

\*All Bus Discipline Referrals will be turned into the Director of Transportation, reviewed, and inputted into Infinite Campus.

**OKLAHOMA CITY PUBLIC SCHOOLS**  
**ADMIN MANAGED BEHAVIOR- School Bus Discipline Referral**

SCHOOL: \_\_\_\_\_ BUS NUMBER: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_ TIME OF INCIDENT: \_\_\_\_\_

STUDENT NAME(S): \_\_\_\_\_

Weapons

Fighting

Vandalism

Smoking/Vaping

Sexual Offenses

Gang Behavior

Bullying

Threatening Behavior

Abusive Language/Behavior

Other \* Must Provide Details

**Comments/Details:**

DRIVER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*Please turn this form into the Director of Transportation.**

**OKLAHOMA CITY PUBLIC SCHOOLS**  
**DRIVER MANAGED BEHAVIOR-School Bus Discipline Referral**

SCHOOL: \_\_\_\_\_ BUS NUMBER: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_ TIME OF INCIDENT: \_\_\_\_\_

Student(s) Involved:	Offender	Victim	Witness
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1st Event: Conference      Date: \_\_\_\_\_ Time: \_\_\_\_\_

2nd Event: Admin. Conference      Date: \_\_\_\_\_ Time: \_\_\_\_\_ Admin. Name \_\_\_\_\_

3rd Event: Intervention- Parent contact required by administration.

4th Event: Suspension- Parent contact required by administration.

**Comments/Details:**

DRIVER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*Please turn this form into the Director of Transportation.**

**OKLAHOMA CITY PUBLIC SCHOOLS  
TRANSPORTATION INCIDENT REPORT**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ BUS NO: \_\_\_\_\_ DRIVER: \_\_\_\_\_

TYPE OF INCIDENT:

LOCATION OF INCIDENT:

**STUDENTS INVOLVED:**


RESPONSE ACTION:

COMMENTS:

PERSON FILING REPORT

DATE NOTIFIED

# **Student Fights**

## **OKCPS Transportation Employee Expectations**

### **Prevention:**

- Monitor for early warning signs of student conflict: stare downs, verbal exchanges, posturing, audience formation, etc.
- Address the behavior verbally, de-escalate the situation, move students away from each other
- Even if the conflict has been resolved and removed, share the information with campus administration so they can follow up with the students

### **Intervention:**

- Remain calm
- Get assistance en route to the scene or as soon as possible
  - Contact Dispatch, 587-SAFE, or 911
- Quickly assess the situation, including the participants, the audience, and your surroundings
- Request other students to get away from the altercation
  
- **Verbal Intervention**
- Speak loudly requesting students to stop, be authoritative, cause a commotion
- Direct participants to different locations on the bus
- Notify administration
  
- **Physical Intervention**
- Use of force is only acceptable to ensure safety for students
- Use of force by staff should be reasonable, necessary, and timely "in the eyes of a prudent person"
- Use of force should cease once compliance is achieved
- Use of force by staff in any incident should be documented and witness statements should be obtained immediately following the incident
  
- **Resuming the Route**
- If students are separated and able to remain calm, get the students to their stops
- Report the situation immediately to Dispatch so we can contact families
- If students are not able to be transported safely, OCPD can/will be contacted
- If students are not able to be transported safely, another bus may respond to separate them from additional dispute

### **Administration:**

- Document the event, participants, student witnesses, etc.
- Document the date and time of the event
- Turn in an Administrator Managed Transportation Behavior Referral



Oklahoma City Public Schools

# TRANSPORTATION

## POST ACCIDENT TRAINING REQUIREMENTS

### School Bus Training

Driver Name: \_\_\_\_\_ (Please Print)

Be able to perform all of the following items in one session:

\_\_\_\_\_ Be able to complete and verbalize a full pre-trip inspection.

\_\_\_\_\_ Be able to complete all maneuvers on the basic control skills course.

\_\_\_\_\_ Be able to handle the vehicle in all driving situations including city, neighborhood, and highway drive time.

\_\_\_\_\_ Be able to perform a railroad crossing.

\_\_\_\_\_ Be able to perform the 15-Step Loading and Unloading Procedures **\*Route Driver Only**.

\_\_\_\_\_ Be able to perform an emergency evacuation drill.

Trainer Comments (Required if not skill not performed):

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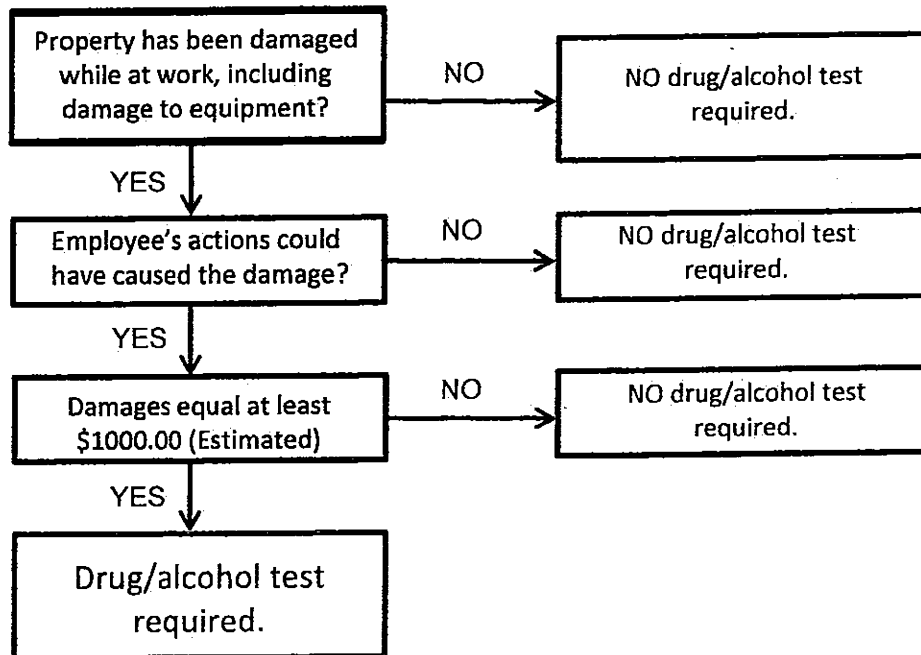
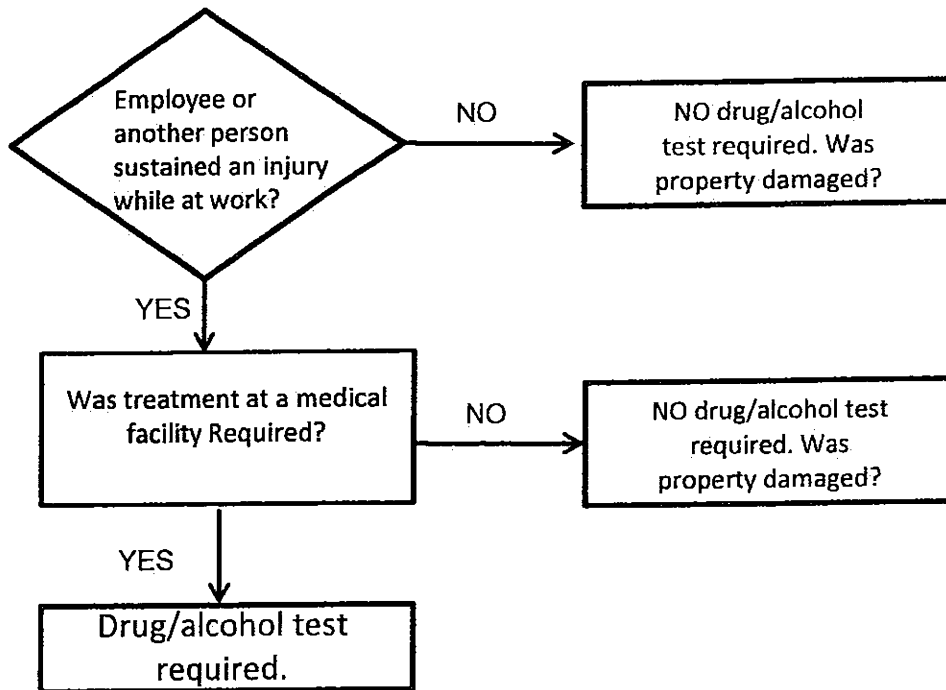
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Bus Driver has passed Post Accident Training requirements as listed: Y\_\_\_ N\_\_\_

Bus Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bus Trainer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Board Policy Based Post Accident/Incident Testing**

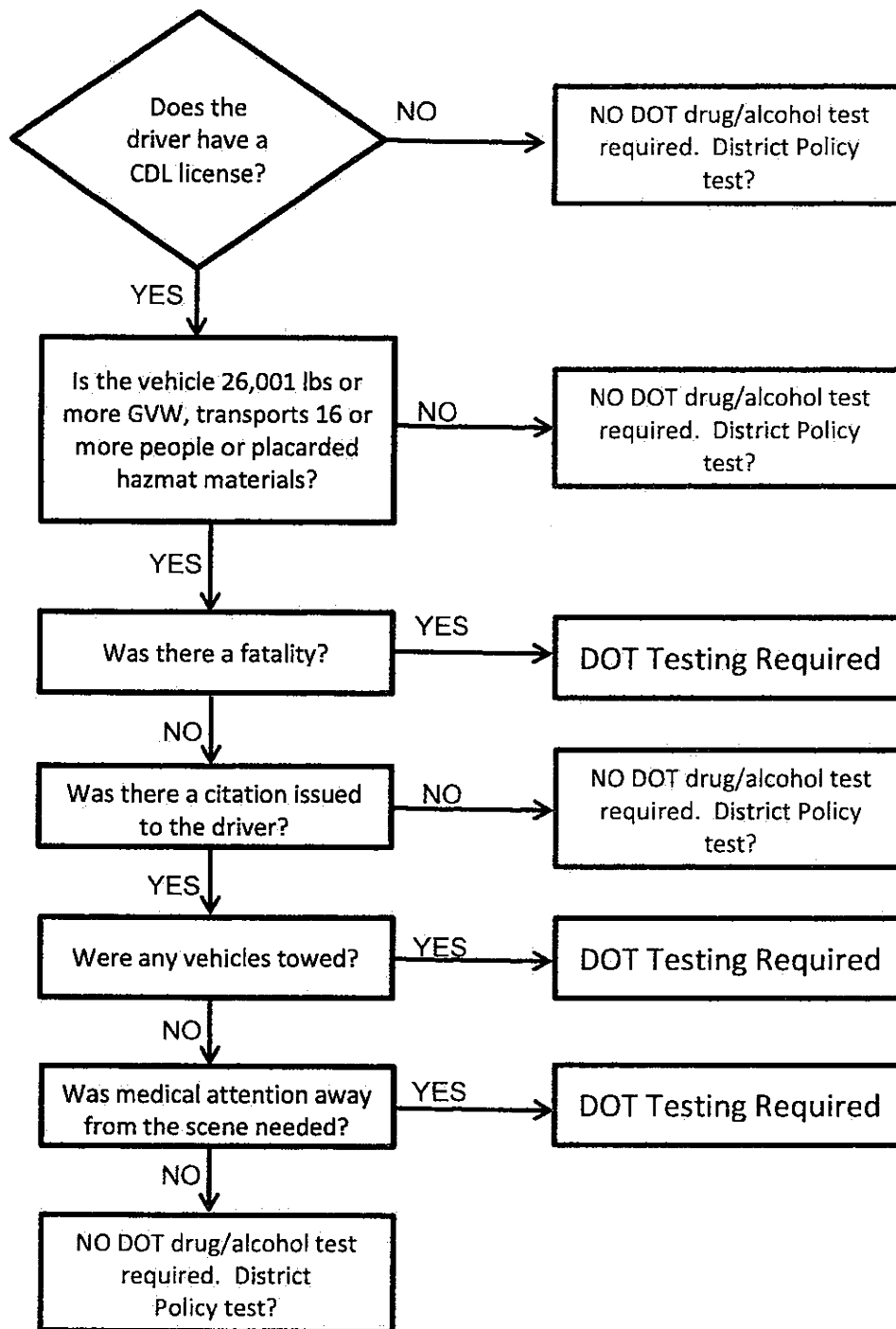


**TIME FRAMES FOR BOARD POLICY G-38 BASED POST ACCIDENT/INCIDENT TESTING:**

**Alcohol Test:** If required, an alcohol test should be completed within 2 hours of the accident/incident. If the test is not administered within 2 hours, the employer must prepare and maintain a record stating the reason(s) for the delay. Attempts to conduct a post-accident alcohol test are PROHIBITED after 8 hours and the employer must document why a test was not accomplished.

**Drug Test:** If a required drug test is not administered within 32 hours following the accident/incident, the employer shall cease attempts to administer the drug test and document why the test was not accomplished.

FMCSA / DOT Post Accident Testing (49 CFR Part 382.303)



**TIME FRAMES FOR DOT POST ACCIDENT TESTING:**

**Alcohol Test:** If required, an alcohol test should be completed within 2 hours of the accident. If the test is not administered within 2 hours, the employer must prepare and maintain a record stating the reason(s) for the delay. Attempts to conduct a post-accident alcohol test are PROHIBITED after 8 hours and the employer must document why a test was not accomplished.

**Controlled Substances Test:** If a required drug test is not administered within 32 hours following the accident, the employer shall cease attempts to administer the drug test and document why the test was not accomplished.





Oklahoma City Public Schools

# **TRANSPORTATION**

## **OKCPS Transportation DOT Random Drug Testing Procedures**

The following is a list of offsite and onsite DOT Drug/Alcohol Test procedures for OKCPS. Employees are responsible to adhere to the following guidelines after being notified they have been selected for testing.

### **OFFSITE TESTING**

- Employee will be notified at AM key return that they have been selected randomly to perform a DOT Drug/Alcohol test
- Employee must wait in conference room or other designated area until a supervisor is ready to transport the employee to the testing facility
- The employee is NOT allowed to leave the transportation offices after they have been notified they have been selected for testing
  - Any employee that leaves the transportation offices without a supervisor escort will be considered a refusal to test
  - The employee will be contacted by HR for further instructions and placed on Administrative Leave
- Employees will be transported as a group to the testing facility by a supervisor and remain at the testing facility until all employees have completed testing
- Upon completion, all employees will be transported back to OKCPS Transportation and released

### **ONSITE TESTING**

- Employee will be notified at AM key return that they have been selected randomly to perform a DOT Drug/Alcohol test
- Employee must wait in conference room or other designated area until the test administrator is ready to collect a test sample
- The employee is NOT allowed to leave the transportation offices after they have been notified they have been selected for testing
  - Any employee that leaves the transportation offices without a supervisor escort will be considered a refusal to test
  - The employee will be contacted by HR for further instructions and placed on Administrative Leave
- Upon completion of the test, an employee will be released

# **OKCPS TRANSPORTATION**

## **Wheelchair Securement and Pre-Trip Verification**

When transporting a student in a wheelchair, I understand that each student's chair must be facing forward and must be tied down properly with four restraints, one at each corner, and a shoulder strap before driving.

In addition, if I am a bus driver, I understand that I am required by law to perform a daily pre-trip inspection on each bus before driving that day, to document and turn in the inspection form, to report any safety fails to Dispatch/Maintenance, and to not drive any bus that is not safe to drive.

If I have any questions in regard to this, I should contact my supervisor immediately.

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Printed Name

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Signature

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Date



Oklahoma City Public Schools

# **TRANSPORTATION**

## **Employee Acceptance/Acknowledgement**

I have received and/or have access to the following materials and understand that I am responsible for the material that is covered in each publication:

- OKCPS Transportation Handbook
- Oklahoma School Bus Drivers Manual

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Employee Name (PRINT PLEASE)

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Date

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Employee Signature