensure all functions are operational or have been reported utilizing Pre/Post Trip inspection forms and procedures.

# **Assignment of Routes and Field Trips**

# **Assignment of Drivers and Assistants to Routes**

Route assignments will be made based on the District's needs and with an effort to perform these needs in the most efficient manner. An effort will be made to keep drivers on the same route from year to year. However, no driver or assistant is guaranteed the same route at any given time.

# Field Trip Assignments

- 1. Being on the Field Trip rotation is voluntary. Any driver wanting to participate in the Field Trip program must complete and turn in an "Extra Duty Preference Sheet" to the Field Trip Coordinator/Supervisor.
- 2. Field trips are not guaranteed.
- 3. Field trips will be assigned based on what best meets the District's needs and then on a rotating seniority basis.
- 4. If a driver is in unable to perform an assigned field trip, it is that driver's responsibility to notify the Field Trip Coordinator/Supervisor immediately, in writing if possible.
- 5. Professionalism, safety, and responsibility are expected from all OKCPS employees. The following define these further for field trip drivers:
  - a. Report on time and perform assigned trip duties.
  - b. Be professional towards students, school staff, and the public.
  - c. Drive safely at all times.
  - d. Stay with the field trip unless directed to leave by the Transportation Director or designee (Route Supervisor, Field Trip Coordinator/Supervisor, and/or Fleet Manager).

<sup>\*\*</sup> Failure to follow these expectations may result in losing the privilege of performing field trips and disciplinary measures.

# **Employee Time Keeping: Clocking In and Out**

It is the responsibility of every OKCPS Transportation employee to click-in and clock-out daily as directed by their supervisor. Failure to do so may result in disciplinary action. It is also the responsibility of every OKCPS employee to report to their supervisor in a timely fashion if they experience any issues with being able to clock-in or clock-out, with their time punches, with their time worked, or with their leave requests.

# Calling In, Leave Request, or Taking Time Off

ALL OKCPS EMPLOYEES ARE EXPECTED TO REPORT TO WORK ON TIME AND DAILY. Sick, personal, and bereavement leave are a benefit that employees hae and are to be used only when it is absolutely necessary. Any leave type or category must not be abused. Excessive absences will not be tolerated and are subject to disciplinary action according to the OKCPS Support Staff CBA.

Drivers and assistants must contact a Supervisor in order to request any type of leave. No voice mail messages or texts will be honored as appropriate communication. The driver or assistant must clearly state in writing the type of leave they are using and turn in an OKCPS Request for Leave form.

# **Morning Route Absence**

All bus drivers and assistants should call the Dispatch office no later than 5:45 AM in order to request sick leave. Exceptions may be made in emergency situations.

#### **Afternoon Route Absence**

All bus drivers and assistants should call the Dispatch office no later than 12:30 PM in order to request sick leave. Exceptions may be made in emergency situations.

# **Returning from Long Term Leave**

Any employee must be cleared through OKCPS Human Resources and/or OKCPS Risk Management offices before returning from long term leave. Any leave lasting more than five (5) consecutive work days require appropriate evidence/documentation as to the validity of the absence.

# **Covering Extra Routes**

# **Expectations**

Since the primary responsibility in our profession is to transport students to and from school, school bus drivers are expected to assist the Supervisors and Dispatchers in the coverage of routes due to driver absences. Drivers are required to monitor the two-way radio at all times while on duty. Drivers will ensure the radio is operational prior to leaving the main bus yard. This can be done by contacting the dispatcher via radio

before leaving the lot. Failure to respond to an attempt by the Supervisor or Dispatch to contact a driver can result in disciplinary action.

# **Stand-By Status**

- 1. It is the responsibility of all drivers to be available to the Dispatch office via two-way radio while on the bus. The radio must be turned on and the volume set to an audible level.
- 2. The Dispatch office will keep a record on file of all drivers provided additional routes. If a driver is unable to, or refuses to perform a stand-by assignment, it will be documented. Failure to respond on the two-way radio will be considered a refusal to perform the duty.
- 3. On the second refusal, the driver will receive a warning from the appropriate Supervisor.
- 4. If refusals continue to occur, the driver will receive a Written Reprimand from the appropriate level Supervisor.

# Care of the Bus

# **Driver's Responsibility**

It is the responsibility of the driver to keep the bus clean at all times. The inside of the bus (including ceiling, floor, dash area, and seats) must be kept clean. The interior must be free of debris, trash, bottles, clothing, etc. The lettering, lights, and reflectors must be clean and visible. Paper, pencils, and other objects should be kept off the heaters as these may cause damage if they fall into the fan motors. Drivers may not hang posters, advertisements, or decorations of any kind inside nor outside of the bus. **Any bus** assistant assigned with a driver or route must share in this responsibility.

#### Inspections

The pre-trip inspection must be performed daily. You must be able to show that day's pre-trip inspection if requested by a Route Supervisor and/or the Director of Transportation, or any local, state, or federal authorities.

# Walking the School Bus

After each and every run, the driver will check the bus for lost or sleeping students. The driver must walk down the aisle to the rear of the bus and check under all seats after each and every run. Failure to do so may result in disciplinary action up to and including termination.

- 1. Bus inspections (see below) are required by law and must be performed daily. Remember our compound has video surveillance and you may be monitored.
- 2. The driver and bus assistant are required to complete a bus inspection before leaving the compound once a day for any bus you are operating.

3. Prior to leaving the compound for any route, please check the tires and walk the inside of the bus.

# **Reporting Repair and Maintenance Needs**

- Repair/maintenance needs should be reported using the OKCPS Bus Maintenance Request form located inside the Transportation Office. It is imperative that Drivers and Bus Assistants do not wait to report maintenance/repair needs. This is unsafe and costly.
- 2. If the repair/maintenance need is urgent or a mechanical problem develops after leaving the compound, contact the Shop/Dispatch immediately via radio. Please do not pull up to the Shop, honk your horn, or walk into the work bays.
- 3. Drivers and bus assistants must stay out of the work bays unless accompanied and/or invited by a Supervisor or Shop Personnel.
- Vehicle damage is to be reported to Dispatch/a Supervisor as soon as possible.
   Also, the damage should be reported through an OKCPS Bus Maintenance Request.

# **Additional Maintenance Information**

- 1. To avoid running your bus battery down, be sure that all buttons and switches are in the "off" position before leaving your bus.
- 2. When starting a bus equipped with glow plugs, be sure to wait for the glow plug light to turn off or stop shining before starting the engine.
- 3. After starting a bus with a diesel engine let the engine idle Ifor 2-3 minutes before engaging the transmission. Do not rev the engine over 1500 RPM during this time.
- 4. "Curbing," or rubbing the sidewall of the tires next to curbs, is a major source of dangerous and expensive tire wear. You should always be able to see the outside edge of the curb though the glass in your loading door.
- 5. Turn the engine off if you are going to be parked for more than 3 minutes during warm weather and more than 5 minutes during cold weather months.

# **Daily Cleaning**

Drivers and Bus Assistants are required to keep the vehicle they drive clean on a daily basis.

# **Driving Policies**

OKCPS has several driving policies that go beyond the state and federal regulations. It is the responsibility of the driver to familiarize themselves with the current state regulations as stated in the Oklahoma School Bus Driver Manual, available in the Transportation Office. Some policies and procedures are listed below:

- All drivers shall drive in the right lane as practical to do so. The left lane may be used when needing to turn or when safety does not allow you to remain in the right lane.
- OKCPS Bus Drivers are to stop buses at all railroad crossings in and out of the District, following the RAILROAD CROSSINGS procedures in the Oklahoma School Bus Driver Manual, at all times, and regardless of student/passenger occupancy.
- 3. Cell phones are not to be used while the bus is in route. This includes all hands free devices. Only use your cell phone if contacted by base and only when the vehicle is stopped.
- 4. No right turns on red lights.
- 5. Make complete stops at all stop signs and lights.
- 6. Drivers wear seat belts while operating all District vehicles.
- 7. Loading and emergency doors are to be kept closed while the bus is in motion.
- 8. Speed limit within the Operations complex is 10 MPH.
- 9. Back the bus only when necessary and then only with the assistance of someone inside and to the back of the bus.
- 10. Never pass another bus when both vehicles are on route or in motion unless absolutely necessary. Use extreme caution when passing another school bus to ensure the safety of all passengers on the vehicles.

# **Loading and Unloading Students**

The loading and unloading process is the most dangerous time for children in riding the school bus. The school bus driver shall at all times follow the established loading procedures. Loading or unloading shall only be executed on the right hand side of the street or roadway, with the doorway alongside the curb, with clear vision in both directions for at least 100 yards. The driver shall load and unload only at authorized established bus stops. At the schools, studetns should unload curbside to the school in an area where they do not have to cross a street or parking lot to gain access to the school.

# The **Fifteen-Step Loading and Unloading Procedure**, as is, must be followed, in order:

- 1. Turn on the amber warning light no farther than 300 feet and no closer than 100 feet from the stopping point.
- 2. Turn on right directional signal.

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- 3. Pull as far to the right as safely possible and stop.
- 4. Set hand brake and shift to neutral gear.
- 5. Cancel right turn signal.
- 6. Visual search.
- 7. Activate red loading lights.
- 8. Visual search.
- 9. Open door. (The door should not be opened before this point.)
- 10. Visual search. (Direct children.)
- 11. Student check and close door. (Make sure all students are seated before proceeding.)
- 12. Select gear and release brake.
- 13. Visual search. Check door to make sure no students are near or beside bus door.
- 14. Turn on left turn indicator.
- 15. Visual search and proceed.

#### **Routes**

Route sheets are provided to each driver to assist in locating stops assigned to their bus route. OKCPS Transportation has implemented new technology which makes it necessary to follow these guidelines for routes and bus stops:

- 1. Follow each route according to the times and stops indicated on the sheet, not making unauthorized changes. Parents, schools, and upper administration now have access to the stop times and locations and will be expecting the bus to arrive within a ten-minute window of the listed bus information.
- All routes should be picked up and dropped off starting at stop one unless indicated on the map or authorized by a route supervisor.
- 3. All route/stop change requests must be submitted in writing to the Route Supervisor in charge of routing. Only the administration or designee is authorized to change a stop or a route. Bus stops must meet certain criteria and adding a stop could create a dangerous situation or make the district liable for any problems that may arise.
- 4. Follow state traffic laws, State Department of Education's regulations and District policies.
- 5. During the route, only authorized students are permitted to ride the bus.
- 6. While at school, the school administration has authority over students.
- Once students are on the bus, they may only be let off at their assigned stop or school, unless removed by a site administrator or transportation administrator.

Failure to follow these guidelines may result in disciplinary measures.

# **Vehicular Accidents**

- 1. Bus Driver alerts Dispatch that an accident has occurred.
  - a. Need to know the exact location.

- a. Need to know if there are injuries.
- b. Need to know if students are on board. (See below)
- Dispatch contacts 911 and reports the accident.
- 3. Dispatch contacts 405-587-SAFE (7233) and reports the accident.
- 4. Dispatch contacts the Director of Transportation and reports the accident.
- 5. Dispatch or the Director of Transportation notifies the Administration of the school and reports the accident.
- 6. The bus and all passengers must remain at the scene until cleared by OKCPS Security or the Director of Transportation.

\*If students are on board at the time of the accident, the Bus Driver/Bus Assistant is responsible to gather the following information from each student:

- Name
- Date of Birth
- Student ID
- Home Phone Number

This list must be turned into the Police, OKCPS Security, and OKCPS Transportation as soon as possible. Parents will be notified of the accident by the Transportation Department and/or by the School's Administration.

# Railroad Crossings

All school buses, loaded or unloaded, are required to stop at all railroad crossings. Hazard lights are to be activated at least 100 feet before stopping. The bus driver shall open the driver's window upon stopping and determine when it is safe to ross. Remember: STOP, LOOK, AND LISTEN. School buses must not stop closer than 15 feet or further than 50 feet from the nearest track. Hazard lights will not be deactivated until after the bus has crossed the entire track area. If driving a standard transmission, gears should not be shifted until the rear of the bus has cleared the tracks. Passengers are to be instructed to be quiet at railroad crossings. All radios, blowers, and fans must be turned off.

# Student Management

All students are expected to follow a standard set of expectations while riding the school bus:

- 1. Remain seated at all times.
- 2. Keep hands and feet to self.
- 3. Use an appropriate inside voice.
- 4. Use school appropriate language while on the bus.
- Follow bus driver/assistant directions.

The adult's behavior sets the tone for the students on the bus. Adults must model the following behaviors on an ongoing basis;

- 1. Be FIRM; state the expectation and post rules clearly. Hold students accountable for their behavior.
- 2. Be FAIR; be reasonable and do not play favorites.
- 3. Be CONSISTENT; have the same expectations for all students all of the time.

Having a positive relationship with students is essential to student management:

- 1. Know students' names. Learn names by creating and enforcing a regular seating chart. This can be changed at the driver's discretion.
- 2. Greet students daily. As students load and unload be courteous, inviting, and hospitable.
- 3. Be respectful. Show and model the respect you desire on a daily basis.

When students do misbehave on the bus, follow our reporting and referral procedures:

- 1. Bus Discipline Flow Chart
- 2. Driver Managed Behavior Referral
- 3. Administration Managed Behavior Referral

# **Cell Phones**

A cell phone is a very helpful tool for drivers to call for assistance. Driving while talking on the telephone however, can be dangerous to the school bus driver, students, and other motorists. Cell phones can be a serious source of driver inattention, an ongoing phone conversation can impair the ability to perceive gaps in traffic, changing road conditions, student behavior concerns, etc. Therefore, the use of a cell phone while the school bus is in motion is strictly prohibited. All cell phones, including blue tooth devices, hands free devices, and other similar devices must be turned off when the key is in the ignition. Theses hands free devices need to be removed from the driver's ears, shirt, pocket, etc. Any visual appearance of such items, even though turned off, will be viewed as a violation of cell phone guidance and procedures and may lead to disciplinary consequences.

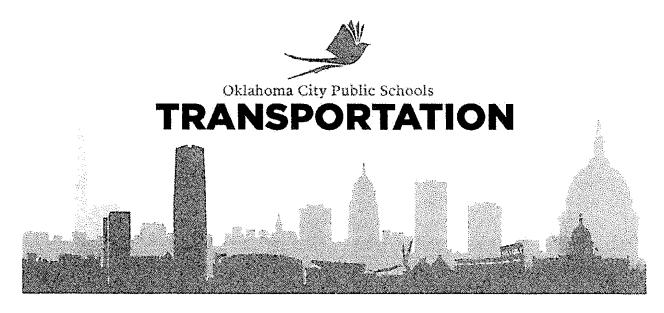
# **Key Procedures**

- 1. Check out keys through Dispatch at the Transportation Office.
- 2. Add nothing to the transportation keys or key rings.
- 3. Turn off the ignition and remove the key when leaving any district vehicle.
- 4. Return keys to the Transportation Office at the completion of each route/trip.

#### Reminders

- Cell Phone Use and Texting While Driving- In the state of Oklahoma it is illegal for school bus drivers to use hand held devices, cell phones, and/or text while driving a school bus.
- Child Check- It is the responsibility of every bus driver and bus assistant to make sure that all students have been unloaded from the bus you are on immediately after completing each run of each route.
- **Inspections** It is the responsibility of every school bus driver to perform, complete, document, and turn in a pre/post trip inspection report for each day a bus is driven.
- Keys- Bus drivers are expected to turn in all bus keys to Dispatch in a timely manner upon return to the Operations Center.
- Parking- The bus parking lot has been reconfigured. Each driver is expected to park the bus in its correct spot each time when returning to the Operations Center.
- Time- Each employee is responsible for clicking in, in a timely manner, before his/her work shift begins and to clock out, in a timely manner, after his/her work shift ends.

# Forms and Additional Information



- 1. OKCPS Transportation Employee Professional Standards
- 2. OKCPS Transportation Daily Reminder Card
- 3. OKCPS Request for Leave
- 4. OKCPS Transportation Extra Duty Preference Sheet
- 5. OKCPS Transportation Contact Information
- 6. OKCPS Transportation Student Discipline Flowchart
- 7. OKCPS Transportation Admin. Managed Behavior Referral
- 8. OKCPS Transportation Driver Managed Behavior Referral
- 9. OKCPS Transportation Incident Report
- 10. OKCPS Transportation Employee Expectations- "Student Fights"
- 11. OKCPS Post Accident Training Requirements
- 12. OKCPS Post Accident Testing Procedures
- 13. OKCPS Transportation Random DOT Testing Procedures
- 14. OKCPS Transportation Wheelchair Securement/Pre-Trip Verification

# Oklahoma City Public Schools Transportation Services Employee Professional Standards for All Transportation Staff

# Occupational Injuries

	It is the responsibility of each employee to report to a supervisor any injury received on the job whether or not they seek medical treatment. The employee is required to file an Employee Injury and Illness Form. The immediate supervisor is responsible for filing a Supervisor Investigation of Employee Injury Form.
	Business Ethics
	All required record keeping must be accurate and kept up to date. Falsification of records will result in disciplinary action and may result in termination of employment.
	Oklahoma City Public School's students, parents, and site staff are our customers. They deserve and must be treated with courtesy and respect at all times.
	Discourteous or ill-mannered behavior, cursing, suggestive or obscene language, bullying, and harassment will not be tolerated.
	Staff are expected to be present, timely, courteous, and respectful at OKCPS Transportation and OKCPS District sponsored events, trainings, functions.
	Route Assignment
	Routing assignments are based on department needs. Any Transportation staff may be assigned to a different route/vehicle to meet the needs of the district, students, and schools.
	Routes are developed with specific arrival times and stop locations. Staff are expected to abide by the times and stops listed on the route sheet.
	Inspections, Maintenance, and Reporting
	Pre-Trip Inspections are required daily, must be recorded, and turned in weekly.
	Repair/maintenance needs must be reported on an OKCPS Bus Maintenance Request Form immediately upon discovery.
	Vehicle damage/ vehicle accidents must be reported to Dispatch immediately, at the time of the event.
	A "Child Check" is required by the driver/assistant when the vehicle is returned to the lot after each and every run.
	Drivers and Assistants are required to keep the vehicle they drive clean on a daily basis.
	Extra Duty Assignments
	Drivers are able to participate in 1 of 4 Extra Duty Assignments (Field Trips, Noon Day, Afterschool, and Training). All extra-duty assignments are voluntary.
	Extra Duty assignments will be assigned based on department need, qualification, and then seniority.
	I have received, read, understand, and will comply with the standards set forth in this document. Failure to comply with the above standards will be considered a cause that may lead to disciplinary action according
	to the OKCPS Support CBA.  I understand that this document is supplemental to the OKCPS Transportation Employee Handbook and does not represent a full statement of current programs, policies, and regulations.
EMPLOY	EE PRINTED NAME
FMPI OV	EE SIGNATURE DATE
LITE LOI	EE SIGNATURE DATE

# Oklahoma City Public Schools Transportation Services Employee Professional Standards for All Transportation Staff

ALL TRANSPORTATION STAFF ARE REQUIRED TO DEMONSTRATE AND UPHOLD THE FOLLOWING STANDARDS AS TEAM MEMBERS OF THE OKCPS TRANSPORTATION DEPARTMENT.

Employ- Initial	Work Day
	All employees are expected to be ready to work at clock in.
	Employees may not clock in more than one hour before their first scheduled stop.
	No one may clock another employee in/out.
	Any changes to your timesheet must be turned in to a Dispatch Supervisor and approved by the Director of Transportation.
	Employee Leave/Attendance
	Sick, personal, and bereavement leave are a benefit that employees have and are to be used only when it is absolutely necessary and not abused. Excessive absences will not be tolerated.
	Employees are expected to know and adhere to the policy regulations regarding leave as outlined in the OKCPS Classified/Support Collective Bargaining Agreement.
	Employees are required to turn in an Absence Report with their signature and reason for absence. An employee's day of absence will be marked as unpaid until an Absence Report has been submitted.
	Personal Use of Supplies and Equipment
	Personal use of Transportation Department supplies, equipment, and/or vehicles is not permitted.
	Tobacco
	The use of tobacco products in any form by staff, students and members of the public is prohibited on, in, or upon any school property of the Oklahoma City Public Schools. <b>OKCPS Board Policy C-20-R12.</b>
	Drug Testing
	All CDL Drivers are subject to monthly random drug and alcohol testing.
	Post-accident drug testing is required for a driver when damages exceed \$1000 regardless of fault.
	Any employee seeking medical treatment for a work related injury is subject to a mandatory drug test.
	Reasonable Cause testing is applicable for all OKCPS employees. For this situation, personnel from Safety and Security will assess the reasonable cause suspicion before assigning the employee for testing.
	Cell Phone Use
	The use of a cell phone while a vehicle is in motion is strictly prohibited.
	All vehicles are required to have their two-way radio on and audible while in use.
	No earbuds or bluetooth devices are permitted while operating a school vehicle.
	Recreational use of a cell phone is not permitted when the employee is responsible for student supervision.
	Dress and Appearance
	Employees are expected to dress appropriately and as professionals. Per Board Policy, Administration has the authority to determine appropriateness of attire.
П	Employees must exhibit proper personal hygiene.

# OKCPS TRANSPORTATION ON TIME, DEPENDABLE, POLITE, PATIENT & FLEXIBLE

# **HOW DO WE KEEP OUR BUSES CLEAN?**

# **Daily Expectations of Drivers**

- Sweeping
- Removing Trash
- Sanitize High Touch Points
  - o Handrails, Seatbacks, Seat Tops

# **HOW DO WE KEEP OUR BUSES SAFE?**

# **Daily Expectations of Drivers and Assistants**

- Respectful, Responsible, and Safe
- Greet students daily, promote positive relationships, and establish rapport
- Clear Expectations, Speak Positively, Calm, and Clear
- Recognize, Reinforce, and Motivate

# **HOW WE SUPPORT OKCPS SCHOOLS, STUDENTS & FAMILIES?**

- Professionalism, no matter the obstacle
- Positive Speaking
- Solution Oriented
- Safe Operating
- Servant Heart

# **HOW DO WE KEEP OUR BUSES MAINTAINED?**

# **Daily Expectations of Drivers**

- Pre-Trip Inspections
  - o Exterior
  - o Undercarriage
  - o Engine Compartment
  - o Wheels
  - o Interior
  - o Radio Check
  - o **<u>DOCUMENT</u>** Pre-Trip Inspections are required and reviewed by the State Dept. on a regular basis.
- Report Maintenance Issues
  - o OKCPS Bus Maintenance Request
- Post-Trip Inspections
  - o Student Check
  - o Cleanliness
  - o Sanitation

# **HOW DO WE RESPOND TO EMERGENCIES?**

- Ensure safety of all students and passengers
- Contact Dispatch via radio & 405-587-SAFE
- Secure bus in safest area possible
- Wait for Police/OKCPS Security to arrive and provide instructions

Site Number	Personnel ID Number

# **Oklahoma City Public Schools**

# Request for Leave

Note: This form should be submitted far enough in <u>advance</u> so that it may be received and approved by appropriate supervisor(s) before leave is taken. Employee requesting leave and department/school time keeper should maintain a record of this form.

Employee
Building/Department
I hereby request permission to be absent on the date indicated below and for the reason checked.  Date of Requested Absence(s)
Vacation  Legal (Jury duty or school-related court appearance)  Union Leave  Personal Business  Family Medical Leave — Prior Authorization Required*  Leave of Absence (UNPAID) — Prior Authorization Required  Professional Development Leave — Please use the Professional Development Attendance / Travel Leave Form  *Relationship to the deceased:
Foday's Date
By signing this form, I confirm that I (1) understand the appropriate uses of the type of leave I have requested and (2) will use such leave in a manner that complies with the definitions, terms, and conditions stated in the applicable Collective Bargaining Agreement and/or Board Policies and Regulations. I further acknowledge that abuse of leave may result in disciplinary action up to and including loss of pay for the days in question and/or termination in extreme situations.
Signature of Employee
signature of Immediate Supervisor
Next Level Supervisor's Authorization



# **Extra Duty Preference Sheet**

Drivers are able to participate in 1 of 4 Extra Duty Assignments (Field Trips, Noon Day, Afterschool, and Training). All extra-duty assignments are voluntary. Extra Duty Assignments will be assigned based on department needs, qualification, and then seniority.

- I **DO** wish to be eligible for Field Trips.
- I **<u>DO</u>** wish to be eligible for a Noon Day route.
- I **DO** wish to be eligible for an After School route.
- I **DO NOT** want to be considered for any Extra Duty Assignments.

# For Field Trips Only - Please indicate all of your availability.

- Day Trips (Monday Thursday, during school hours)
- Weeknights (Monday Thursday, after 4:30 pm until)
- Long Distance Trips (For example: Going to Tulsa or Lawton)
- Weekend (Friday and Saturday)

Field trips will be on a rotation based on need, qualification, and then seniority. A seniority list is available upon request, please make the request with the Director. An attempt will be made to keep drivers near the central location of the schools they serve for routing.

If you see that you're on a day that you cannot take, it is your responsibility to let the Field Trip Coordinator know. Three turndowns and the drivers are eligible to be removed from Field Trips until the next semester.

Rude behavior toward Staff, Teachers, Principals, or Students are cause for losing trips for the year. You must remain on site with your Field Trip unless otherwise instructed by a Supervisor.

Employee Name (Print Please)	Date

# 2022-2023 CONTACT INFORMATION

NAME	JOB TITLE
CELL PHONE	
ADDRESS	
EMERGENCY CONTACT	CELL PHONE
	AV.
TRAN	SPORTATION
2022-2023 C	ONTACT INFORMATION
NAME	JOB TITLE
CELL PHONE	
ADDRESS	

**CELL PHONE** 

**EMERGENCY CONTACT**