



2018-2019

Southern Boone County R-I Schools

**SCHOOL BUS DRIVER
HANDBOOK**

(A copy of this handbook is on the District intranet page. All Southern Boone policies are accessible from the District's web page under the "Policies and Notices" link.)

District Mission Statement

Excellence in Learning for ALL

2018-2019 Theme:

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Applicable Board Policies-Please see School District Website for full policy

AC	Prohibition Against Discrimination, Harassment and Retaliation
AH	Use of Tobacco Products and Imitation Tobacco Products
EBAB	Hazardous Materials
EBB	Communicable Diseases
EBBA	Illness and Injury Response and Prevention
EBC	Emergency Drills
GB	Part-Time and Substitute Employment
GBBD	Staff Leaves
GBBDA	Family and Medical Leave
GBCA	Staff Conflict of Interest
GBCB	Staff Conduct
GBEBA	Drug Free Workplace
GBEBB	Employee Alcohol and Drug Testing
GBEBC	Criminal Background Checks
GBH	Staff/Student Relations
GBM	Staff Complaints and Grievances
GDN	Evaluation of Support Staff
GDPD	Nonrenewal, Suspension and Termination of Support Staff Members

RATIONALE

It is the goal of the Southern Boone County R-1 School District to provide safe, efficient transportation to the eligible students of the district. The primary concern is the transportation to and from school with extra-curricular transportation designed around regular routes.

The Southern Boone County R-1 School District operates within the guidelines set by the Department of Elementary and Secondary Education, national, state and local laws, and the policies of the Southern Boone County Board of Education. Safe and cost efficient transportation are primary concerns when deciding transportation issues.

DISTRICT MISSION STATEMENT

Excellence in Learning for ALL

SCHOOL DISTRICT GUIDELINES

BLOOD AND/OR BODY FLUIDS (PROCEDURES FOR CLEANING)

Many infectious agents can be found in the blood or body fluids of humans. This includes individuals with no outward signs or symptoms of infection. It is, therefore, very important that all district personnel adopt routine procedures for handling the clean-up of all blood/body fluid spills. The procedures, as outlined by the Centers for Disease Control, are as follows:

1. If available, absorbent floor-sweeping materials should be used to cover fluids to keep them from spreading.
2. Rubber gloves should be worn, and all spills should be cleaned up with absorbent towels or tissues.
3. All surfaces that have been in contact with the fluids should be cleaned with a disinfectant. Any EPA-approved disinfectant (i.e., Lysol, etc.) can be used. A 1:10 dilution of household bleach can also be used. This solution should not be mixed in advance.
4. If the gloves worn to clean up the spill are reusable rubber gloves, they should be washed with soap and running water prior to removal. Disposable gloves should be removed without soiling the hands and should be disposed of in an impermeable plastic bag.
5. If the person doing the cleaning has any open skin lesions, precautions should be taken to avoid direct exposure of the lesions to the body fluids.
6. After exposure to body fluids, good HANDWASHING should consist of thorough use of soap and water for at least 10 to 15 seconds.
7. It is appropriate to keep a clean-up kit on hand for such spills. The clean-up kit should consist of the following items:
 - Absorbent floor-sweeping material
 - Disinfectant
 - Rubber or plastic gloves
 - Disposable towels or tissues
 - Impermeable plastic bags

All of these materials should be kept together in a central location.

CONFIDENTIALITY

School district employees must respect the privacy of our students and families. Information regarding home situations should be held in strictest confidence and discussed privately with only those persons who need to know. Students should never be discussed in the workroom, office or other public areas.

FIRST AID/ EMERGENCY RESPONSE

Amputated Limb: The severing of any body part is always a serious medical emergency. With small amputations (fingertips, parts of ears), major blood loss is usually not a problem. Apply a pressure dressing and transport. With larger amputations there may be significant blood loss and shock.

First aid measures:

1. Lay victim down with head slightly lowered and severed limb elevated.
2. Control bleeding by applying pressure dressing directly to the wound. Once bleeding is controlled, place several layers of gauze over severed area and bandage firmly. (If bleeding is not controlled, apply pressure to large artery above amputation.)
3. As soon as bleeding is controlled, check for and attend to any other problems. Then, pick up severed limb and wrap in plastic. If possible, pack the wrapped limb in ice.
4. Transport victim and limb to emergency room immediately.
5. Avoid applying tourniquet except as last resort (may damage tissue).

Anaphylaxis: Shock induced by allergic reactions such as to insect stings or to food and medicine.

Immediate severe reactions:

1. Respiratory – Extreme anxiety, flushed face, wheezing or difficulty breathing, bluish lips/skin followed by fainting or convulsion.
2. Circulatory: Pale skin, rapid feeble pulse, absent or low blood pressure, extreme weakness, followed by fainting or convulsions.
3. Swelling or hives may appear in the area of face, tongue, or lips. (May occur within seconds or after 1-2 hours. Call for help! Can be fatal.)

Treatment:

Individuals known to be at risk for anaphylaxis should supply school with emergency medications. This will usually be in the form of injectable adrenalin and/or Benadryl. If medication is available, give as ordered by the physician (.2 to 1 ml. -- Start small and increase as needed, sub-q). Do not hesitate to give emergency medication while waiting for medical assistance if the above symptoms develop. Use CPR or rescue breathing if needed.

Asthma: Asthma is an allergic response of the respiratory tract. Wheezing occurs because the air passages become narrowed. Wheezing first occurs with exhalation; as the attack becomes more severe it will also occur with inhalation. The student may complain of a tightness in the chest, be wheezing or coughing, and/or have a bluish color to the lips and tissue in the neck and chest regions. In a severe attack, there will be marked retractions between the ribs. The absence of wheezing in a student with marked retractions and a long exhalation phase is a sign of a serious condition. **GET EMERGENCY HELP IMMEDIATELY.**

What to do in an asthma attack:

1. Determine severity of attack.
2. Keep calm and reassure student. (Helps keep the child calm.)
3. Get the student into a comfortable position, usually sitting.
4. Encourage student to breathe deeply and perform relaxation exercises.
5. Encourage student to drink water; this helps thin secretions.
6. Assist student in taking medication if prescribed.
7. Keep in health office until symptoms have been relieved.
8. Notify parents of attack and treatment given.

Diabetes: Diabetes Mellitus is a chronic hereditary disease characterized by abnormally high levels of blood sugar. In the child it is called juvenile diabetes and often has an abrupt onset. Children with diabetes are prone to ketoacidosis and are dependent upon insulin for its management. This diabetes is often difficult to control.

What you might observe in the child with undiagnosed Juvenile Diabetes:

1. Rapid onset: usually over period of a few weeks.
2. Major symptoms:
 - a. Increased thirst
 - b. Increased appetite
 - c. Increased urination
 - d. Weight loss or wasting away body mass
 - e. Easy fatigability
3. Minor symptoms:
 - a. Frequent skin infections
 - b. Dry skin

Symptoms of Diabetic Coma (Acidosis)

Early Manifestations: Changes in mental state (lethargic), vomiting, abdominal pain.

Severe Reactions: Acetone odor on breath (fruity), dehydration, rapid breathing, face flushed, lips cherry red, little perspiration, high blood sugar, low carbon dioxide, sugar and acetone in urine.

Emergency Treatment: Immediate medical care.

Long Term: Insulin injections and diabetic diet.

Symptoms of Diabetic Shock (Due to overdose of insulin, reduction of diet, increase in exercise):

Early Manifestations: Pallor, weakness, dizziness, changes in disposition, sweating, tremor, sudden hunger, dilated pupils.

Severe Reactions: Semi-consciousness followed by convulsions, coma, death, low blood sugar, urine sugar-free, acetone absent.

Emergency Treatment: In the case of insulin shock, the child should be given fruit juice, sugar, or something with sugar. The child should carry sugar with him/her, be taught to recognize the symptoms of insulin shock, and take the sugar when he/she recognizes approaching shock. If the child becomes unconscious, he/she should be kept warm. The parents or school nurse should inject glucagons in the amount of 0.5 to 1 mg. IM (Glucagon is normally produced by the pancreas. Its purpose is to increase glucose. The brain must have glucose to function.) When the child regains consciousness, sugar can be given by mouth. If the child does not respond or glucagon is not available, emergency treatment will be needed. Recovery for shock is usually rapid.

Hypoglycemia: Hypoglycemia means low blood sugar. It is the opposite of diabetes although people who take insulin may experience this reaction. This disease is rare in people not on insulin. Persons with reactive functional hypoglycemia develop a low blood sugar level two to four hours after eating because of an overactive insulin release from the pancreas, primarily in response to eating carbohydrates (sugars and starches.)

Symptoms: Nervousness, sweating, trembling, drowsiness, pallor, headache, confusion, blurred vision, irritability, inability to concentrate, tingling around the mouth.

Treatment: Diet low in carbohydrates and high in protein.
Watch for reaction 2-4 hours after meals.
Good emergency food – candy with nuts but limit candy because it increases the release of insulin and further reduces blood sugar.

Overexposure to sun and heat: Overexposure to heat and humidity may lead to heat cramps, heat exhaustion, or more seriously, heat stroke.

Heat cramps: Heat cramps occur as a result of salt and water losses through sweating.

Treatment:

1. Replenish supplies of salt and water.
2. Gently stretch cramped muscle.

Heat exhaustion (heat prostration): Victim will be pale, temperature will be normal or only slightly elevated (up to 102 degrees F.), and skin will be damp. There may be nausea, weakness, light-headedness, and in some cases, fainting. Painful cramps may occur after strenuous activity.

Treatment:

1. Move victim to cool, shady, or air-conditioned place and have him/her lie down with feet elevated.
2. Loosen or remove clothing.
3. Administer fluids. If possible, give 1/2 teaspoon salt dissolved in quart of cold (not iced) water or fruit juice, over period of 30 minutes.

Heat stroke (sunstroke): This is a medical emergency that occurs most often in hot, very humid weather. Victim will feel hot to touch and skin will be red and dry. The body's internal cooling mechanism has ceased to function; therefore, there is no sweating and body temperature is dangerously high (104 degree F or higher). Other symptoms include rapid heartbeat, confusion, agitation, lethargy, stupor, and loss of consciousness. An ambulance should be called.

Osteogenesis imperfecta: This is a congenital disease characterized by very fragile bones that fracture easily. Many of these children are dwarfed because of multiple fractures of the long bones and compression fractures of the vertebrae. The whites of the eyes of these children are blue.

Treatment:

1. Protect against fracture.
2. Educate classmates and other children to use care when interacting with children with this condition – not to push or shove or play roughly.
3. Educate the child to avoid rough activities or sudden movement.

Seizures: A recurrent convulsive disorder marked by sudden and periodic lapses of consciousness and distinctive disturbances in the electrical discharges within the brain.

Each staff member should know of any pupil who is subject to seizures, and should have learned from the parent any signs the child may show before a seizure, a description of how the child acts during the seizures, and how long the seizure usually lasts. He/she should know of any actions found by the parent to be useful in preventing the seizure, or in handling the child while it lasts.

During a seizure:

1. Keep person lying down where he/she has fallen, unless in hazardous area.
2. Push nearby objects away to prevent person from hurting self.

3. Loosen clothing around neck.
4. Incontinence of bowel or bladder may occur after seizure.
5. Cover lightly with blanket or sheet.
6. **DO NOT** force anything into mouth.
7. **DO NOT** restrain.
8. **DO NOT** pour any liquid into mouth.
9. When body relaxes, turn student to side and check for vomit or injury to tongue.
10. Allow to rest after seizure.
11. Do not be frightened if person seems to stop breathing momentarily during seizure.
12. Advise parent of seizure. Provide with as much description of seizure as possible.
13. **DO NOT** call ambulance unless seizures are continuous or there are other complications:
 - a. If breathing does not resume, give mouth-to-mouth resuscitation and call 911.
 - b. If student remains unconscious, call 911.

Shock: Traumatic shock is a serious condition where there is failure of blood to circulate adequately through the body. It generally accompanies all severe injuries such as burns, fractures, serious wounds. There may be loss of blood externally or internally, with internal injuries bleeding into body cavities. Shock is a **MEDICAL EMERGENCY** and should not be confused with simple fainting. Early treatment may save a life.

Signs and symptoms: Skin pale, moist, cool to touch; vacant expression to eyes; nausea; mental confusion; weak, rapid pulse, increased rate of breathing; agitation.

Treatment: Call emergency medical services; give first aid for injuries; keep victim lying down as precaution for head or spinal injury; elevate feet 6-12 inches if no leg or spinal fracture is suspected; give nothing by mouth; handle gently, carefully; keep quiet and reassured; cover victim enough to prevent loss of body heat.

FREE ADMISSIONS

Board members, all employees, and their spouses and children shall be admitted to all school district athletic events free of charge. However, athletic tournaments or activities sponsored by the Missouri High School Activities Association will require all persons to pay admission at the rate determined by the Activities Association.

Any person over the age of sixty-five (65) or any person under the age of sixty-five (65) yet retired may request from the superintendent, either in person or in writing, a pass which, when issued, will admit the bearer free of charge to all school activities.

1. Preschool Children: Preschool children accompanied by parents will be admitted free.
2. Superintendent's Pass: The superintendent may issue passes to any persons who, in the superintendent's opinion, have earned a pass.

IDENTIFICATION BADGES

All employees are required to wear identification while on district property. In addition to employees, all visitors, volunteers, substitutes, student teachers, A+ mentors etc. must wear the appropriate identification. Each employee will be issued identification badges for the year. All temporary badges can be obtained in each building office.

PERSONAL ATTIRE GUIDELINES

Employees are expected to be courteous to all people with whom they come in contact and to keep personal appearance and attire as neat as possible in keeping with regular job duties.

1. All attire must be worn in accordance with expected standards of professional appearance and accepted safety guidelines. Those standards and guidelines include:
 - a. Neat, clean and free from holes, rips, and tears.
 - b. Clothing must not be ragged or un-hemmed.
 - c. Shirts and pants must be of appropriate length and made of appropriate material. Mesh or other see through materials may not be worn.
 - d. Tank tops, half shirts, halter tops and tube tops may not be worn.
 - e. Excessively tight or loose fitting clothing may not be worn.
 - f. No open toe shoes may be worn.
 - g. Clothing with obscene language, gestures, logos, or images may not be worn.
 - h. Shorts may be worn throughout the year provided they are:
 1. Hemmed and of appropriate length.
 2. Running, tennis, spandex or “short-shorts” may not be worn.
 3. Appropriate for the activity in accordance with accepted safety standards.

RELIGION IN THE PUBLIC SCHOOLS

From time to time, students, parents, and educators have questions about religious issues in the classroom. This is a sensitive area in which educators must follow appropriate guidelines and procedures.

To insure that the proper guidelines and procedures are followed regarding this issue, please contact the building administrator if questions arise. Each building administrator will have on file information regarding religion in the schools.

REQUISITIONS

All requisitions for supplies and equipment must be channeled through the Transportation Supervisor.

SCHOOL CLOSING/UNSCHEDULED (EMERGENCIES, WEATHER)

Decisions to cancel school shall be reported immediately to the designated radio and television stations covering the district.

In case of inclement weather, the following radio stations will carry information concerning the closing of school:

Radio Stations: KCLR 99 FM (Columbia)	KCMQ 97 FM (Columbia)
KJLU 88.9 FM (Jefferson City)	KRES 104.7 FM (Moberly)
KFRU 1400 AM (Columbia)	KBIA; KFAL; KLIK; KWOS

Television Stations: KRCG 13 (CBS); KMIZ 17 (ABC); KOMU 8 (NBC)

The messaging system (School Reach) will be used to send a message to a phone number(s) designated by the employee. It is the employee’s responsibility to notify his/her supervisor of any changes to phone numbers.

STAFF CONDUCT

Each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district. In building a quality program, employees must meet certain expectations which include, but are not limited to, the following:

1. Become familiar with, follow, and enforce all Board policies, regulations, administrative procedures, and other directions given by district administrators and state and federal laws as they affect the performance of job duties.

2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Make efforts to remain knowledgeable about the employee's position and the developments in that position.
4. Transact all official business with the appropriate designated authority in the district in a timely manner.
5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
6. Care for, properly use, and protect school property.
7. Attend all required staff meetings called by district administration, unless excused.
8. Immediately report all dangerous building conditions to the building supervisor and take action to rectify the situation and/or protect the safety of students and others if necessary.
9. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
10. Obey all safety rules, including rules protecting the safety and welfare of students.
11. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
12. Refrain from using profanity in the school setting. Come to work at the time specified by the employee handbook or by the employee's supervisor. Employees who are frequently late to work or stop working before the scheduled time may be terminated for excessive absences.
13. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of Board of Education which employs such teacher.
14. Employees will not use district funds to advocate, support or oppose any ballot measure or candidate for public office.
15. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

TOBACCO

State law prohibits smoking, or other use of tobacco products, (including, but not limited to, e-cigarettes and vapor risers) in any classroom or student occupant primary, elementary or secondary school building or facility or on any school bus used to transport students to or from school or to or from any place for educational purposes.

STUDENT BUS CONDUCT GUIDELINES

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. In order to insure the safety of every student that rides a school bus at Southern Boone School, the following guidelines will be in effect:

1. At the beginning of each year and periodically throughout the year, bus rules will be discussed with the students.
2. When misbehavior occurs, a bus conduct notice will be written. This notice will be given to the school administration. The parent will be notified of this warning.
3. The second time the driver issues a written conduct notice for the same student, the student will be suspended from riding the bus for three (3) days. The parents will be notified of this suspension by phone and/or mail.
4. Subsequent written conduct notices will increase the suspension time to five (5) days for the third violation and ten (10) days for the fourth and future violations. Continuous misbehavior and conduct notices may result in loss of riding privileges for a semester.

Summary:

First Offense: Warning

Second Offense: 1-3 day suspension from the bus

Third Offense: 3-5 day suspension from the bus

Fourth Offense: 5-10 day suspension from the bus

Note: Serious conduct violations my result in immediate suspension.

The following **are examples** of specific regulations that are in effect:

1. The driver is in charge of the students and the bus. In order to ensure safety, students must obey the driver.
2. Students must be waiting at the bus stop. Bus drivers will notify the Transportation Supervisor if tardiness to the bus stop becomes an issue. At this point the Transportation Supervisor will notify the appropriate building administrator to notify the parents by phone of the situation. After notification, the bus driver cannot wait an extended amount of time – again, it is the expectation of the rider to be at the bus stop.
3. The driver shall not pick up or discharge riders at places other than their regular bus stop unless authorized prior to route and approve by school administration.
4. Students are to be sitting at all times when the bus is in motion and must not extend arms, hands, or head out of windows.
5. Skateboards, balls, and other devices are not to be brought on school bus.
6. Students are not to use tobacco products on bus at any time.
7. No animals (wild or tame) are permitted on bus.
8. Fighting and profanity will not be allowed and may result in immediate suspension from the privilege of public school transportation.
9. Anyone having a cutting instrument out of his/her pocket or purse, open or closed, on the bus will be suspended from the bus.
10. Any damages to a bus by a student must be paid for by the student responsible for the damages.
11. No food or drink will be consumed while on the bus.
12. Taking pictures with a cell phone or a picture taking device on the school bus is prohibited.

13. At all times the students are expected to be safe, responsible, and respectful to other students and the driver.

TRANSPORTATION GUIDELINES

*The following guidelines highlight the major areas of question of the rules, regulations and laws of the Department of Elementary and Secondary Education and the State of Missouri.

1. All rules and regulations of the Department of Elementary and Secondary Education will be followed.
2. All laws and regulations of the State of Missouri will be followed.
3. Southern Boone County school buses will only travel roads that are publicly maintained.
4. Southern Boone County school buses will only travel “eligible miles”. These are miles that are identified as reimbursable miles by the Department of Elementary and Secondary Education. Any exception to this rule must be approved by the Southern Boone County School Board. (5 CSR 30-261.040)
5. Buses will be routed for maximum efficiency without being overloaded.
6. It is the **goal** of the school district for no students to ride a bus longer than 60 minutes.
7. Students living less than one (1) mile from school are ineligible riders. These ineligible riders may not be counted for reimbursement. Southern Boone R-1 Schools transports ineligible student’s kindergarten through grade 5 as long as there is room on the buses that are already traveling those areas.
8. Bus stops will be established in areas of multiple riders with bus stops located at least 500 feet apart. (5 CSR 30-261.010).
9. Bus stops and bus turnarounds are chosen with safety in mind. A bus may not stop unless visible for at least 300 feet in all directions (5-CSR 30-261.010)
10. The Department of Secondary and Elementary Education Transportation section no longer has guidelines for eligible miles on cul-de-sacs and dead end roads. The decision is a local issue. Cul-de-sacs and dead end roads will not be traveled unless a student lives more than .5 miles down the road.
11. It is the goal of the district that no eligible riders have to walk more than .5 mile on a publicly maintained road to meet the bus.
12. **Bus turnarounds are the patron’s responsibility. The Southern Boone Transportation Supervisor will work with patrons to find or build safe and appropriate turnarounds. Presently we have an agreement with the Boone County Public Works Department to haul gravel at no charge for bus turnarounds after the patron has paid for the gravel. Maintenance is the responsibility of the patron.**
13. Through roads between routes will need bus turnarounds provided by the patrons.
14. School bus routes are established with safety and ability to be traveled in most weather conditions in mind. There are some publicly maintained roads that will not be traveled because of safety and road conditions.
15. School bus evacuation drills are conducted once a semester for grades K-12.
16. The district will keep a list of “snow routes” or roads that will not be traveled in inclement weather. This list will be included in information provided to parents.
17. Any decision or interpretation of rules, regulations, and laws by the Transportation Supervisor may be appealed to the Superintendent. His/her decision may be appealed to the School Board.

18. All morning activity trips will be cancelled when School is cancelled due to inclement weather. The decision to attend afternoon or evening activities will be decided by the Administration.
- 19. Day Care Providers who are licensed by the state as a business will provide their own transportation if they have more than four non-related students.**
20. Driver's records will be checked through the Missouri Highway Patrol every 6 months. Checks will be performed in August and prior to school resuming after winter break in January. Drivers are required to notify school district within 24 hours of an accident or traffic arrest that could impact their driving record and employment with the school district.
21. School bus drivers are required to take a mandatory drug test within 8 hours of any bus accident. We currently have an agreement with Boone County Hospitals in place for drivers to be tested in the event of an accident.
22. Tornado safety on school buses – The school district uses the recommendations and standards set by the National Weather Service. Recommendations and standards are listed below:
 - a. All school buses are equipped with radios.
 - b. School district has plan in place in the event the need to delay buses due to current weather conditions at dismissal.
 - c. Locations identified for each route for evacuation in the event of a tornado spotting.
 - d. Communication center during tornado warnings and watches will communicate with drivers as weather is being monitored.

Section 4 – Code of State Regulations Excerpts

The State Board of Education and the Department of Economic Development have adopted the following rules under the authority of Chapters 304 and 390 of the Missouri statutes, and the Secretary of State has published them in the Missouri Register and in the Code of State Regulations.

Title 5 – Department of Elementary and Secondary Education

Division 30 – Division of School Services

Chapter 261 – Pupil Transportation

5 CSR 30-261.010 Requirements for the Operation of School Buses

Purpose: The State Board of Education has the authority to adopt and enforce regulations for the operation of all school buses used for the transportation of schoolchildren when owned by any school district or privately-owned and operated under contract with any school district in this state. This rule establishes guidelines for the safe, efficient and economical operation of school buses.

GENERAL REQUIREMENTS FOR THE OPERATION OF SCHOOL BUSES

1. All transportation of pupils furnished by a school district shall be authorized in accordance with the law
2. School bus routes over which school buses travel shall be approved by public school district board of education action no later than the end of October for its initial approval and no later than the end of June for the final approval of modifications made during the school year.
3. All vehicles used for transporting pupils shall carry liability and property damage insurance.

4. There shall be on file in the appropriate school district office copies of current contracts, bonds, driver's physical examination certificates, school bus permits and maps of school bus routes. Public school district boards of education shall require operators of school buses to conduct and prepare a record of the daily pre-trip inspection for each school bus.
5. Public school district boards of education shall provide for proper accounting of pupil transportation data and shall prepare and submit to the State Board of Education (board) necessary reports for apportioning state transportation aid and for statistical purposes.
 - a. A listing shall be made of pupils regularly transported on each board of education's approved routes on the second Wednesday of the month for the months of October and February.
 - b. The school district listing of pupils regularly transported by route must be signed and maintained by the superintendent of the schools or appointed designee.
6. No school district shall receive state transportation aid for any pupil transported in a vehicle or over a school bus route which has not been approved by the public school district board of education or for any pupil transported in a vehicle whose driver does not meet the school bus driver qualifications as stated in section (2) of this rule.
7. If a lock is to be placed on an emergency exit of school bus, it shall be designed in a manner so that the engine cannot be started with the emergency exit locked.
8. Public school district boards of education shall forbid drivers to pull any type of trailer behind a school bus.
9. Only those signs and lettering allowed by law or rule shall be written on or attached to a school bus, except for safety-related signs or lettering which, if used, shall be placed on the rear of the bus, in no way obstructing the driver's view. An exception to the requirements of this subsection concerning rules may be granted by the Department of Elementary and Secondary Education.
10. Emergency evacuation drills on school buses shall be required for all students in grades kindergarten through six (K-6) at least once per semester. The first drill must be completed annually prior to October 31. The public school district board of education shall prescribe emergency evacuation drill requirements for all other students.
11. Boards of education shall require operators of school buses to conduct and prepare a record of the daily pre-trip inspection for each school district.

School Bus Driver Qualifications

1. All school bus drivers shall be duly licensed in accordance with Missouri statutes and public school district policy.
2. Must be in good physical and mental health;
3. Undergo a physical examination annually no more than ninety (90) days before the beginning of the school year by a medical examiner who is licensed, certified, and/or registered, in accordance with applicable Missouri laws and regulations, to perform physical examinations to determine whether they meet the requirements of section 302.2772, REMo, and present a signed physical examination certificate that they, in the medical examiner's judgment, meet or exceed those requirements to the employer. The term medical examiner includes, but is not limited to, doctors of medicine, doctors of osteopathy, physician assistants, advanced practice nurses, and doctors of chiropractic. A school bus driver whose ability to safely operate a school bus has been impaired by a physical or mental injury or disease, as determined by the public school district board of education, must submit a release by the attending physician prior to resuming school bus operation; and
 - a. Undergo testing for drug and alcohol use/abuse, in compliance with laws.

Driver Operation

1. A school bus driver shall:
 - a. Observe carefully all signs, signals and rules of the road as proved by the Missouri Motor Vehicle Laws;
 - b. Follow these loading and unloading procedures:
 - i. If school bus is equipped with a master switch, make sure the master switch in in the “on” position;
 - ii. Activate pre-warning amber flashing lights at least five hundred feet (500’) before a designated stop;
 - iii. When stopping for a designated stop, apply brakes hard enough to light up the brake lights so that vehicles behind the school bus will know it is slowing down;
 - iv. Pull as far to the right as practicable on the traveled portion of the roadway and at a location so that the school bus is visible for at least three hundred feet (300’) in both directions and five hundred feet (500’) if the speed limit is greater than sixty (60) miles per hour. Check all mirrors to see that traffic is clear and it is safe to stop;
 - v. Approach waiting students with extreme care, paying attention to the surface on which the school bus will stop (dry, slippery, slopes right, rough ground, and the like). Bring the school bus to a complete stop so that the closest part of the school bus is not less than six feet (6’) and not more than ten feet (10’) from the closest student;
 - vi. Place the transmission in neutral and set the parking brake as needed;
 - vii. Deactivate the pre-warning amber flashing lights and activate the red flashing warning lights and the stop arm when opening the service door after stopping;
 - viii. Check traffic in front and rear of the school bus before you give the students a hand signal that it is okay to cross the road. Drivers should train students not to approach the school bus until given a signal to check traffic before crossing the roadway.
 - ix. Require students who must cross the roadway after leaving the bus or before boarding the bus to cross a minimum of ten feet (10’) in front of the bus and only upon a signal given by the driver, monitor or bus patrol when organized bus patrols are used; and
 - x. Have students go directly to their seats. When students are seated, check traffic and close the front door to deactivate the red flashing warning lights and stop arm.
 - c. Perform and prepare written documentation of the daily pre-trip inspection which is to be submitted to the transportation administrator. Pre-trip inspection of vehicles shall include brakes, steering components, lights, signaling devices, emergency door, tires and safety equipment, as a minimum. Any defects or deficiencies that may affect the safety of vehicle operation or result in mechanical breakdown shall be reported immediately in writing and driver shall not operate school bus until the defect or deficiency has been corrected;
 - d. Activate the pre-warning amber flashing lights if a school bus stop must be made in close proximity to the crest of a hill or on curves with limited sight distance, approximately one hundred feet (100’) before passing the crest so that vehicles following to the rear shall be made aware the bus is preparing to stop for the purpose of loading or unloading pupils;

- e. Assume control of all children while they are being transported requiring respectable and orderly behavior from them. Particular attention should be given to the care and protection of the younger pupils. Any continued disorderly conduct should be reported to the proper school authorities;
- f. Not back school bus on school grounds unless rear is guarded by school patrol or adult and driver is advised that the way is clear. Backing the bus at any time shall be avoided if all possible;
- g. Follow these procedures when a school bus is disabled:
 - i. Stop the bus as far to the right as possible (on the shoulder, if available);
 - ii. Secure the bus; activate hazard/warning lights and set parking brake;
 - iii. Keep children in bus. If location of the bus is unsafe, remove the children to a safer location;
 - iv. Place triangular reflectors a minimum of one hundred feet (100') in both the front and rear of the bus;
 - v. Telephone, radio or send capable student to call authorities, giving bus location and description of breakdown; and
 - vi. See that all pupils are delivered to their destinations;
- h. Keep inside of vehicle clean and comfortable at all times;
- i. Keep lettering and lights on front and rear of bus clean so that all markings are clearly visible;
- j. Keep service door closed at all times when bus is in motion;
- k. Not leave a loaded bus while motor is running;
- l. Fill the fuel tank only when there are no children in the bus;
- m. Not allow animals on the school bus except for seeing eye dogs or other specially trained animals necessary to furnishing special education services for handicapped children to comply with applicable state law and regulations;
- n. Not allow weapons or explosive material on the school bus;
- o. Not allow items carried on the school bus to protrude into or block the aisle or be left in the driver or emergency exit areas;
- p. Make and promptly file all daily, weekly, and monthly reports which may be required;
- q. Use seat belt whenever the bus is in motion;
- r. Not drive any school bus for more than:
 - i. Eight (8) consecutive hours. Hours will be consecutive unless the individual ceases operation of the vehicle for at least sixty (60) minutes; or
 - ii. An aggregate of twelve (12) hours in a twenty-four (24) hour period
- s. Illuminate headlights whenever students are being transported.
- t. Not use tobacco products at any time in the school bus and
- u. Not operate a school bus while under the influence of intoxicants, narcotics, or drugs.

Public School District Approval

1. General Definitions

- a. Eligible miles. Those regular school term and handicapped miles traveled from where the bus is kept at night until it returns to the same location after the pupils have been returned home, as long as it is used only to transport vocational students and K-12 pupils to and from school at the beginning and ending of the regular school day, are eligible for state transportation aid.

- b. Ineligible miles. All actual miles that are driven for any purpose other than transporting K-12 students to or from school during the school term are ineligible for state transportation aid. Regular summer school routes, non-handicapped early childhood routes, field trips, athletic trips, maintenance miles and other extracurricular activity trips are examples of ineligible miles. Miles traveled to rerun a route or part of a route to transport students participating in before or after school activities or training are also ineligible miles. All ineligible miles shall be recorded and subsequently reported on the application for state transportation aid.
 - c. School bus route. A bus route begins when a bus leaves a point (home, school, and the like) empty and proceeds on a predetermined route, picking up pupils and then traveling to a school(s) until the bus is empty; and returning the pupils to a designated point after school. If more than one (1) route is run by the same bus, each additional route begins when the bus is empty after discharging all the pupils from a previous route and proceeds along another predetermined route, picking up pupils and discharging all of them at their attendance center(s) and returning them home.
2. Procedures. Public school districts must adopt a policy implementing school bus route approval procedures for the annual approval of the routes needed for safe and cost efficient pupil transportation service which meets and may exceed the state board's minimum requirements as described in this subsection.
 - a. Criteria for determining routes:
 - i. Location of pupils residence;
 - ii. Grade and age of the pupils to be transported;
 - iii. Type and condition of roads.
 - iv. Standard of service desired; and
 - v. Funds available for transportation service.
 - b. Safety considerations for establishing school bus routes:
 - i. The general safety of all routes in relation to hazards such as hills, intersections, railroad crossings, bridges, sharp curves, and obstructions to visibility;
 - ii. The general safety of loading and unloading stops in relation to the visibility of approaching motorists;
 - iii. Walking distance to the bus stop in relation to the age of the pupil, and
 - iv. Walking route safety to loading stop, from unloading stop, and loading zones.
 - c. Administrative policy shall be adopted by the public school district board of education which describes the criteria, safety considerations and routing standards school officials must use when establishing or modifying school bus routes. Examples of administrative policy components include but are not limited to:
 - i. Duplication of route miles and "deadheading" shall be avoided if at all possible;
 - ii. School bus stops should be established no less than five hundred feet (500') apart;
 - iii. Multiple routes by a single school bus should be used when possible;
 - iv. Assign pupils to school buses so that passenger loads do not exceed manufacturer vehicle passenger capacity and to avoid overloading;
 - v. All school buses should be loaded as near their capacity as possible;
 - vi. Buses should be used primarily to transport pupils to and from school.
 - vii. Buses may be used to transport pupils on school-sponsored activity trips, but such trips should not interfere with the transportation of pupils to and from school;

- viii. Each school district shall keep on file an up-to-date map showing the location and length of each school bus route;
 - ix. Bus routing and seating plans shall be coordinated so that there are no standees and every passenger is provided a seat. The seating space provided each passenger must be sufficient to ensure that the back of each passenger may come into full contact with the seat back.
 - x. All vehicles used to transport pupils shall comply with the requirements of the law and with standards and safety rules as adopted by the board; and
 - xi. School bus inspections shall not be made more than sixty (60) days prior to operating the vehicles during the school year.
- d. School districts which transport nonresident pupils not legally assigned or through an inter-district contract shall not claim any additional miles as eligible miles and the pupils shall be reported as ineligible pupils.
- i. High school pupils from elementary school districts. High school pupils residing in an elementary school district are to be claimed only by the elementary district. The elementary district shall claim mileage from where the bus enters the elementary district, including miles traveled within the elementary district and the most direct route to the school of attendance.