

FOREWORD

THE CONTENTS OF THIS DRIVER'S MANUAL APPLIES TO ALL DRIVERS, WHICH INCLUDE REGULAR EDUCATION, SPECIAL EDUCATION, SPECIAL SERVICES, AND SUPPORT/RELIEF DRIVERS.

This procedure and driver's manual presents an overview of the school bus driver's responsibility within Metropolitan Nashville Public Schools. The responsibility to operate school buses in a safe, efficient manner reflecting credit on both the driver and Metropolitan Nashville Public Schools is not one to be taken lightly. The safety and well being of your passenger, the motoring public, and yourself depend upon how well you carry out your responsibility. The content of this manual incorporates written procedures for Metropolitan Nashville Public Schools Department of Transportation.

Providing this manual to drivers is evidence of the System's awareness of this responsibility. By reading and making yourself familiar with the contents of this manual, you, the driver, also indicate an awareness of your responsibility.

A handwritten signature in black ink, appearing to read "Zachery K. Phillips, III". The signature is fluid and cursive, with a large initial "Z" and "P".

Zachery K. Phillips, III
Director of Transportation
Metropolitan Nashville Public Schools

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ON THE COVER: Photograph by Judy Batey

INTRODUCTION

AN OVERVIEW OF THE DEPARTMENT OF TRANSPORTATION

The Department of Transportation for Metropolitan Nashville Public Schools is charged with the responsibility of providing safe and efficient transportation for the students enrolled in Metropolitan Nashville Public Schools. The department provides transportation services for four (4) programs:

1. **Regular** - transports general education students to their zoned school.
2. **Special** - transports students enrolled in special needs, ELL, early childhood, and pre-school programs outside their zoned school and students with handicapped conditions which require special transportation. This section is responsible for both special needs and special services transportation.
3. **Activity** - transports students from their schools to extra curricular activities and events.
4. **Fleet Maintenance** - provides preventative and general maintenance on vehicles.

There are five (5) functions within the Department of Transportation.

These are:

1. **Operations** - The Operations Section is responsible for overseeing the assignments and supervision of bus drivers, bus monitors, the performance of route service; investigates complaints on and by drivers; bus monitors; payroll; activity trip functions; accident prevention and investigation activities; department safety programs, and dispatch functions.
2. **Safety** - The safety section is responsible for ensuring policies and procedures meet safety requirements. All accident data, conducts Accident Review Panels, and compiling and completing Federal, State, and Local reports.
3. **Training** - The Training Section is responsible for providing initial and in-service driver and bus monitor training programs. The training coordinator and third party testers will be the only personnel to participate in remedial training.
4. **Maintenance** - The Maintenance Section is responsible for providing complete preventive maintenance and repairs for fleet vehicles, and roadside repairs.
5. **Routing** - Responsible for the designing of bus routes, developing schedules, assigning students to buses, establishing stops, preparing reports, Staff must be proficient in utilizing computerized routing programs.

THE METRO BUS DRIVER

Metropolitan Nashville Public Schools has developed a sound, quality educational program for the students in Metro Nashville/Davidson County. This accomplishment has been enhanced by the services provided by the Department of Transportation. Through a rigid and comprehensive school bus driver-training program, a program, which exceeds that required by the State of Tennessee, the Department has achieved an outstanding safety record. Metro's competent, concerned, and dedicated school bus drivers have made a significant contribution to Metropolitan Nashville Public Schools overall educational quality.

Personal Characteristics

The bus driver is an important part of the school system. Each day the driver has the responsibility of transporting students safely to and from school and school activities. In order to be successful in discharging his/her duties, the driver must have a positive attitude, possess strong character, practice good hygiene, have a willingness to learn, be physically fit, cooperative and courteous with other school personnel, parents, students, and other drivers. The school bus driver is the only contact many people have with the school system and, as such, should continually seek to establish a good public image. Diligent performance of duties, regular attendance and punctuality, appearance, outstanding conduct and a pleasant disposition are other qualities that are desired in employees.

School Bus Driver Qualifications

Coupled with the previously mentioned personal characteristics, school bus drivers must also meet the following qualifications set by the Tennessee Department of Education and Metropolitan Nashville Public Schools.

1. **Age -**
The minimum age to qualify as a school bus driver is twenty-one (21); however as a practical requirement, MNPS strongly recommends bus drivers be over the age of twenty-five (25).
2. **License -**
Possess a valid Tennessee Class B Commercial Driver's License with Passenger (P), school bus driver (S) and air brake endorsement.
3. **Physical -**
Pass the State Department of Education approved physical examination by a licensed Doctor of Medicine within 30 days prior to employment. Bus drivers employed by METRO must receive their physical examination from a doctor approved by the school system. For continued employment as a bus driver for any ensuing school year, it is mandatory that the driver passes the annual medical examination in accordance with State and Federal guidelines. Physicals will be completed during the summer prior to the beginning of the next school year. Drivers failing to complete and pass the required physical prior to the first day of school for a new school year, will not be permitted to drive a MNPS school bus until they have met the physical requirement as determined by the designated Metro DOT physician.

Drivers issued a temporary DOT medical card will only be allowed to drive an MNPS school bus for the duration of the DOT medical card. It is the drivers responsibility to notify the office of the Director of Transportation that a temporary card has been issued. In addition, it is the drivers responsibility to schedule a follow-up appointment with the MNPS DOT physician, and provide the Director of Transportation office with an updated medical card. Drivers failing the DOT physical will not be allowed to drive an MNPS school bus. Failure on any drivers part to drive a MNPS school bus without a valid DOT medical card will be subject to disciplinary action, which may include termination.
4. **Training -**
Must successfully complete the School Bus Driver Training Program provided by Metropolitan Nashville Public Schools. Driver Training candidates are not hired full time until all training and employment processing has been completed. Candidates failing to exhibit adequate progress during training will be dis-enrolled and not considered for employment as a bus driver. Applicants must meet standards and progressively improve their driving skills. When in the determination of the Driver Trainer, the prospective driver applicant's driving skills or ability to positively interact with other does not meet MNPS standards, or the applicant is not sufficiently progressing with others in the class, the applicant shall be dis-enrolled from the training program.
5. **Driver Record-**
A new driver candidate's driving record, as verified by a license check with the Tennessee Department of Public Safety, must not contain citations for driving under the influence of drugs or alcohol, or other serious or numerous traffic violations or accidents suggesting the candidate is not a safe driver. New driver candidates may not have more than four (4) points on their current driving record (last 3 years) to be eligible for employment. The department will pull a seven (7) year driving history.
6. **Minimum of Four Years Driving Experience**
7. **No Addiction to the Use of Intoxicating Alcohol or Narcotic Drugs -**
All applicants must successfully pass a drug and alcohol screening prior to being released to drive a Metropolitan Nashville Public Schools School Bus.
8. **Complete First Aid and CPR Training and Annual Recertification -**
Required by Metro Nashville Public Schools. Drivers will be required to attend the MNPS CPR recertification program annually, or attend an authorized recertification program and provide documentation of successful completion. MNPS recertification classes will be conducted during the spring and summer. Drivers failing to complete certification or recertification will be subject to disciplinary action, up to and including termination. New drivers that have completed the required CPR/First Aid training after March 1, will not be required to be recertified until then next year, so long as their annual certification has not expired.
9. **Background -**
The candidate's criminal background will be checked through the Tennessee Bureau of Investigation and Metro Nashville Police Department. The background investigation includes TCIC, FBI, and NCIC checks. This investigation will check applicants for any criminal history. MNPS Department of Employee Relations and Human Resources will determine applicants' eligibility for employment.

SECTION I

INFORMATION AND ADMINISTRATIVE PROCEDURES

A. Emergency Information

In the event of an accident or breakdown, call the appropriate number below:

WITHIN METRO NASHVILLE

From 5:00 a.m. Until 5:00 p.m. Weekdays:

Radio equipped - Call Dispatch
Without radio - Call (615) 259-3282 for assistance after 5:00 p.m., until 8:00 p.m.

Weekends and Holidays:

Accident - Call local police **first**, then call Emergency Contact as assigned by your Driver Supervisor.

Police Department Numbers

Metro Police Department 862-8600 or 911, if life-threatening

OUT OF METROPOLITAN NASHVILLE/DAVIDSON COUNTY

Accident - Call local police or Tennessee Highway Patrol, then call Dispatch at (615) 259-3282.
If Office is closed, call Emergency Contact as directed above.

Dial 862-8600 or 911 for fire, police or ambulance.

B. Transportation Organization and Chain of Command

1. Organization

The Department of Transportation is a part of the Metropolitan Nashville Public Schools Board of Education.

2. Chain of Command

In the event, an employee has a question or concern relating to the performance of his/her duties; the Chain of Command is to be followed.

- a. Report concern to the Driver Supervisor
- b. Consult with Routing Coordinator
- c. Consult with Transportation Manager
- d. Consult with Director of Transportation
- e. Consult with Executive Director of Operations and Planning
- f. Director of Schools or his/her designee is final line of authority
- g. Director of Human Resources for Transportation services will conduct all disciplinary actions with the assistance of transportation personnel. (When candidate is identified)

C. Employment Provisions

1. **Employment of Personnel**

All personnel shall be employed in accordance with the general administrative personnel policies of the school system. To be eligible for employment, the Training Coordinator and Director of Transportation must certify prospective bus drivers as having met the METRO and STATE training requirements for school bus drivers.

2. **Resignations**

Bus drivers desiring to relinquish their position with the Metropolitan Nashville Public Schools Board of Education shall give their supervisor two weeks written notice of such intention unless the Director of Transportation or Director of Human Resources for Transportation Services approves a release on shorter notice. Failure to provide such notice shall be as deemed unprofessional and recorded as such.

D. Human Resources

**(See Board Policy Manual and Handbook for Support Personnel)
Copies of these Manuals and Handbooks are available in the
Transportation Office for Research and Review.**

E. Employee Evaluation Process

1. **Bus Driver Job Description**

In the Appendix section is a copy of the job description for a METRO bus driver. The Department of Transportation will evaluate each driver on their individual performance of the duties. (Appendix I)

2. **Performance Assessment**

Each employee will receive an annual performance report in accordance to the established school system procedures. Conditional Evaluations will include an Individual Professional Improvement Plan. All summer driving/work evaluations will be included in the next year assessment. The evaluation period for bus drivers will be from June 1 through May 31.

SECTION II

RESPONSIBILITIES AND REGULATION PROCEDURES

THE CONTENTS OF THIS DRIVER'S MANUAL APPLIES TO ALL DRIVERS, WHICH INCLUDE REGULAR EDUCATION, SPECIAL EDUCATION, SPECIAL SERVICES, AND SUPPORT/RELIEF DRIVERS.

Driving a school bus is a demanding responsibility. It requires good judgment, the ability to make responsible decisions and a commitment to children. The following responsibilities should be carefully observed.

1 through 25 BUS DRIVER RESPONSIBILITIES

1. Operate the bus skillfully and safely by obeying all rules of the road and other Department procedures.
2. All duties or responsibilities assigned, or changes in driving assignments, routes, times etc., shall be accepted as part of the position of being a bus driver.
3. Maintain a positive attitude toward duties, the students, the Department, and the School System.
4. All routes are to be driven as scheduled with no route deviation unless authorized by the dispatcher or your driver supervisor.
5. Report any hazards along the route to the dispatcher immediately.
6. If unable to report to work, notify the radio dispatcher prior to 5:15 a.m. for morning routes and notify the driver supervisor by 12:30 p.m. for afternoon routes. Drivers need to specify the type of leave they are requesting. Remember all personal leave must be scheduled in advance.
7. Begin all routes on time. **DO NOT RUN THE ROUTE EARLY.** If you arrive at a bus stop early, wait until the designated pick-up time (in a safe location other than the stop) before departing. There is **NO** excuse to run early!
8. Conduct a pre-trip inspection of the bus before beginning morning and afternoon routes. Document any mechanical deficiencies on the MNPS Pre-trip Inspection Form. As a word of caution, complete the Pre-trip Inspection Form when you do the inspection, not waiting until time to turn in the form until completing the form. This includes any power-train fluids added, and documenting need for a service truck call. This does not include fuel.
9. Driver will check for students remaining on their bus at the end of each run, both morning and evening runs (remember to look for students who may be sleeping). Check for lost items and return them to the school's office. Morning runs drivers will check their bus when children are delivered at each school before departing the school campus. Evening runs drivers shall find a safe location to pull their bus over and make the inspection, as close to the last stop as possible. Any student remaining on the bus shall be returned to their stop immediately. Driver shall immediately notify radio dispatch if any children are found. Failure to check for students remaining on the bus at the end of the route will result in disciplinary action.
10. Keep the bus properly serviced, interior and exterior clean, and close windows when bus is not in use. Do not allow bus to idle unoccupied when route is completed, or parked at shop or any other locations where vehicle will be unattended. This does not mean not allowing your bus to warm up in the mornings and afternoons.
11. All windshield and dash areas must be kept clear of all items.
12. Drivers are not allowed to wash the interior of their bus with the use of a garden hose or a pressure washer. This method of cleaning damages the flooring of the bus, which creates extensive distortion of the plywood flooring. This could also create moisture on the electrical fuse panel and wiring connections. The possibility of an electrical fire exists when these conditions are present. Normal cleaning of the interior of the school bus can be accomplished with a damp cloth, mop, or sponge. Bus drivers shall not sweep out their trash onto the transportation lot or any business lot.
13. **All** drivers are to fill out updated contact information sheets at inservice, and keep the Transportation Office informed of any changes in your current home address or telephone number. Update this information with the Payroll Clerk and your driver supervisor.
14. Keep physically fit and mentally alert.

15. Submit information and data required in format requested and time interval requested.
16. Keep driver required license and annual DOT physical current and in possession at all times while operating an MNPS vehicle. Drivers issued a temporary DOT medical card will only be allowed to drive an MNPS school bus for the duration of the DOT medical card. It is the drivers responsibility to notify the office of the Director of Transportation that a temporary card has been issued. In addition, it is the drivers responsibility to schedule a follow-up appointment with the MNPS DOT physician, and provide the Director of Transportation office with an updated medical card. Drivers failing the DOT physical will not be allowed to drive an MNPS school bus. Failure on any drivers part to drive a MNPS school bus without a valid DOT medical card will be subject to disciplinary action, which may include termination.
17. Remain Drug/Alcohol free.
18. All drivers must place the bus key in the first aid kit or the first aid compartment after the completion of the morning or afternoon bus route. Buses equipped with vandal locks shall be locked and the bus keys will remain with the driver.
19. All drivers will monitor the fuel level and other power-train fluids of the assigned bus at all times. Failure to comply will result in disciplinary action.
20. Complete First Aid and CPR Training and Annual Recertification - Required by Metro Nashville Public Schools. Drivers will be required to attend the MNPS CPR recertification program annually, or attend an authorized recertification program and provide documentation of successful completion. MNPS recertification classes will be conducted during the spring and summer. MNPS will not offer make-up classes after the CPR schedule has been completed. Drivers failing to attend the MNPS recertification program will be required to complete a recertification program offered by an approved American Red Cross trainer. Drivers failing to complete certification or recertification will be subject to disciplinary action, up to and including termination. New drivers that have completed the required CPR/First Aid training after March 1, will not be required to be recertified until then next year, so long as their annual certification has not expired.
21. Drivers have the responsibility to immediately report **any** suspicions or reports of physical and/or sexual abuse to the school Principal, as well as the Driver Supervisor, who will notify Employee Relations. This applies to suspected abuse by any adult or student. Written documentation by the driver is required when driver is witness to the sexual or physical abuse.
22. **NOTE:** It is the driver's responsibility to teach students to make eye contact with the driver, and wait for the driver's signal before students cross in front of the bus. **Failure of a driver to use hand signals to motion students in front of the bus can result in the driver's immediate termination.**
23. Driver will check for students remaining on their bus at the end of each run, both morning and evening runs (remember to look for students who may be sleeping). Morning runs drivers will check their bus immediately when children are delivered at each school before departing the school campus. Evening runs drivers shall find a safe location to pull their bus over and make the inspection, as close to the last stop as possible. Any student remaining on the bus shall be returned to their stop immediately. Driver shall immediately notify radio dispatch if any children are found. Failure to check for students remaining on the bus at the end of the run will result in disciplinary action. For clarification purposes, this does not include drivers who are assisting special needs students, changing route placards, or standing at the door of the bus talking with parents or school staff, or special needs drivers operating the bus lift. However, a driver **has** left the students unattended if a driver fails to post trip their bus and leaves the immediate area from the service door and/or lift door without a school or other MNPS employee to supervise students. If driver has to leave the bus for **any** reason, the bus must be secured and keys removed from the ignition.
24. All serious rear end collisions of school bus to school bus will result in a Departmental Hearing and may lead to the recommendation for termination.
25. **ZERO TOLERANCE OFFENSES**
 - a. **Leaving any student aboard a school bus unattended.**
 - b. **Failure to make a complete stop at any marked railroad crossing.**
 - c. **A positive Omnibus drug screening finding or refusal to attend an Omnibus drug test.**

ADDITIONAL RESPONSIBILITIES FOR STAND-BY/RELIEF/SUPPORT DRIVERS

1. Drivers that are not assigned three runs (time permitting) are considered stand-by drivers, and drivers that are not assigned a permanent route are considered relief drivers.
2. All Regular, Special Education, Special Services, and stand-by drivers, as well as all relief drivers, will contact dispatch by two-way radio (NOT BY TELEPHONE) by 5:15 a.m. for morning runs and 1:15 p.m. for evening runs, to confirm their availability status, and be at their designated stand-by location by 5:45 a.m.
3. All Regular, Special Education, Special Services and stand-by drivers, as well as all relief drivers, will be at their designated standby location by 5:45 a.m., for morning runs and 1:30 p.m. for evening runs, and remain in hearing distance of the two-way radio.
4. Drivers will ensure that the route placard indicates the correct route number for which they are driving.

STATE LAWS REGARDING SCHOOL BUS OPERATION

Sections of the Official Code of Tennessee Annotated directly pertaining to the operation of a school bus are listed below. All Metropolitan Nashville Public Schools bus drivers shall comply with these laws.

1. **Certain Vehicles Must Stop At All Railroad Crossings (55-8-147 TCA)**

- a. Except as provided in subsection (b) of this Code section, when approaching all railroad crossings the driver shall engage the four (4) way emergency hazard flashing system prior to the driver stopping the bus, whether loaded or unloaded. Before crossing a grade, any track or tracks of a railroad, the driver shall stop such vehicle within 50 feet, but not less than 15 feet from the nearest rail of such railroad. While so stopped, open the door and driver window, listen and look in both directions along such track for any approaching train and for signals indicating the approach of a train and shall not proceed until he/she can do so safely. After stopping as required in this Code section and upon proceeding when it is safe to do so, the driver of any such vehicle shall cross only in such gear of the vehicle that there will be no necessity for changing gears while traversing such crossing, and the driver shall not shift gears while crossing the track or tracks. **If the gate comes down after you have started to cross the tracks, drive through it, even if it means you will break the gate. If the gate remains down after the train passes, do not drive around the gate. Contact your dispatcher. Do not cross until official assistance has arrived to assist the driver.**

2. **Speed Limits**

- a. Except as otherwise provided in subsection (b) of this Code section, it shall be unlawful to operate:
 - ** (1) A school bus transporting school children to and from school or to and from school sponsored activities trips, shall not exceed posted speed limits or a maximum speed of thirty-five miles per hour (35 M.P.H.).
 - ** (2) A school bus transporting school children to and from school or to and from school activities on a public road which is part of a National System of Interstate and Defense highways (Interstate Roadways) at a speed greater than 55 miles per hour.
- b. When a school bus is transporting school children to or from an event or school activity or an express bus transporting students from one school to another school and is not loading or unloading children during such transportation, the speed limit shall be 55 miles per hour on other public roads as well as those public roads which are a part of the National system of Interstate and Defense Highways.

3. **Headlights**

It shall be unlawful to operate any school bus, which is transporting children unless the headlights on such bus are illuminated.

4. **Use of Visual Signals**

A school bus driver shall activate the visual signals (8 way lights) whenever, but only whenever, the school bus is stopped on the highway for the purpose of receiving or discharging school children.

5. **Duty of School Bus Driver Stopping To Allow Children to Disembark**

After stopping to allow children to disembark from the bus, it shall be unlawful for the driver of the school bus to proceed until all children who need to cross the roadway have done so safely. Any driver willfully violating this Code shall be subject to disciplinary action.

6. **Equipment - Use of Safety Belts**

The driver's seat shall be equipped with a safety belt which shall be fastened so as to secure the driver in his/her seat at all times. All MNPS drivers are required to wear factory installed lap and shoulder belts as designed. It is not acceptable to maneuver the shoulder belt other than its intended use (across the chest area to prevent the driver from being thrown forward or to the side in case of an accident. Failure to wear the safety belts as designed will result in disciplinary action.

7. **Duty of Driver of Vehicle Meeting or Overtaking School Bus**

- a. Except as provided in subsection (b) of this Code section, the driver of a vehicle meeting or overtaking from either direction any school bus stopped on the highway shall stop before reaching such school bus when visual signals are in operation on the school bus . Drivers shall not proceed until the school bus resumes motion or the visual signals are no longer activated.
- b. The driver of a vehicle upon a highway with separate roadways need not stop upon meeting or passing a school bus which is on a different roadway, or upon a controlled-access highway when a school bus is stopped in a loading zone which is part of or adjacent to such highway and where pedestrians are not permitted to cross the roadway.
- c. Drivers shall report to MNPS Transportation Safety any motorist that violates the "stop arm" law, using the approved form.

8. **Duty of Driver to Check Bus at the End of Every Run**

- a. Driver will check for students remaining on their bus at the end of each run, both morning and evening runs (remember to look for students who may be sleeping). Morning runs drivers will immediately check their bus when children are delivered at each school before departing the school campus. Evening runs drivers shall find a safe location to pull their bus over and make the inspection, as close to the last stop as possible. Any student remaining on the bus shall be returned to their stop immediately. Driver shall immediately notify radio dispatch if any children are found. Failure to check for students remaining on the bus at the end of the run will result in disciplinary action. A driver leaving a student(s) unattended on the school bus at the end of each run or route is zero tolerance and the driver shall be terminated. For clarification purposes, this does not include drivers who are assisting special needs students, changing route placards, or standing at the door of the bus talking with parents or school staff, or special needs drivers operating the bus lift. However, a driver **has** left the students unattended if a driver fails to post trip their bus and leaves the immediate area from the service door and/or lift door without a school or other MNPS employee to supervise students. If driver has to leave the bus for **any** reason, the bus must be secured and keys removed from the ignition.

9. **While the bus is in motion, drivers shall not use any cellular telephones.**

10. **Drivers – Physical examinations (49-6-2108 TCA)**

- a. The state board of education shall require annual physical and mental examinations of school bus drivers and require reports to be made on forms prescribed by the board.
- b. It is the duty of the board to revoke the certificate of any school bus driver found to be physically, mentally or morally unfit to operate a school bus, or who has been guilty of operating a school bus under the influence of intoxicating beverages.

OTHER PERTINENT TRAFFIC LAWS/DEPARTMENT PROCEDURES

- 1. Motor vehicle laws forbid the operation of a motor vehicle while wearing any device (headset, headphone, etc.) which may impair the driver's ability to hear, or any device which impairs driver's vision. This includes all Bluetooth technology, hands free telephones, and text messaging etc...
- 2. Slogans, advertisements, bumper stickers or other paraphernalia of any type may not be affixed to a school bus.
- 3. As a word of caution, the courts could hold the bus driver responsible for anything that is thrown from a school bus window.

**100. METROPOLITAN NASHVILLE PUBLIC SCHOOLS
DEPARTMENT OF TRANSPORTATION
GENERAL PROCEDURES**

101. Dress

Drivers are expected to maintain an appropriate level of dress and grooming. In keeping with this expectation, every employee is to maintain a level of personal hygiene necessary to insure an appropriate educational environment and to refrain from any mode of dress that is not exemplary for students. Employees are expected to adhere to administrative regulations related to appropriate dress, and personal hygiene.

The following dress should be observed:

- a. Attire is to be neat and clean.
- b. Short-shorts, spandex shorts, mini-skirts, and skirts with slits above mid thigh are not permitted. All shorts and skirts must reach to the top of knee or longer when standing. The preferred dress is long pants for both men and women.
- c. Shirts and blouses must reach the waist. "Cut-off" garments and see-through garments without undergarments are not permitted. Shirts advertising or referring to tobacco or alcohol products are prohibited. Shirts or garments referring to obscene language are prohibited.
- d. Low cut attire is not to be worn.
- e. Pants of a tight nature or spandex are not to be worn.
- f. Miniskirts are not permitted even if pants or shorts are worn under such garments.
- g. Footwear must have straps or attaching heel-guards. High-heeled shoes and "flip-flops" are not permitted. Driving without shoes is not permitted.
- h. Hair is to be neat and clean. Men are to be clean-shaven or, if they wear a beard, the beard is to be neatly trimmed.
- i. **Drivers in violation of dress regulations may be required to change clothing prior to transporting students. A driver refusing to follow the directives of a supervisor shall be subject to disciplinary action for insubordination.**

102. Drugs or Alcohol - Omnibus Law

- a. The Federal Omnibus Law of 1994 requires all employers of employees who hold Commercial Drivers Licenses (CDL) to test those employees for controlled substance abuse. The Metropolitan Nashville Public Schools Board of Education Policy requires testing of alcohol abuse, and testing to detect the use of marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines (including methamphetamine). The Board will provide training, education and other assistance to help drivers understand their responsibilities in achieving an alcohol and controlled substance free environment. Each driver will undergo a training session of not less than two hours regarding alcohol/controlled substance abuse. This testing includes both drugs and alcohol.

The following categories for alcohol/controlled substances test are performed:

1. **Pre-employment** - is required for all new, or returning employees.
2. **Reasonable Suspicion** - in the event a supervisor deems there is sufficient cause to test employee.
3. **Post-Accident** - if there are any fatalities, or if either vehicle was towed from scene or if driver receives a citation or anyone is transported to the hospital.

4. Random - conducted at discretion of the Department of Human Resources. This type of testing will be conducted several times through the year, and will be unannounced.
- b. The use of any alcohol or drug, whether prescription or illegal, which would in any way impair safe driving ability is strictly prohibited. Not taking medications as prescribed or indicated on the label (taking more than prescribed) can result in a positive drug test.
- c. An employee **charged** with operating **any** vehicle while under the influence of drugs or alcohol shall be immediately placed on administrative leave with pay for a period not to exceed three days. Any days beyond three days must be approved by the Director of Employee Relations, but may not to exceed the initial court date scheduled on the arrest citation. In the event the court date has been extended, the driver will be given the opportunity for a departmental hearing, which may result in the termination of the drivers employment.
- d. An employee **convicted** of testing positive of driving under the influence of drugs or alcohol will be immediately terminated for conduct unbecoming an employee of the Board of Public Education (including driving a privately owned vehicle while off duty).
- e. Metropolitan Nashville Public Schools reserves the right to test at the Boards expense, any school employee for the presence of alcohol or drugs. Any employee testing positive on a drug/alcohol screening shall be immediately terminated as a Transportation Department employee.. A Transportation Department employee refusing to submit to drug/alcohol screening shall be immediately terminated.
- f. When notified by the Department, a driver or employee shall report to the drug testing facility within two (2) hours of notification of receipt of drug testing documentation. Failure to report within the prescribed time will result in a positive drug test, based upon employees' failure or refusal to submit to the drug test. Any employee with a positive drug screening finding or who refuses to take a test will be placed on paid administrative leave pending a departmental hearing. .

103. Tobacco Use On Bus and School Property

- a. Tobacco or tobacco products shall not be used on the bus (loaded or unloaded).
- b. Board Policy 4277, states that there shall be **NO** smoking in vehicles or property owned by the Board of Education.

104. Driver's Child(ren) Riding Driver's Bus to School

- a. Driver's child(ren) may be transported on the driver's bus to school and during the evening routes if it is a school the driver serves, provided there is seating space available. The route cannot be altered to accommodate the driver or child. Driver shall submit a request in writing to the Routing Coordinator prior to transporting their child(ren).
- b. Driver's child(ren) may ride only the last route provided the child attends that school until the driver arrives home. However, any time the driver's child(ren) becomes a discipline problem, transportation for the child or children will be denied on the driver's bus.
- c. **Driver's high school/middle school aged students may not ride any routes where elementary school aged students are present.** This procedure does not allow high school/middle school students to ride with elementary school students.
- d. Driver's children are not permitted in teacher's lounges or unattended in school hallways.
- e. Pre-school age children not enrolled in Metropolitan Nashville Public Schools are not allowed on the bus and no child is allowed on a school bus for child care purposes during the driver's established route times. If a driver's pre-school aged child is enrolled in Metropolitan Nashville Public Schools pre-school program, the student must weigh in excess of 40 pounds in order to ride the drivers bus. All pre-school aged students weighing less than 40 pounds must ride in a car seat on a special needs bus. There are no exceptions to this procedure. In addition, the driver must service the school district their pre-school child attends.

105. Traffic Tickets, License Revocations, Suspensions, Cancellations, Arrest or Criminal Citations

- a. Federal law requires that all Commercial Drivers License holders must notify employers of all motor vehicle traffic violations (except parking violations), all suspensions, revocations and disqualification of driving licenses and loss of the right to operate in any state.
- b. The following procedure will be used for all transportation employees in reporting traffic tickets or licensing actions:
 1. The driver **shall provide his/her driver supervisor with a copy of all tickets, citations, arrests, and license cancellations, immediately** upon notification of such license actions, or by the beginning of the next working day in the event action takes place on a weekend.
 2. In the event, a driver/employee has his/her license taken, suspended or revoked; the driver shall notify their Transportation Manager at the Transportation Office, and **shall not** drive a school bus with a suspended or revoked license.
 3. In no case shall a driver/employee, drive without a valid license in his/her possession.
- c. **All moving violation tickets and licensing actions must be reported, regardless of whether the driver was in a school bus or other motor vehicle (including driving a privately owned vehicle while off duty).**
- d. Drivers receiving tickets or citations while driving a Metropolitan Nashville Public Schools bus will be subject to disciplinary action.
- e. Metropolitan Nashville Public Schools Department of Transportation may request annually from the Tennessee Department of Safety a current seven (7) year driving history for each driver.

106. Meetings

Attendance at the first departmental In-service and the State Department of Education Safety and Training meetings are mandatory for the entire length of the meeting. A driver's full attention is expected. Cell phones must remain in either the off or silent position. The Driver Supervisor must excuse any departmental in-service absences. The State Department of Education meeting will not be excused. Drivers who miss the State Department of Education Safety and Training meeting must make up the meeting at an approved location, and on the drivers own time. A driver who arrives late or leaves early for a meeting will be counted absent unless prior approval was granted. **These meetings are professional scheduled meetings and children are not permitted. Drivers bringing children to the meetings will be asked to leave and will not be paid for the meeting.**

Drivers are entitled to representation during scheduled employee/supervisor meetings. The supervisor is responsible for knowing in advance whether the meeting will be of a disciplinary nature or not. In the event employee discipline will be discussed, the supervisor must notify the driver in advance of such meeting that discipline will be discussed. The driver will decide whether he/she requests representation. Representation will be authorized in the event such meeting could result in disciplinary action. However, all drivers should be aware that most meetings with supervisors are of a work related nature and do not necessitate any type of disciplinary action, and representation is not needed. If you have a question as, ask your supervisor they will be glad to discuss the nature of the meeting.

Conferences between school-based administrators, transportation supervisory staff, and a driver that is not of a disciplinary nature will be considered fact finding only. Drivers may not refuse to attend a meeting called by a building Principal. The driver supervisor may attend at the driver's request. The transportation department supervisory staff will be the driver's representative at this point. A driver may request another driver or union representative to be present. **In the event the meeting becomes unmanageable, the transportation supervisor shall stop the meeting.** After the meeting is concluded, and the supervisor determines that disciplinary action is warranted, the driver will be notified and entitled to representation at a predetermined meeting.

107. School Closing Due to Inclement Weather or Emergency

Announcements regarding the opening or closing of school due to inclement weather (ice, snow, and tornado) or other emergency situations will be broadcast over public radio and television stations. Television and Radio stations will be notified prior to 5:30 a.m., and on MNPS web site if school will be closed that day. Drivers should be aware of the possibility of deteriorating weather conditions when school is in session and be available and in a state of readiness should school close early.

108. Driver's Manual, Identification Badges, and Route Sheet

The contents of this Driver's Manual applies to ALL Administrative Staff, Drivers, Bus Monitors, which include Regular Education, Special Education, Special Services, and Support/Relief Drivers.

- a. Drivers are required to maintain their driver's manual and keep their route sheets up-to-date at all times. The driver's manual and route sheet must be in the driver's possession while operating the bus. At the close of school or upon termination, the Driver's Manual and route book is to be turned in to the Department of Transportation. If this manual is lost or destroyed due to negligence by driver; the driver **may** be required to pay a replacement fee of \$5.00 for reimbursement to Metropolitan Nashville Public Schools. Cash will not be accepted.
- b. For security purposes and to identify employees, Identification Badges will be required and issued to all department personnel and **shall** be worn at all times during working hours. This includes any school property, while driving buses, field trips and evening programs. Do not leave your Identification Badge on your bus. Identification Badges will be replaced at no cost for normal wear and tear. If the Identification Badge is lost or destroyed due to abuse, the employee will be required to pay a replacement fee of \$5.00 for reimbursement to Metropolitan Nashville Public Schools. Cash will not be accepted.

109. Fuel Cards (See or communicate with Transportation Manager or Designee)

110. Notification of Illness or Other Absence from Work for ALL Drivers

- a. All drivers must notify the radio dispatcher no later than 5:15 a.m. for morning runs and notify their driver supervisor by 12:30 p.m. for afternoon routes if it is necessary to be absent. Failure to adhere to this procedure will result in the following:

FIRST OCCURRENCE: Letter of Counseling

SECOND OCCURRENCE: Letter of Reprimand and park on the lot five (5) days.. Driver must sign in and out with on-duty driver supervisor no later than 5:15 a.m. and the end of the morning run, also 1:15 p.m. and the end of the working day.

THIRD OCCURRENCE: Disciplinary Hearing with Director of Transportation or designee, which may result in termination.
- b. All Relief Drivers and stand-by drivers must be on their bus by 5:15 a.m. and at the designated standby location by 5:45 a.m. All relief and standby Drivers must check in by two-way radio located on the bus each morning by 5:15 a.m. and 1:30 p.m. Special Needs drivers who do not have a bus shall call in by telephone. Failure to adhere to this procedure will result in the following:

FIRST OCCURRENCE: Letter of Counseling

SECOND OCCURRENCE: Letter of Reprimand and park on the lot five (5) days.. Driver must sign in and out with on-duty driver supervisor no later than 5:15 a.m. and the end of the morning run, also 1:15 p.m. and the end of the working day.

THIRD OCCURRENCE: Disciplinary Hearing with Director of Transportation or designee, which may result in termination.
- c. A driver who fails to notify the department of absences within three consecutive working days will be considered to have abandoned their route and may be terminated for job abandonment (For further clarification drivers and staff shall refer to the current MNPS Support Personnel Handbook.)

- d. It is the driver's responsibility to notify the department each day he/she will be absent from work or continues to be absent from work. **The driver must make every possible attempt to personally call the department not a spouse, child, or other individual, unless the employee is hospitalized or other sufficient medical reason exists. Please do not leave a voice mail, talk with a supervisor. It is not the department's responsibility to call the driver to determine when the driver is returning to work. Keep us informed.**
- e. A driver on extended leave is to keep the department periodically informed of the status of his/her ability to return to work. If a driver is absent for a period of twelve consecutive weeks the route will be open to a bid process to all drivers.
- f. Personal Leave cannot be taken the day before or the day after a holiday. Compensatory Time or Personal Leave cannot be scheduled more than ten (10) working days in advance. Due to the high number of daily absences only two drivers can be approved for Compensatory Time or Personal Leave on any given day, without the approval of the Director of Transportation or designee.
- g. All non-emergencies related requests for personal leave must be submitted in writing to the driver's assigned driver supervisor **no more than ten (10) days in advance.**
- h. Sick, Emergency, Bereavement and other types of leave will be granted in accordance with Metropolitan Nashville Public Schools Handbook for Support Personnel. Sick days shall not be used for disciplinary or evaluation purposes.
- i. Drivers on planned extended leave of five (5) or more days shall park their bus at the Transportation Center at the end of their last day driving. The department at any time may pickup a bus from the driver who is on leave when operational needs occur. When this occurs, the driver will make arrangements to pickup the bus at the Transportation Center upon returning from leave. **NOTE: The substitute driver or driver using the bus will be responsible for returning the bus in a clean condition.**
- j. **Unexcused unpaid absences will be subject to the following discipline procedure**
First Occurrence (5.5 days within 2 years) – Letter of Counseling
Second Occurrence (10 days within 2 years) – Letter of Reprimand
Third Occurrence (11 days or more within 2 years) – Disciplinary Hearing

111. Student Discipline New Policy

The Board of Public Education may provide, **as a privilege**, not a right, transportation for children living within the legal boundaries of Davidson County. Students who are legally enrolled in Metropolitan Nashville-Davidson County Public Schools will be eligible for transportation to their zoned schools in accordance with DSOP FO 5112. Parents and guardians who fail to act responsibly in requiring their child to uphold the rules for school bus safety, may subject themselves to providing their child's transportation to and from school for an indefinite period of time as determined by school administration.

Conduct and Discipline of Students on Buses

A pupil shall become ineligible for transportation when his/her conduct is such as to cause a disturbance or jeopardizes the safety of the passengers, the driver, and/or the public. In addition, all pupils shall obey all state or local rules and regulations pertaining to pupil transportation. School bus transportation is a privilege, not a right; therefore, all school rules apply to bus riders, whether on school grounds, school buses, and bus stops, during, before or after school hours. Please refer to the **Code of Student Conduct** pamphlet.

Bus Driver's Responsibilities for Student Discipline

Each driver should maintain a daily record of student disciplinary problems and related actions taken by the driver. This record should include the names of students who were reprimanded, reasons for the reprimands and any actions taken by the driver to address the problems.

- A. Under normal circumstances, a driver shall not put a student off the bus or refuse to transport a student. However, a bus driver may refuse to transport a student that has been suspended from the school or the bus, when a student's conduct at the bus stop demonstrates behavior that puts other students or the driver at risk.

- B. In the event a driver refuses to transport a student, the driver shall notify his/her dispatcher immediately via two-way radio, and school administration or other authorities.
- C. The driver should report infractions to the principal on the School Bus Incident Report.
 - (1) Prior to filling out a bus incident report, the driver will attempt to resolve less serious problems.
 - (2) The driver will deal with minor offenses by first reprimanding the offending student, and/or counseling with the student after the other students are off the bus (tell the student exactly what behavior is expected of him/her without threats or anger). If the behavior continues, the driver should move the student to the front seat and/or require that he/she stay seated until all the other students are off the bus.
 - (3) If the student continues to misbehave, the driver should file a School Bus Incident Report with the principal.
- D. The school principal is responsible for formal discipline and only the principal or his/her designee can administer discipline to a student. The driver must not expect the principal to respond immediately and exactly as he/she prefers. If repeated School Bus Incident Reports are filed and there is no evidence of supportive disciplinary action being taken, the driver should discuss the matter with the Department of Transportation. Drivers shall not get into a confrontation with the local school personnel. Drivers should retain the goldenrod (last page) copy of the School Bus Incident Report for their record.

Building Principal Responsibilities for Student Discipline

- A. The driver has the responsibility to report specific information about the student's infraction on the approved School Bus Incident Report.
- B. It is the responsibility of the building principal or designee to investigate the infraction and determine if disciplinary action is necessary. Only the principal or his/her designee may suspend a student from school or the school bus. Violating any zero tolerance violations, physical fights, or hitting of other students or the bus driver will result in an automatic suspension from the school bus and/or school.
- C. The principal or designee has the responsibility to investigate whether or not student disciplinary action or suspension from the bus is appropriate based upon the offense. Only the principal or his/her designee can authorize suspensions of bus riders.
- D. The principal or designee will complete the approved School Bus Incident Report and specify any action taken. The principal shall notify the parent or guardian and the bus driver and provide required copies of the incident report. The principal or designee shall retain the white copy to file in the student record (school's copy).
- E. If bus suspension is deemed appropriate, the principal or designee shall make every attempt to contact the parent or guardian that the student's bus privileges have been suspended and the dates of suspension. The principal will inform the parent that the student is still required to attend school during the bus suspension, unless the student has been suspended from school.
- F. The principal or designee shall include, on the Incident Form, effective dates when a student's bus riding privilege has been suspended. A copy of the Incident Report must be provided to the driver and parent.

If the general behavior on the bus is such that the Driver feels he/she cannot safely drive the bus, pull the bus off the road in a safe location and calmly inform the students over the bus PA system (if equipped) what behavior you expect and that the bus will not be moved until order is restored. Notify dispatch of this type of situation.

Only return students to school as a **last resort**, after getting clearance from dispatch.

Drivers shall not give students candy, gum, drinks or food of any kind.

Students are to remain seated while the bus is in motion. Students are not to put any body parts such as hands, legs, or head out of the bus window. All students should ride in a quiet, orderly manner. This does not mean silence, but a normal tone of voice.

See Appendix D for Bus Conduct Rules.

Disciplinary action for students who possess a disability shall be addressed by the appropriate school administration **only**.

112. Sales and Solicitations

- A. Drivers shall not solicit sales, advertise products or endorse one product over another in their relationship with students.
- B. Drivers shall not attempt to influence student's religious beliefs.
- C. Drivers are not authorized to collect personal data from students on their buses except when approved by the Department of Transportation. Any time information is to be collected; the department will provide the necessary forms with which to collect the information. Drivers will receive a department approved roster form for collecting necessary information in their driver's packet at the beginning of each school year. Additional forms are available through the transportation office.

113. Address and Telephone Number Changes

Changes in telephone number and/or address shall be reported immediately to the Transportation Office. Unlisted telephone numbers shall be reported. If the driver holds another job during the mid-day period, that telephone number must also be provided to the Transportation Office (and kept current) in the event an emergency requires contacting the driver. All drivers should keep an active telephone in order for the Department to be able to contact them in emergency situations.

114. Interaction with Parents and Public

- A. No one other than students or authorized school personnel is authorized to ride or board a Metropolitan Nashville Public Schools bus. In the event a parent or non-authorized person attempts to board the bus, the driver must calmly and professionally instruct the individual to "please, do not board this bus, should you need to discuss a matter, please contact the Department of Transportation at 615-259-4636(INFO)". In the event the person continues to try to board the bus, calmly close the door and when the person is safely away from the bus, continue on route. **Note:** Always contact dispatch if you need assistance, or the situation gets out of hand.
- B. If a parent has a dispute with the driver at the bus stop, the driver should listen quickly and refer the parent to Transportation Department and give the parent the phone number. Remember always be polite and professional; you represent the school system.

115. Summer Work

Request for Summer Driving or Summer Work forms can be obtained from the Director's office from January 1 to the last day of February for enrollment. Enrollment forms **must** be returned to the Director's office no later than March 1. Any available summer work will be assigned only to employees that apply on the required form and submit the form by the required date. Summer work other than driving will be assigned to the most qualified applicants. Summer work may or may not be available based upon budgetary constraints.

ALL summer work is paid at the summer work pay schedule as approved by the Board of Education.

Enhanced Options Schools shall adhere to the procedures in the Support Staff Handbook: see page 22 and page 23 section V Support Staff Handbook.

Summer driving will be determined by seniority and attendance for the current school year.

Requests for shop or office work must also be submitted on an approved form. Assignments will be based upon seniority. Driver must be committed to work the summer work for the entire duration of the program. The employee applying for work, must be **qualified** to perform the job.

**200. METROPOLITAN NASHVILLE PUBLIC SCHOOLS
DEPARTMENT OF TRANSPORTATION
OPERATING PROCEDURES**

200. The following constitutes written directives for the Metropolitan Nashville Public Schools Department of Transportation's Operating procedures.

201. Driver's License

- a. All drivers **must** have a valid Tennessee Class A or B Commercial Driver's License with a Passenger (P) endorsement and School Bus (S) endorsement.
- b. It is the driver's responsibility to insure that his/her license does not expire.
- c. Operating a Metropolitan Nashville Public Schools school bus without a valid license is grounds for disciplinary action. An expired license is not valid.
- d. Drivers are required to show their driver's license when asked at safety meetings and at any time requested to do so by the Department of Transportation.
- e. To maintain driving eligibility, drivers shall ensure that no more than ten (10) points are accumulated against their driving record.
- f. Drivers are required to have their Driver's License and DOT Medical Card in their possession at all time while operating an MNPS vehicle.

202. Buses

- a. Buses shall be used only as directed by the Board of Education.
- b. Unauthorized persons are not permitted to ride on a school bus. Only pupils, school officials, approved school employees and chaperons may ride the bus.
- c. Pre-school age children not enrolled in Metropolitan Nashville Public Schools shall not ride a Metro school bus to school or school-related activities. This includes children of drivers or other individuals, teachers and chaperons, unless permission is obtained from the Director of Transportation.
- d. Only persons that are properly licensed and have been certified as bus drivers through Metropolitan Nashville Public Schools may drive a Metro school bus. This includes regular drivers, substitute drivers, coaches, teachers, other school system personnel, and Department of Transportation personnel.
- e. Buses shall not be used for **drivers for personal use or personal business**. This includes driving to and from another job.
- f. Buses are to be secured at the end of the route. Buses with vandal locks are to be locked. All windows are to be closed. If the school bus entrance door is shut (closed or locked), CALL Radio Dispatch for assistance. Radio Dispatch will contact the service write-up desk to assist the driver. **Do not attempt to enter by alternate methods.**
- g. Buses may not be parked on neighborhood streets overnight.
- h. When fueling the bus, no one other than the driver is permitted inside the bus. Drivers are not to leave nozzle in the fuel tank unattended. When in line to fuel, driver will remain with the bus until fueling is complete, and the bus is parked.
- i. Drivers shall not eat or drink beverages while students are on board the bus or while driving the bus. Such activities are restricted to times when students are not on board and the vehicle is not in motion.
- j. Drivers shall not smoke or use any tobacco product on a Metropolitan Nashville Public Schools bus, whether or not students are on the bus, per MNPS Board Policy 4277.

- k. Parking buses at home is a **privilege**. This privilege can be taken away at any time if abused, or when a conflict arises. Buses may only be parked at home off the street, or in other areas approved by Metro Government zoning ordinances and the Transportation Department. Drivers must notify their assigned Driver Supervisor in writing prior to making any and all changes of parking locations. The bus shall be parked in an accessible location.
- l. Drivers must notify fleet maintenance when using another bus. Driver's may not drive any MNPS bus without approval from their driver supervisor and fleet maintenance personnel.
- m. Note: Don't just get in a bus and go, let your driver supervisor know before you go.
- n. Metropolitan Nashville Public Schools is participating in the National Clean Air Program, which specifies for reduced idling for vehicles. Therefore, drivers shall not leave a bus unattended while the engine is idling in park position. This includes idling at schools and on the Transportation Center lot.
- o. The running operation of a bus engine should occur during the route and pre-trip inspections only.

203. Bus Stop Procedures

- a. The Routing Section with the input of the driver determines the location of bus stops.

Bus stops are to be located no closer than 1200 feet apart along a trunk route. **Streets or street segments of less than five tenth (5/10) of a mile may not be traveled or routed unless there is a bona fide traffic hazard, or when used as a turnaround (cul-de-sac) area, or where a child with a verified health condition resides.** No students ride time may exceed 1.5 hours each way, but routes are designed to minimize the length of a student's ride. Metropolitan Nashville Public Schools School buses will not transport students living within the one and one-quarter (1.25) -mile zones around schools, unless approved by the Director of Transportation.

Metropolitan Nashville Public Schools regular education school buses will not travel on privately owned streets. "Private owned streets" are defined as streets not accepted or maintained by the Government of Metropolitan Nashville's Public Works Department. Special Education students requiring transportation services specified in the student's Individualized Educational Programs (IEP) are exempted from this requirement under the federal Americans with Disabilities Act (ADA).
- b. Report all hazards or situations that potentially are an endangerment to the driver, children, or public to the Department immediately via two-way radio.
- c. Buses are not authorized to pick up or drop off students at any place of business, unless the student resides at such business (motel/hotel). The exception to this procedure is when the Board of Education authorizes pick-ups or drop offs for the purpose of supporting curricular activities.
- d. **Drivers shall not honk their bus horn at bus stops.**

204. Route Service Procedures

- a. Drivers may not alter their routes. Any route changes must be authorized through the Transportation Office. Drivers will make all assigned stops and will not add stops without prior approval by the Driver Supervisor.
- b. Driver will be responsible for ensuring the route number placard located on the service door side of the bus, displays the correct route number. In the event a driver is driving a spare bus, or a standby driver is driving another route, the driver will make changes to the route placard to ensure the correct route number is displayed. Principals will report to transportation drivers that do not keep the correct route number displayed. Each bus is equipped with two placards, and drivers shall not remove the placards from their bus or any other bus. The placard closest to the door should always have the driver's regular route number displayed. The second placard shall be on "000" unless the driver is doubling a route. In that case, the second placard shall display the number of the route being doubled.
- c. Drivers must adhere to the established schedule. Routes are not to be run early. Every effort should be made to follow the same schedule every day. If a driver finds that he/she is

ahead of schedule, they should find a safe place to pull over and wait until he/she is back on schedule.

- d. Drivers are to report any safety hazards encountered on the route to the dispatcher immediately. Drivers will use the reporting of Safety Hazard Form to report any safety hazards (Appendix F).
- e. Drivers will make no unauthorized stops while transporting students, except when directed by the dispatcher.
- f. Non-assigned students are not to ride the bus without written permission from the student's parents and approval of the local school principal or his/her designee.
- g. Students are to be discharged only at their regular stop. If a student wishes to get off at a bus stop other than his regular stop, he must have a permission slip from a parent, and approved by the local school principal or his/her designee.
- h. In the event a child becomes ill on the way to school, the driver shall evaluate the nature of the illness to determine if immediate medical assistance is needed. The driver shall contact dispatch requesting medical assistance. Children that become sick at their stomach or ill not requiring immediate medical assistance, shall be taken to the school clinic or principal's office upon arrival at school. Radio Dispatch shall notify the school when a child becomes ill and medical assistance has been dispatched. Dispatch shall attempt to contact the parent of the sick child.
- i. In the event a child becomes ill on the way home from school, the driver shall evaluate the nature of the illness to determine if immediate medical assistance is needed. The driver shall contact dispatch requesting medical assistance. The driver may adjust the route to get the child home sooner, if appropriate. The driver should contact dispatch prior to adjusting the route.
- j. When servicing a subdivision, in which the driver uses the same street to both enter and exit the subdivision, the driver is to go to the deepest part of the subdivision, turn the bus around and begin picking up students on the way out of the subdivision, unless a door-side service is needed.
- k. Students shall not be unloaded when visibility conditions (smoke, fog, rain, and snow) are such that approaching motorists in either direction do not have reasonable sight distance to permit a safe stop. A driver encountering this situation shall contact dispatch for approval to alter their route as necessary to ensure the safe delivery of students.
- l. Students are not to be transported by buses outside of the students assigned attendance zone. Students assigned to a school sponsored work program may be discharged at a work location, provided the work location is on the route, and documentation is provided by the building Principal.
- m. In order for a student to be eligible to ride the bus the student must reside in that zoned area. Elementary School Students may not ride with Middle or High School Students. Middle School Students may not ride with Elementary or High School Students. High School students may not ride with Elementary or Middle School Students. Unless approved by the department.
- n. Childcare centers will be serviced provided the Childcare center is located within the school attendance zone, seat availability is sufficient, the Childcare center is outside the walk zone, and the route does not have to be altered.
- o. Transportation service will not be approved for students with an approved student transfer. It is the parents' responsibility to provide transportation for all special transfer students. The Director of Transportation may approve a special transfer student to ride a bus provided the parent gets the student to an existing stop which services the particular school the student will attend, and the special transfer student is not a disciplinary problem. In the event the bus becomes overloaded, the special transfer student will forfeit riding privileges.
- p. Drivers shall keep an updated roster of students who ride their bus. Drivers should immediately after school starts each year begin acquiring information for the student roster. **Roster must be completed and turned in to the driver supervisor no later than the Friday ending the week of Labor Day.** Upon completion of the first roster, a copy is required in the transportation office. An updated copy of this roster shall be turned in to the department as requested.

Remember: keep your roster updated.

- q. Reassignment of bus routes for all drivers is possible due to re-zoning, low ridership, safety issues or efficiency.

205. Speed Limits Procedures

- a. Metro bus drivers shall strictly adhere to all legal and posted speed limits. Receiving a speeding ticket while driving a Metropolitan Nashville Public Schools bus is subject to disciplinary action.
- b. Drivers will observe the following speed limits:
 - (1) School Grounds: **5-Miles Per Hour**
 - (2) Highways other than interstate highways with students on board in County: posted speed not to exceed **35-Miles Per Hour**
without students on board in County: posted speed not to exceed **45 Miles Per Hour**
 - (3) Interstate highways: **55-Miles Per Hour**
 - (4) Residential and commercial areas: posted speed not to exceed **35 Miles Per Hour**
 - (5) On activity trips when not loading/unloading students between departure and arrival: **55 Miles Per Hour** on controlled access, multi-lane, Divided-highways
50 Miles Per Hour on all other highways unless posted lower speed
- c. **School buses are not to be driven in excess of 35 miles per hour at any time (loaded) regardless of posted speed while in Metro Nashville/Davidson County. The exceptions are Interstates and limited-access highways within in Metro Nashville/Davidson County; these roads may be driven at 55 miles per hour or the posted speed limit, whichever is LOWER.**
 - 1. Buses are not to back-up on school grounds. Should an unusual condition require backing a school bus on school grounds, an adult must be at the outside rear of the bus to provide direction and ensure a clear right-of-way. A bus shall never be backed on school grounds without an adult in the rear to assist.
 - 2. Buses shall not be backed into a major road or heavy traffic area. If necessary, request the route be extended to a point of safe turn around or around the block.
 - 3. Students are never to be used in assisting of backing the bus.

206. Accident Review Panel

- 1. Purpose
The Accident Review Panel has three functions:
 - a. To recommend preventative measures which will discourage reoccurrence of the action causing the accident.
 - b. To determine if driver retraining or administrative action is warranted as a result of the accident.
 - c. To screen accidents and determine preventability.

2. Composition of the Panel

Members of the Accident Review Panel will be comprised of the Safety Chairperson, and at least three other persons from those mentioned:

- a. The designated Safety Investigator (**votes only in a tie situation**) who will serve as Chairperson. His/her duties include:
 - (1) Present accident reports for review;
 - (2) Direct the Panel's discussion;
 - (3) Provide guidance relative to the driver safety rules, and procedures in relation to the accident.
- b. Four drivers (Drivers will be selected by management and union leadership), (each driver is a **voting member**), since drivers are thoroughly familiar with everyday hazards of the job. Driver members will serve one school semester only (August 1 through December 31, and January 1, through July 31).
- c. Two Program Coordinators ad hoc members (each Program Coordinator is a **non-voting member**) who can provide route and logistical information.
- d. Driver Trainer ad hoc members(**non-voting member**) for the department, who can be consulted to provide professional input as to the correct driving procedures.
- e. Fleet Maintenance ad hoc members (**non-voting member**) personnel can be consulted with when faulty equipment is cited as the cause of the accident.

3. Review Procedures

- a. The Accident Review Panel will review each accident to determine if the accident was preventable.. The primary consideration is "could the driver have prevented this accident."
- b. The decision of the preventability of the accident is entirely separate from any finding as to the driver's legal liability for the accident.
- c. In the event mechanical failure is cited on the accident report or by the driver, fleet maintenance personnel will prepare for the panel a written statement of their opinion as to whether or not there was mechanical failure.
- d. If any law violation is found, it is prima facie evidence that the accident was preventable; however, even though there is no legal liability and/or no law violation on the driver's part, the accident may still be determined to have been preventable.
- e. Accidents which are legally chargeable to the driver or which result from a violation of departmental procedures can result in administrative action.
- f. A driver has the right to appeal any preventable finding recommended by the Review Panel to the Accident Review Chair Person in writing within 48 hours (two working days) of notification of such action by the Accident Review Panel. The Chairperson will reconvene an alternate panel to review the appeal. The alternate review panel will be selected by management and union leadership.
 - (1) For the purpose of ensuring due process exists, a driver may have representation present at the Accident Review Panel during the appeal process. The representative may make a summary statement for the driver, after all the facts are presented to the review panel.
 - (2) A driver will be entitled to one (1) continuance.
 - (3) If the driver fails to attend the rescheduled appeal the appeal will be heard, Chairperson shall notify the driver of finding from the panel via letter.

- g. The Panel Chairperson or designee shall provide all members present a working copy of all information including, pictures, accident reports, police reports, and other information deemed pertinent. This information will be used only during the meeting and will be collected by the Chairperson at the end of the meeting and copies destroyed. THE CHAIRPERSON SHALL ENSURE THE NAME AND ANY OTHER PERSONAL IDENTIFICATION INFORMATION IS MARKED OUT ON ALL COPIES PRESENTED TO THE PANEL MEMBERS.
- h. The Director of Transportation or designee will review the findings of the Accident Review Panel and determine if any suspension or termination of a driver is deemed appropriate.
- i. If the accident is determined to be preventable, the Accident Review Panel Chairman must inform the driver in writing of this decision and specifically inform him or her of the reasons behind the decision of preventability.
- j. The Accident Review Panel may recommend retraining for any driver involved in an accident, with or without other administrative actions. The Training Department will determine the nature of training. The training coordinator and third party testers will be the only personnel to participate in remedial training.
- k. A copy of the written decision (preventable or non-preventable) should be given to the driver and another copy put in the employee's personnel file.
- l. The Director of Transportation will review and accept or decline the findings of the Accident Review Panel. The Director/designee will also issue any written reprimands, suspensions with or without pay, or termination.
- m. The panel may find that the accident was non preventable; in which no action is necessary.
- n. A driver may have representation present at the accident review panel during the appeal process. For the purpose of ensuring due process exists, a driver may have representation present at the Accident Review Panel during the appeal process. The representative may make a summary statement for the driver, after all the facts are presented to the review panel.

207. Equipment Procedures

- a. The eight- (8) way light system is used only when stopped on the highway for the purpose of loading or unloading students. Any other use of the eight way light system is in violation of the law.
- b. Hazard lights are to be used to warn motorist that the bus is stopped for all railroad crossings, pulling off the road for emergencies, at schools for safety in passing, or purpose other than loading/unloading.
- c. All buses are to be equipped with a properly charged fire extinguisher, emergency reflectors, first aid kit, and bodily fluid clean-up kit. It is the driver's responsibility to insure that these items are maintained in a state of readiness and are on the bus at all times.
- d. All equipment problems/shortages should be reported to the Department of Transportation immediately.
- e. Drivers are not to install any equipment on the bus without authorization from the Shop Manager.

208. Two-Way Radio (FOR OFFICIAL BUSINESS ONLY)

The following procedures are to be followed with regard to two-way radios.

- a. Radios are to be turned on during route periods, and volume level is to be where the driver can hear transmissions at all times. Each driver will be assigned a specific radio channel and is to remain on that channel at all times unless permitted by Dispatch.

- b. **Transmittals are to be restricted to business only. Radios are not to be used to transmit personal messages or business that can be handled over the telephone. If personal information needs to be communicated to a fellow driver, permission must be obtained through the dispatch office first. Radios are not to be used to communicate with another driver to ask them to contact a driver via telephone or cellular phone. Failure to comply with this regulation can result in disciplinary action.**
- c. If you hear the words, "**Code 3**", over your radio, discontinue all transmissions immediately and do not attempt to talk until you hear that "**Code 3**" is canceled or your bus number is called directly.
- d. In the event of an accident, do not transmit unauthorized information over the radio. The telephone should be used to relay accident details. In case of emergency, the driver is to transmit information via emergency radio channel,
- e. In the event of an emergency situation, either a driver or dispatch can initiate a "Code 3". All drivers other than the driver initiating a "Code 3" shall not attempt to transmit until they hear the "all clear". Dispatch will repeat "keep the radio clear, there is a Code 3". Only transmissions between the driver and dispatch are authorized.
- f. The following accident codes are to be used over the radio:
 - (a) Code 10-45 - an accident in which medical assistance **is not** needed.
 - (b) Code 10-46 - accident with injuries
 - (c) Code 7 - student in need of medical assistance
 - (d) Code 7A - driver in need of medical assistance
 - (e) Code B - disciplinary problem, need help immediately, call police
 - (f) Code 11 - Hostage situation or weapon on bus; keep radio clear for only transmissions between the driver and dispatch is authorized.
- g. It is the driver's responsibility to maintain a properly functioning radio. It is mandatory that defective radios or radios in need of repair be reported by the driver immediately to the Service Writer in the shop. In the event the dispatcher cannot clearly communicate with a driver, the dispatcher will direct the driver to report to the shop for immediate radio repairs.

209. Vehicle Safety and Readiness Procedures

- a. A pre-trip inspection shall be performed 30 minutes prior to beginning morning and afternoon routes or an activity trip. Failure to comply may result in disciplinary action.
- b. A post-trip inspection of the interior of the bus shall be conducted **after each run** or trip before arriving at the next school (between elementary load and middle school and high school/load). Any vandalism or other damage found should be reported immediately to Transportation Office. Driver will check for students remaining on their bus at the end of each run, both morning and evening runs (remember to look for students who may be sleeping). Morning runs drivers will immediately check their bus when children are delivered at each school before departing the school campus. Evening runs drivers shall find a safe location to pull their bus over and make the inspection, as close to the last stop as possible. Any student remaining on the bus shall be returned to their stop immediately. Driver shall immediately notify radio dispatch if any children are found. Failure to check for students remaining on the bus at the end of the run will result in disciplinary action. A driver leaving a student(s) unattended on the school bus at the end of each run or route will be immediately terminated. For clarification purposes, this does not include drivers who are assisting special needs students, changing route placards, or standing at the door of the bus talking with parents or school staff, or special needs drivers operating the bus lift. However, a driver **has** left the students unattended if a driver fails to post trip their bus and leaves the immediate area from the service door and/or lift door without a school or other MNPS employee to supervise students. If driver has to leave the bus for **any** reason, the bus must be secured and keys removed from the ignition.
- c. The monthly bus safety inspection schedule shall be observed. (**See Fleet Maintenance Section**)

- d. All buses are to be maintained in a state of readiness. The driver is to insure that the bus has sufficient fuel to complete required duties. **Fuel tanks should not be permitted to go below 1/4 tank before refueling.** All refueling should be done before starting the assigned route, unless there is an operational requirement that requires fueling during between runs or in the event of an emergency.
- e. Keys are to be removed from the ignition when the driver is not in the driver's seat. The keys are to be placed in the First Aid Kit when not in ignition and driver has parked the bus at the completion of all routes. Keys may be taken with the driver when their assigned bus is equipped with locks. The bus is never to be left running with students on board and the driver off the bus. Lift bus drivers who must leave the ignition on while operating the lift are to remove the key as soon as the lift operation is completed if they are off the bus.
- f. Students are not permitted to operate the service door, eight way light system or two-way radio.
- g. Students **are not permitted to serve as bus monitors**; the driver is solely responsible for discipline on the bus.
- h. Items shall not be placed in the aisle or allowed to block the emergency or service doors (this includes activity trips).
- i. The service door must be closed anytime the bus is in motion.
- j. No one is permitted to stand in the entrance door step-well or sit on the steps or engine cover when the bus is in motion.
- k. **The driver must be either in the driver's seat or standing by the service door when students are loading or unloading the bus.**
- l. Students are not permitted on the bus during refueling.
- m. The rear emergency door is to be used only in an emergency situation. It is the driver's responsibility to check the emergency door before each trip to insure it is in working order.
- n. The driver shall maintain emergency equipment in a constant state of readiness.

210. Student Safety Procedure

- a. Students must be seated in an approved seat when the bus is in motion.
- b. No student may stand on a Metro Bus.
- c. No bus shall transport students in excess of legal capacity.
- d. Students are to cross the road only in the front of the bus.
- e. Driver should engage air brake when student must cross in front of the bus to load or unload.
- f. Students may not cross a divided highway to load or unload the bus.
- g. Student may transport band instruments when there is vacant space to transport the instrument. Small instruments may be kept in the students lap. The student must hold the instrument.
- h. Live animals and glass items may not be transported on the school bus. Driver will consult with their driver supervisor and/or dispatcher via radio regarding questions about what may or may not be transported on the bus.

NOTE: It is the driver's responsibility to teach students to make eye contact with the driver, and wait for the driver's signal before students cross in front of the bus. **Failure of a driver to use hand signals to motion students in front of the bus can result in the driver's immediate termination.**

Driver will check for students remaining on their bus at the end of each run, both morning and evening runs (remember to look for students who may be sleeping). Morning runs drivers will immediately check their bus when children are delivered at each school before departing the school campus. Evening runs drivers shall find a safe location to pull their bus over and make the inspection, as close to the last stop as possible. Any student remaining on the bus shall be returned to their stop immediately. Driver shall immediately notify radio dispatch if any children are found. Failure to check for students remaining on the bus at the end of the run will result in disciplinary action. A driver leaving a student(s) unattended on the school bus at the end of each run or route will be immediately placed on administrative leave pending an investigation. For clarification purposes, this does not include drivers who are assisting special needs students, changing route placards, standing at the door of the bus talking with parents or school staff, or special needs drivers operating the bus lift. However, a driver **has** left the students unattended if a driver fails to post trip their bus and leaves the immediate area from the service door and/or lift door without a school or other MNPS employee to supervise students. If driver has to leave the bus for **any** reason, the bus must be secured and keys removed from the ignition (unless operating a power lift).

211. Animal In the Road Procedures

- a. Drivers are not to endanger the safety of their passengers by braking suddenly or swerving to avoid an animal.
- b. Should a driver strike or cause injury to an animal, notify dispatch of the injury and location of the animal. Dispatch will notify the Animal Control Center.

212. Loading and Unloading Procedures

All drivers shall observe the following procedures when loading and unloading students on the roadway.

1. Approaching the Bus Stop

- a. Start slowing down in time to make a smooth stop.
- b. Activate amber lights 200 feet in advance of stopping.
- c. Check all mirrors to see that traffic is clear and it is safe to stop.
- d. Approach the bus stop with extreme caution.
- e. Come to a full stop 10 feet from students when safe to do so.
- f. Driver should set brake when students must cross the road or when loading several students.
- g. Open door, activating red lights, and stop arm.
- h. Open door completely when traffic stops.

2. Loading Students

- a. After rechecking traffic, make eye contact then signal student to cross roadway.
- b. Permit no crowding or pushing.
- c. Instruct students to use handrail when boarding bus.
- d. Wait for all students to be seated.
- e. Look for late arriving students.
- f. Close door--deactivating red lights.
- g. Check traffic, then proceed.

3. Unloading Students

- a. Approach and stop (see "Loading Students").
- b. **Allow no students to stand until bus has stopped completely.**

- c. Keep students on bus until traffic is stopped.
- d. Instruct students to use handrail when disembarking bus.
- e. Have students to walk 12 feet in front of the bus.
- f. Students should check traffic, make eye contact with you, and wait for your signal before crossing the road. Driver may use the external PA system if equipped.
- g. Wait for students to reach safety before closing door (deactivating red lights). Drivers shall count the number of students while unloading to confirm the location of all students before pulling away from the stop. Check your mirror, in the event the driver cannot account for all students, the driver shall secure the bus and check the danger zones around and under the bus prior to proceeding.
- h. The danger zone is the area any where outside the bus where children are in the most danger of being hit. The danger zone extends as much as 30 feet from the front bumper, 10 feet from the left and right sides, and 10 feet behind the rear bumper. Driver shall have their mirrors properly adjusted as to see all danger zone areas as described above.
- i. Double check for students and traffic before proceeding carefully.

NOTE: It is the driver's responsibility to teach students to make eye contact with the driver, and wait for the driver's signal before students cross in front of the bus. Driver may use the external PA system if equipped. **Failure of a driver to use hand signals to motion students in front of the bus can result in the driver's immediate termination.**

Driver will check for students remaining on their bus at the end of each run, both morning and evening runs (remember to look for students who may be sleeping). Morning runs drivers will immediately check their bus when children are delivered at each school before departing the school campus. Evening runs drivers shall find a safe location to pull their bus over and make the inspection, as close to the last stop as possible. Any student remaining on the bus shall be returned to their stop immediately. Driver shall immediately notify radio dispatch if any children are found. Failure to check for students remaining on the bus at the end of the run will result in disciplinary action. A driver leaving a student(s) unattended on the school bus at the end of each run or route shall be placed on administrative leave pending an investigation and disciplinary hearing.

213. Railroad Crossing Procedures

- a. **Metro Nashville School buses stop at all marked railroad crossings** - loaded or unloaded regardless whether the crossing is passive (with out crossing arms) or active (with crossing arms) there are crossing arms, lights or bells, or a double gate.
- b. Metropolitan Nashville Public Schools Crossing Procedure
 - (1) Prepare to stop.
 - (2) Turn on hazard lights; do not activate 8 way light system.
 - (3) Come to a complete stop at least 15 and no more than 50 feet from the track.
 - (4) Open service doors and left front driver's window. Turn off all radios, fans and heaters. Instruct students to remain quiet.
 - (5) LOOK AND LISTEN; check both directions.
 - If there is an APPROACHING TRAIN, SET BRAKE, HOLD YOUR POSITION. Proceed cautiously after the train passes.
 - On MULTI-TRACK crossings, a SECOND train may be approaching on the other track, hidden by the first train, check BOTH DIRECTIONS BEFORE CROSSING ANY ADDITIONAL TRACK.
 - (6) Before crossing the tracks, make sure tracks are clear, **close service door**; turn off hazard lights and cross tracks without changing gears. Proceed on route without stopping on the tracks, do not stop until a minimum of 15 feet has been cleared

between the tracks and the rear of the bus.

Drivers shall stop at all crossings where any rails, signs, lights, roadway markings or cross gates are visible.

If the gate remains down after the train passes, or the gate is malfunctioning, **DO NOT** drive around the gate; instead, contact your dispatcher to notify the police for assistance in crossing the tracks. If a police officer is at the crossing, obey the police officers instructions. Students are NOT to be used to check for safe crossing.

c. **Failure to adhere to this procedure is zero tolerance, and will result in termination.**

214. Bridge and Overpass Crossing Procedure

If a driver notices any unusual condition (swaying, settling, bump, etc.) not previously encountered when crossing the bridge, report condition to the Transportation Office immediately and indicate location of bridge. Drivers should be aware of bridge weight capacity prior to crossing uncertain bridge. If you are not aware of the capacity of a bridge, contact Dispatch for assistance.

Drivers should be aware of height clearance of a bridge prior to proceeding under an overpass. Metro buses must have a minimum of 12 feet clearance to travel under an overpass.

215. Hazardous Driving Conditions Procedure

a. Snow and Ice

To operate a school bus on snow and/or ice the driver should:

- Drive at a slow and steady rate of speed in the lowest gear possible for the conditions.
- Accelerate slowly and steadily
- Apply brakes slowly and intermittently.
- Approach all curves slowly.
- Should you begin to slide or skid:
 1. Steer in the direction that the rear end of the bus is sliding.
 2. As the bus begins to straighten, straighten the front wheels also.
 3. Avoid sudden braking or lifting the foot from the accelerator suddenly. Decelerating suddenly increases the skid and can result in locking the wheels.

Note: In freezing weather the driver should drain air out of the air tanks daily and leave air tank empty until route time.

b. Rain, Fog, Smoke, and Sleet

- These conditions usually result in hazardous driving conditions because of poor visibility. They also frequently cause slippery road conditions. Drivers should be alert to slippery conditions at the start of rain before the oil, soil and other matter, which cause slippery conditions has time to wash off.
- **Never** unload/load students when driving conditions do not permit motorists to see the students or to safely stop their vehicle if approaching from the rear.

c. **The following precautions should be observed when operating under low visibility conditions:**

- Reduce speed of bus. Drive as though you have to make an emergency stop in the distance you can see.
- Drive well to the right of the road. Watch road edge carefully so you won't drive off the road or hit a pedestrian, parked car or other objects.
- Watch side roads closely for entering traffic.
- Beware of patches of wet leaves and smooth black top surface.
- In fog, use windshield wipers and defrosters continuously.
- In fog and smoke, use low beam lights.
- Never look directly at lights of on-coming traffic.
- Avoid sudden stops. Signal stops by tapping lightly on the brake pedal to make the stoplights blink to catch motorist's attention.
- It should be noted that the primary cause of skidding is driving too fast for conditions.
- In the event of a tire blow-out, accelerate to distribute the load of the vehicle to the rear tires, hold the wheel firmly, when control of the vehicle has been recovered, engage the parking (spring) brakes, not the service brakes.

d. **Under severe conditions where visibility is restricted to less than a car length:**

- (1) Park the bus in a safe location well off the road.
- (2) Activate hazard lights.
- (3) Wait until conditions improve before resuming trip.
- (4) Notify Dispatch of your location.
- (5) Do not let anyone off of the bus.

216. Severe Weather Procedure

a. **Drivers shall observe the following procedures in the event of a tornado or storm.**

- (1) Pull the bus onto the shoulder of the road out of the traffic and stop the bus. If possible, face front or rear of the bus into the wind and away from potential falling limbs, power lines and other materials.
- (2) Keep the engine running.
- (3) Set the brake and turn on hazard warning lights.
- (4) Driver and students should remain on the bus if shelter is not available.
- (5) Have everyone put his/her head between his/her legs and cover head with hands.
- (6) After storm has passed, proceed with caution.
- (7) Students shall not be allowed off the bus to move trees, limbs, and cable or power lines.
- (8) If power lines are down, and across the bus, **do not let anyone off the bus**, until emergency personnel can establish that it is safe to do so.

b. **Drivers shall observe the following general safety preparations.**

During inclement weather situations (snow, tornadoes... etc), drivers must prepare and implement a "What If Scenario" plan of action for bus riders. The following procedures will assist you in your preparation:

- (1) Check the operation of school bus two-way radio daily.
- (2) If driver owns a cellular telephone, make sure its battery is fully charged.
- (3) Check fuel level before transporting students.
- (4) If driver has communicated with parents regarding a different designated bus stop location for their child, you must remain at the agreed stop location until the parent arrives and picks up the child.
- (5) If the existing conditions are too hazardous to operate the bus, transport students to the closest Metro-Nashville School. Driver must remain with transported students at the school until the last student has been delivered to parents. Driver must communicate location and status to Dispatch or Driver Supervisor.
- (6) Be prepared to take on additional students; it is beneficial to have Davidson County map on the bus at all times.
- (7) Maximize the school bus' weight distribution by allowing students to be seated on and behind the rear axle of the school bus, when traction is poor (Snow... etc.).
- (8) Stand-by and listen to radio or television for early school dismissal announcements. It is the drivers responsibility to be prepared in the event of an early dismissal.

217. Incident and Accident Reports Procedure

The driver must report all incidents and/or accidents that occur in and around the bus. Accidents are defined as any damage to a vehicle or property, such as a wreck, hitting fences, mailboxes, limbs etc. Incidents are defined as any situation not including damage to a vehicle or property, such as a fight, student getting hurt on the bus, etc.

All drivers are required to immediately report **ALL** accidents and incidents immediately to radio dispatch before moving the bus.

Incidents include:

- a. Incidents such as, student bumping head, falling or otherwise injuring him/herself while boarding, disembarking or in the bus--regardless of how minor it may appear.
- b. Suspicious persons or vehicle at or around bus stop or school.
- c. Driver will complete Vandalism and Incident report (Appendix G) with in 24 hours or next working day.
- d. A bus that receives less than \$250 dollars vandalism damage on the first incident will not be required to move from the parking location. After the second incident, or if the bus receives more than \$250 dollars vandalism damage, the driver must find a new approved parking location.

Accidents include:

Accidents include vehicle wrecks, property damage, i.e. mailboxes, fences, wall awnings, etc.

As a word of caution, drivers shall ensure that proper distance between vehicles is sufficient to allow the bus to stop without emergency braking. DO NOT follow too close, especially with another bus this includes vehicles moving on school campus. There is NO EXCUSE to rear end another school bus. Drivers rear-ending another school bus will be subject to immediate disciplinary action. The severity of discipline will depend upon the amount of damages to the MNPS school buses and bodily harm damages.

218. Mechanical Failure or Breakdown Procedure

In the event of a mechanical failure, the following procedure is to be followed:

1. Stop the bus in a safe location, if possible.
2. Keep students on bus. Evacuate if unsafe location, fire, or situation pose a threat to safety of passengers.
3. Activate hazard lights , secure the bus by shutting the bus down, securing the parking brake, and taking the keys with you, then place three (3) warning devices in appropriate locations (10 feet from rear of bus, then 100 feet, and then 200 feet.
4. Contact dispatcher; provide the following information:
 - a. Bus number and route
 - b. Location, be specific.
 - c. Problem, be specific.
 - d. If students are on board and number.
 - e. Next assigned route, location and time of first stop pick-up.
5. When having someone to call, put the information in writing.
6. If necessary to send students for help, always send two (2) students.
7. Driver shall wait for fleet maintenance personnel after they have been called, and follow instructions provided. Fleet Maintenance will send a service truck to make roadside repairs or dispatch will give you instructions. When fleet maintenance has cleared the vehicle, the driver shall notify dispatch that they are back in-service. If the bus is not cleared in time to start the driver's next run, driver must notify dispatch as soon as possible so that the run may be covered.
8. If students must change buses, the driver will assist with transfer.
9. If evacuating the bus, the driver should place the two-way microphone out through the driver's side window for two-way communications.

219. Driver Assignment to Routes

1. Drivers completing the driver training class will be assigned to the standby driving pool or special needs program as needed by the department There will be no non-bid assignments made. All routes will be posted and assigned by seniority. In the event a tie or drivers completed training on the same date, assignments will be made based upon the highest last four digits of the employees Social Security Number. Existing routes will be posted and assigned through the normal bid process as discussed below. Union representative shall have the opportunity to be present during the route posting assignments and receive all documentation of process.
2. Open routes will be posted for a period of 10 working days, and assigned based upon the bid process. The Routing Coordinator will accept bids and assign routes the first and last Thursday of each month, beginning after the first 20 school days, and ending on April 1. Routes will be assigned based upon 75% seniority, and 25% based upon attendance and deadhead mileage. Routes vacated after April 1 will be posted and filled based upon above criteria at the beginning of the next school year. Routes becoming vacant during the summer when school is out will be posted the first working day after the 4th of July, provided routes are prepared, and will be assigned prior to the first day of school. Routes that become vacant after the first day of school will not be posted until the 20th school day, after the first day of school. It is the driver's responsibility to check the bulletin board outside of the Driver Supervisor's Office for vacant routes throughout the school year and during the summer months.
3. Drivers can only bid and accept the bid once per school year.
4. In the event a driver is awarded the bid, the driver MUST accept the route, along with the assigned bus, for the remainder of the school year. It is the driver's responsibility to know what bus goes with the route before a bid is submitted.

5. Drivers may not be transferred to the awarded route until a replacement driver for their existing route has been identified, or from Special Education to Regular Education or Regular Education to Special Education programs until a replacement driver has been identified.
6. Buses will remain with the route. Drivers may not take their bus with them to the new route, unless it is in the best interest of students due to load factors, or the bus make and year model is the same.
7. When a driver has been assigned a bus (such as bus air door) due to medical conditions, then the driver will remain on their existing route -- unless a route they are bidding on has a bus that meets their current medical conditions. If the bidding driver has been assigned a particular bus due to a medical condition, his or her bid will be rejected, unless a similar bus is assigned to the new route. Buses will remain with the route.
8. Every attempt will be made to keep drivers in their existing route for the next school year. However, route efficiency and consolidation will be evaluated and route changes made throughout the school year and summer.
9. There will be no test drives for drivers bidding on routes.
10. Drivers may be administratively removed from a route for just cause and when it is deemed in the best interest of the school district. Drivers that have been removed administratively from a run, route, school, or cluster will not be granted a bid to return to that particular run, route, school or cluster as determined by administration. Routes are job assignments even though they are assigned in good faith through the bid process. In the event a driver has been administratively removed from a complete route, the bus MUST stay with the existing route. Once a driver has been administratively removed from a route, in the future, if the driver bids on another route and is awarded the route, the driver will be assigned the bus assigned to the route they were awarded. If a driver is removed from one school on a route, he or she will be removed from the entire route.
11. **The Director of Transportation may assign a driver that has been removed from a run, route, school, or cluster when he/she determines it is in the best interest of the department.**
12. An employee returning after serving on a military leave will be entitled his/her previously assigned route, provided the route has not been absorbed or split between other routes during the summer. In the event the employee's route is absorbed or split, the employee will be given an opportunity as near to the area that they were previously assigned, and will receive a bus that is at least the same year model the employee had at the time he/she went on active duty. The department will grant one (1) day leave with pay for an employee returning from military leave whose "S" endorsement has been revoked or suspended due to the employee not being available to attend the required in-service due to serving on a military leave.

220. New Bus and Bus Assignments

1. Buses will be assigned in the best interest of the Board of Education.
2. New buses will be assigned based upon the following percentages WHEN THE INTEREST OF STUDENTS OR THE BOARD OF EDUCATION IS NOT ESSENTIAL:
 - a. **50%: Age of the bus** – One that is coming off the State Rotation.
 - b. **50%: Seniority** – Driver's longevity with the department.
3. A committee will be established to ensure fairness and consistency of distribution of new buses in accordance with the procedures listed above. This committee will be established each year prior to buses being issued. The committee will be comprised of four (4) drivers who are not eligible for a new bus. The Chairperson will serve a two-year term; all other members will serve a one year term. The Chairperson will be selected from a member on the existing committee when the Chairperson's term expires. The committee will work with Transportation staff to determine departmental requirements. The Routing Coordinator will invite the chairperson to assist in the assignment of new and upgraded buses.
4. Union leadership will select committee members.

5. Drivers receiving new buses who do not maintain cleanliness and maintenance of the bus will forfeit the new bus. In the event a driver forfeits their new bus they will be required to clean the bus before turning it in. NO EXCEPTIONS! Drivers that forfeit their bus due to not maintaining the cleanliness and maintenance of the bus will not be eligible to receive a new bus for three new bus purchase cycle years.
6. Drivers selected for a new bus will not be eligible for a new bus for a minimum of five (5) years.
7. The department cannot always accommodate drivers request for buses with air doors or certain year model buses. Drivers are required to be physically fit to drive any MNPS school bus. If the driver is not physically fit or able to drive their assigned bus and reasonable accommodations cannot be made, the driver may need to request a medical leave of absence through Human Resources.

221. Video Camera

All video recordings are the property of Metropolitan Nashville Public schools and will be viewed, copied, and disseminated only in accordance with MNPS District Operating Procedures. Drivers may not copy any recording or release any recording unless permission is granted in accordance with District Standard Operating Procedures. ALL video recordings are CONFIDENTIAL, and are to be handled in a confidential manner. Employees failing to do so will be subject to disciplinary action. Drivers and transportation department staff may view video recording. Drivers are required to provide the original tape to transportation staff without delay when requested.

1. All drivers that have buses equipped with video cameras are to ensure that the video equipment is in proper operating order at all times. Drivers are encouraged to review videotapes periodically to ensure that equipment is operating properly. Drivers are to report video equipment problems to Fleet Maintenance by completing a work order request. Employees failing to do so will be subject to disciplinary action.

FIRST OCCURRENCE: Letter of Counseling

SECOND OCCURRENCE: Letter of Reprimand

THIRD OCCURRENCE: Disciplinary Hearing with Director of Transportation or designee, which may result in termination.
2. Drivers shall keep 5 current tapes (one labeled for each day of the week, i.e. Monday, Tuesday, Wednesday, Thursday, and Friday) and rotate each tape for the corresponding day of the week. In the event a tape is utilized for some type of administrative need for schools or your use, driver shall immediately pick-up a new tape from Fleet Maintenance. It is the driver's responsibility to ensure that tapes are kept current. If a tape is removed from a bus by an administrator, a note shall be left instructing the driver to obtain another tape from Fleet Maintenance.
3. **If your bus is equipped with video camera system, it is required for all drivers to use the video system each operating school day for all routes, including any field trip, or extra runs.** You never know when an incident may occur on the bus that needs reviewing by a transportation department staff or school administrator. Remember video equipment assist you in maintaining discipline on your bus.
4. Drivers assigned field trips and evening programs shall ensure sufficient time remains on a videotape to record the entire route or trip. Drivers shall contact fleet maintenance for additional videotapes. The department does not expect drivers to purchase videotapes from personal funds. Sufficient supplies are available in fleet maintenance. It is important that drivers understand their responsibility to have working and operational recording devices, if equipped. Driver shall ensure sufficient tape time remains on videotapes for all routes. Disciplinary action will be taken for failure to follow these procedures.

5. Video recordings are for MNPS officials only, and may be viewed by MNPS officials only on a need to know basis. Drivers may turn over video recordings to the Transportation office **only**, not to the Principal or SRO. The driver has the right to view the video if the driver or their assigned students are involved in an incident.

REMEMBER, video systems are for the protection of students, drivers and others. On units equipped with a video system, there is no excuse for non-compliance with this section. As part of the driver's pre-trip inspections, preceding the morning and afternoon routes, the driver will verify that the video recording device is working properly. If the recorder is not working, the driver shall complete a work order with Fleet Maintenance for repair the same day.

222. GPS Units

Drivers shall not tamper with MNPS GPS units. Drivers found cutting wires or opening the box will be subject to disciplinary action. The GPS unit is for the driver and students safety.

**300. METROPOLITAN NASHVILLE PUBLIC SCHOOLS
DEPARTMENT OF TRANSPORTATION
SPECIAL NEEDS PROCEDURES**

- 301.** Special Needs bus drivers, educational assistants and bus monitors are to follow all established Department operating procedures in **all sections** of this manual.
- 302.** Drivers shall personally contact the parents/guardian of students assigned to their bus prior to the first day of school at the beginning of the new school year. Drivers shall provide the parent with information regarding the bus route, such as, bus number, route number, time of morning pickup and evening drop-off. Drivers shall contact the parent/guardian of each new student that is assigned to their route and provide information regarding the bus route. It is very important for drivers to develop a professional communications relationship with the parents/guardian of students. In the event the driver is running late or early, the driver should attempt to contact parents/guardian, or ask dispatch to contact the parent or guardian when the route is underway.
- 303.** **The location of individual bus stops may be determined by safety factors, available space to ensure a safe bus turn around, and the students exceptionality. Buses may be allowed to enter apartment complexes, driveways, or dead-end streets. If the student lives in a gated community the bus driver is not permitted to exit the bus for the purpose of entering access codes to enter the gate. It is the parents responsibility to provide access to gated communities.** Special Needs children **are not to cross a street to board or disembark the bus at any time.** These children are to be picked up and dropped off curbside in front of their residence or driveway.
- 304.** Every attempt should be made not to block the normal flow of traffic to load a child, if the driver must wait for the child or if the child requires special assistance in boarding the bus.
- 305.** As part of the required pre-trip and post-trip inspection, the driver shall inspect all seatbelts, restraints, wheelchair tie-down systems, and booster chairs to ensure the equipment is in proper and serviceable condition. The driver should ensure every student uses his/her seatbelt, and check each child to ensure secure fastening of seat belts. It is the drivers responsibility to ensure seatbelt, restraints, wheelchair tie-downs, booster seats and other equipment is in good operational condition. Equipment, such as seatbelts, wheelchair tie-downs and restraints that are not in proper serviceable condition shall be immediately reported to both the driver supervisor and the service writer in fleet maintenance. Drivers may not alter the configuration of any tie-down system. Any questions regarding this equipment should be directed to driver supervisors and shop personnel.
- 306.** The driver is not to make any route changes without approval from the Special Needs Coordinator.
- 307.** If a student moves or no longer rides the bus, the driver shall notify their assigned Driver Supervisor. **Failure to comply shall result in disciplinary action.**
- 308.** If a student moves, a new transportation request must be approved through the Special Education Department (259-8699) or ELL Department (298-8467).
- 309.** Parents are to be notified by the driver before implementing any route change, which will change the time the child is to be picked-up/dropped-off.
- 310.** If a child becomes ill on the bus, notify dispatch of the problem. If it is in the morning, notify the child's principal or school officials upon arrival; if it is in the afternoon notify the child's parent upon arrival.
- 311.** Drivers and assistants may assign a seat to each child; the seating chart should be visible in the front of the bus.
- 312.** Volunteered medical information and other essential information should be maintained in a packet readily accessible to the driver and assistant. In the event the bus is evacuated this information should be carried or thrown out of the bus to ensure its availability should it be needed.
- 313.** Drivers and monitors may not administer medicine to the children. If it is necessary for a driver to transport a child's medicine to school, the parent should give the medicine -- in the original prescription bottle with written instruction in a sealed envelope or secured container -- directly to the driver or assistant who will deliver the medicine to school officials.

314. A driver will wait two (2) minutes for the child to appear to board the bus in the morning with the exception of wheelchair students; if after two (2) minutes the child has not appeared, the driver shall contact dispatch and then continue on their route. The driver shall document each occurrence. Drivers will not wait for ELL students. ELL students should be at the bus stop waiting for the bus to arrive. Under no circumstances shall a driver/attendant enter the student's home to assist in preparing the child for school. During the waiting period the driver shall not use their eight way light system and stop arm, driver shall use four-way hazard lights only while waiting for the student.
315. Lift bus assistants or drivers shall hold arm or wheel of the wheelchair during loading/unloading wheelchair students. All wheelchairs shall be transported forward facing. Students shall not be transported in chairs which will not fit on the lift or which cannot be properly secured through the use of the wheelchair 4-point tie down system. If a student's wheelchair is unsafe or needs repair, the transportation department will not provide bus service until the wheelchair meets safety requirements. The driver shall immediately report unsafe wheelchairs to the special education department. Each chair must be equipped with a belt for the purpose of securing the occupant, and with properly functioning brakes. Chairs not equipped with these features create a danger to the student, as well as other passengers riding on the school bus.
316. Metropolitan Nashville Public Schools provides full size buses with a wheelchair lift to accommodate regular education and special education program students.
317. If no responsible caretaker is present (this does not include ELL and SBI students, unless there is a disclosed disability) the driver shall follow the following procedures:
1. Bus driver will notify dispatch for assistance in locating parent by telephone.
 2. Bus driver is to keep the child on the bus and proceed with the remainder of route. Under no circumstances will the driver leave a child with a neighbor or other unauthorized individual, unless written permission has been obtained from the parent and signed by the principal. This does not include ELL or SBI students (unless there is a disclosed disability).
 3. Drivers will not leave student unattended at home with written documentation as mentioned in item number 2 above.
 4. Bus driver will then contact dispatch for further instructions.
 5. Drivers that return to transportation with a child whose parent are not at home to receive their child after 5:30 p.m. will be compensated accordingly. Driver must have worked a full 40 hour week before they are compensated.
318. After a child has not ridden the bus for three (3) consecutive full operating days, the driver shall notify dispatch and the students parent. Route service will be temporarily suspended after the third consecutive day, until the parent or guardian contacts the Transportation office to reinstate immediate route service.
319. The Transportation Department will require three working days to process all transportation request, which includes ELL program students. Transportation service will not be provided until the request has been processed.
320. The parent or guardian will assist the driver in loading students who need assistance and it is the driver's responsibility to secure all safety equipment. The parent or guardian should assist the driver in securing students in booster and car seats. School staff may assist the driver in securing students in booster and car seats. If the driver feels uncomfortable with securing a student in a booster or car seat, the driver should discuss the matter with the driver supervisor, and may request a meeting with the parent and school officials to discuss the method required in securing the safety device. Drivers are not to physically lift special needs students into their seats. This is the responsibility of the parent, guardian, or school staff. Any questions about this should be discussed with the Driver Supervisor.
321. **Students may ride a lift without a wheelchair.** If a child is not wheelchair bound, the parent may request a wheelchair for the purpose of riding the lift only.
322. Drivers will not assume a child is not riding the next day unless the dispatch office or the parent has personally notified the driver. **(Do not accept the student's verbal confirmation of absenteeism)**

- 323.** Each special needs driver and monitor will have a written plan as to how the bus will be evacuated in case of an emergency. This plan will include all lift buses that transport students in a wheel chair. Driver will complete the Special Education Bus Evacuation Check List (Appendix H). This written emergency evacuation plan shall be in plain view and available for other drivers (subs driving when regular driver is absent) and emergency personnel.
- Driver and monitors shall ensure emergency equipment used for evacuation of bus is in proper operational order, and is available at all times while bus is in service. Lift buses will be equipped with a blanket for the purpose of evacuation of students that cannot walk off the bus. The driver shall place the non-ambulatory student on the blanket and use the “drag” method to get the student to either the front or rear door exit. All special needs and special services buses will be equipped with an emergency seatbelt cutting device for the purpose of cutting seatbelts or restraints during an emergency situation.
- 324. Drivers and monitors will consult with the Special Needs Transportation section for any special circumstances not covered by this directive.**
- 325.** All drivers shall maintain an updated route sheet and run directions on the bus at all times.
- 326.** All drivers and monitors are to comply with all Federal, State, and Local laws, Board Policies and regulations regarding special needs students. (i.e. Federal law 94-142, Federal regulation 504, and ADA regulations. All drivers can contact Special Education regarding these laws. Annually the department will provide staff development regarding these laws and regulations.
- 327.** Drivers and monitors that are not assigned two schools will be on stand-by morning and afternoon. Regular Education checkpoint and stand-by guidelines apply to special needs drivers also.
- 328.** All students with a disability are annually reviewed through an IEP process, which may affect their transportation needs. Drivers may be invited to the IEP process for their assigned students. This will be determined by the school administrator.
- 329.** Drivers shall not unload any student until school staff is present or when delivering home a parent or guardian is present.
- 330.** Special needs students are required to attend seven (7) hours of instructional time each day. Drivers are **not** to request that students be dismissed early.
- 331. Additional Guidelines for Drivers of Severe Behavior Intervention School Students:**
- a. There must be a seating chart available on the bus for all SBI routes. The chart must be posted and a copy given to the assigned Driver Supervisor in the event the route must be covered by another driver.
 - b. Older students must be separated from younger students, with the younger students in front and older students in the back.
 - c. Male and female students are not permitted to sit with each other on the bus. They must be separated.
 - d. There must be only one (1) child per seat on Genesis and ILR routes. If driver is asked to “double out” a route which requires seating more than one child per seat, notify **Radio Dispatch** so that it can be documented; driver shall also document this.
 - e. Female and Male students must be separated on all Madison School routes.
 - f. Verify that camera is working and recording the entire duration of all runs. This is **mandatory**.
- 332.** Transporting the Pre-Kindergarten (Pre-K) Student on a School Bus: **See related Appendix K for State of Tennessee regulations.**

**400. METROPOLITAN NASHVILLE PUBLIC SCHOOLS
DEPARTMENT OF TRANSPORTATION
EMERGENCY PROCEDURES**

400. Reporting Sexual Assaults, Fights, or Accidents

To the extent possible, confidentiality will be maintained during the complaint and documentation procedure. Reprisals or retaliation against complainants or witnesses participating in the investigation will not be tolerated and could be grounds for disciplinary action including dismissal.

Video recordings of suspected sexual assaults, fights, or accidents may be subject to **Quarantine**, the removal of Digital Video units and/or Videotapes from the vehicle. Transportation staff on a need to know basis shall view, label, and store recordings as needed.

Video systems are for the protection of students, drivers and others. On units equipped with a video system, there is no excuse for non-compliance with this section. As part of the driver's pre-trip inspections, preceding the morning and afternoon routes, the driver will verify that the video recording device is working properly. If the recorder is not working, the driver shall complete a work order with Fleet Maintenance for repair the same day.

401. Sexual Assaults or Harassment

Defined as an incident that involves sexual contact that is forced on an individual or to which an individual cannot consent. However, MNPS Transportation employees are to report any and all sexual contact. **See related Appendix A, Metropolitan Nashville Public Schools Harassment Policy, #5100.**

Drivers have the responsibility to immediately report **any** suspicions or allegations of physical and/or sexual abuse; this applies to suspected abuse by any adult or student.

All drivers are required to immediately report **ALL** sexual incidents to **Driver Supervisor**, by telephone or in person.

Written documentation by the driver is required. Driver will provide a written statement of facts only; do not include opinions. **Never include opinions in any reports.**

A. Driver Procedures for Sexual Assault Incidents:

- Contact proper District office(s)
- Written documentation
- Videotape or Digital download

B. Departmental Procedures

- Document actions taken by School Official
- Take action to prevent recurrence of incident (examples: remove student from route, assign student(s) to another unit, suspension etc.)
- Notify Parent/Guardian
- Confirm if standard procedures were followed
- Drivers failing to apply the procedures outlined in the departmental manual are subject to the following actions:
 1. Placement on administrative leave with pay pending investigation
 2. Investigation
 3. Standard progressive discipline steps

402. Fights and Physical Assaults

Defined as use of violent physical means, such as blows with fists or a weapon; or to try to overpower others; or any situation such as a conflict between individuals or groups, in which each tries to do physical harm to, or defeat others. **See related Appendix B, Metropolitan Nashville Public Schools Bullying and Harassment Policy, #0500.**

Drivers and monitors have the responsibility to immediately report **any** fights or physical assaults; this applies to assault by any adult or student.

All drivers and monitors are required to immediately report **ALL** fight and assault incidents to **Radio Dispatch** before moving the bus.

Written documentation by the driver and monitors is required. Driver will provide a written statement of facts only; do not include opinions. **Never include opinions in any reports.**

1. Prior to filling out a bus incident report, the driver will attempt to resolve less serious problems.
2. The driver and monitor will deal with minor offenses by first reprimanding the offending student and/or counseling with the student after the other students are off the bus (tell the student exactly what behavior is expected of him/her without threats or anger). If the behavior continues, the driver should move the student to the front seat and/or require that he/she stay seated until all the other students are off the bus.
3. If the student continues to misbehave, the driver or monitor should file a School Bus Incident Report with the principal.

The school principal is responsible for formal discipline and only the principal or his/her designee can administer discipline to a student. If repeated School Bus Incident Reports are filed and there is no evidence of supportive disciplinary action being taken, the driver should discuss the matter with the Department of Transportation. Drivers shall not get into confrontations with the local school personnel. Drivers should retain the goldenrod (last page) copy of the School Bus Incident Report for their records.

A. Driver and Monitor Procedures for Fight and Physical Assault Incidents:

- Contact proper District office(s)
- Written documentation
- Videotape or Digital download

B. Departmental Procedures

- Document actions taken by School Official
- Take action to prevent recurrence of incident (examples: remove student from route, assign student(s) to another unit, suspension etc.)
- Notify Parent/Guardian
- Confirm if standard procedures were followed
- Drivers failing to apply the procedures outlined in the departmental manual are subject to the following actions:
 1. Placement on administrative leave with pay pending investigation
 2. Investigation
 3. Standard progressive discipline steps

403. Accident Procedures

The driver must report all accidents that occur in and around the bus. Accidents are defined as any damage to a vehicle or property, a wreck, hitting fences, mailboxes, limbs etc. Driver shall pull videotapes and/or digital download for that day of accident.

All drivers are required to immediately report **ALL** accidents and incidents to **Radio Dispatch** before moving the bus.

In the event of an accident, the **safety of the students on the bus is your primary responsibility**. The following procedures should be followed as quickly as possible:

A. **Driver's Responsibilities**

1. Assess the Situation

- Remain **calm**.
- Set the parking brake, turn off ignition. (Safe location at the scene of the accident)
- Activate hazard warning lights
- Reassure students.
- Be alert to fire or the possibility of fire; if either exists, evacuate students.

2. Check on Students

- Keep all students on the bus unless potentially dangerous conditions warrant their removal.
- Check students individually for injuries.
- If necessary, follow first aid procedures.

3. Notify Dispatch

- Notify via two-way radio. Do not discuss the accident in detail over the radio; provide only requested Code 10-45 information.
- Bus Number and route number.
- Exact location of accident and the nearest cross street or landmarks.
- If medical assistance is needed, it's a Code 10-46
- If replacement vehicle is needed.
- If out of the county, contact the local police department that has jurisdiction then call Transportation.

4. Protect Accident Scene

- Set warning devices -- if sitting longer than 10 minutes or bus is sitting in a dangerous location. (It is understood the driver may leave their students unattended, after securing their bus and removing their keys, to set up these warning devices.)
- Do not move the bus or debris until advised to do so by law enforcement officers.

5. Know Driver's Responsibilities

- Cooperate with the accident investigation, but **DO NOT ADMIT FAULT**.
- Get the name and address of any witnesses if possible.
- Do not release any students until directed to do so by the Department of Transportation or on-site officials and/or transportation representative. Once cleared by Transportation, students must be checked for injuries by the police officer conducting the accident investigation or by medical personnel if present.
- If medical assistance has been summoned, do not release any students until after the medics have had an opportunity to check all students.
- File Driver's Report of Accident within 24 hours or next operating day (Appendix E)
- If parents insist on taking students off the bus, have parent sign for release of student on Bus Accident Roster.
- **Get name, age, phone number, address and grade for each student on bus.**
- Proceed with route when released by investigating officer and transportation official.
- **Stay with the children**

B. **Law Enforcement's Responsibilities**

- Check to see if any injuries to driver and students are reported.
- Contact EMS, if needed in case of injuries.
- Investigate accident and prepare accident report.
- Release vehicles to resume after investigation is completed.
- Provide a complaint number.

- C. **Emergency Medical Services (EMS) Responsibilities**
 - If called, EMS will ask students if they have any injuries. If there are injuries, EMS will determine what type of medical attention is needed.
 - Administer medical attention as needed.
 - Transport to medical facility if needed.

- D. **Transportation Supervisors' or Safety Investigator's Responsibility**
 - Investigate accident for the system.
 - Take appropriate pictures of accident scene
 - Check to see if any injuries to driver or students are reported.
 - Receive Bus Student Roster from driver, and disseminate to appropriate authorities.
 - Contact Dispatch to call Risk Management in the event of a SERIOUS accident.
 - Contact Department of Public Safety in the event of a SERIOUS accident.
 - Request Dispatch to contact Metro Schools Director of Communications.
 - Request a backup bus if needed to continue route.
 - Instruct driver to proceed on their route once Law Enforcement and EMS releases students and bus from accident.
 - Go to medical facility in the event students are transported to that facility. Student Release Form to be given to the parents or legal guardians

- E. **Driver's Procedure for Proceeding with Route After Accident**
 - Route will be continued after students, driver, and bus have been released by Law Enforcement and EMS personnel, providing there are no injuries.
 - Students reporting injuries will be transported to a medical facility for an evaluation with a medical physician.
 - System personnel will make every effort to contact parent or guardian of students who report injuries.
 - System personnel will provide each student with letter stating student was involved in a school bus accident, prior to child departing bus. This is the system procedure for notifying parents that their non-injured child was involved in a school bus accident. In that there would not be enough time or manpower to contact each parent personally before a non-injured child arrives home from an accident.
 - No bus shall continue without transportation representative and/or Law Enforcement officials releasing them from the scene of an accident.

404. **Bus Evacuation Procedures (See Appendix C)**

Bus evacuation drills shall be conducted on a semi-annual basis. Students shall be required to evacuate the bus while on school grounds with the assistance of the assigned driver. The purpose of this procedure is to familiarize students in proper emergency evacuation. The Tennessee State Department of Education requires all students to be trained on school bus emergency procedures. Evacuation drills will not be conducted on rainy days, or when pavement is wet.

Each bus driver will identify helpers to assist in the event of an emergency.

Note: The rear emergency door is to be used only in an emergency.

Drivers should designate student helpers to assist with the following emergency tasks:

1. How to use the two-way radio (to get help).
2. How to shut off engine.
3. Proper way of opening both service entrance door and rear emergency door.
4. Proper method of exiting either the service entrance door or emergency door. If emergency door is used, driver shall use two (2) helpers to assist students in exiting through the door. The proper method is sit and drop from the rear door.
5. Instruct all students regarding the proper way of exiting. Do not jump from the rear emergency door. Students should sit and drop from the rear door. They should brace themselves using the emergency helpers shoulders. Driver shall report any accident/injury to students immediately.
6. Special needs drivers will complete (Appendix H) a written plan as to how each student will be evacuated in the case of an emergency.

405. When to Evacuate a Bus:

The following situations ALWAYS require a bus to be evacuated:

- a. Fire
- b. In danger of fire.
- c. When hazardous materials are present.
 - Being near the presence of gasoline or other combustible materials.
 - Chemicals, vapors or other toxic substances.
- d. Bus in unsafe position.
 - In the path of any train or adjacent to railroad tracks.
 - Position of the bus may change and increase the danger.
 - Roll into water, over a cliff, bus turned over.
 - Danger of collision.
 - A parked bus is in danger of a collision if it is not clearly visible from a distance of 300 feet or more.

406. Fire

- a. In the event of fire:
 1. Stop bus in safe location.
 2. Evacuate students immediately.
 3. Attempt to extinguish fire - if safe to do so.
 - Do not discharge fire extinguisher with students on the bus.
 4. Contact dispatcher, or send adult or two responsible students to call the Transportation Office.
 5. Provide the following information:
 - Bus number and route number
 - Location, be specific
 - Nature of problem
 - Number of students that were being transported
 - If any medical assistance is needed (Code 7)
 6. Remain with the students until mechanic or Transportation staff member arrives.
- b. Each Metropolitan Nashville Public Schools bus is equipped with a fire extinguisher capable of extinguishing the following classes of fire:
 1. Fires of ordinary combustible materials where the "quenching" and "cooling" effects of quantities of water, or solutions containing large quantities of water, is of first importance.
EXAMPLES: Fires in wood, textile fabrics, rubbish, etc.
 2. Fires in flammable liquids, petroleum products, etc., where the blanketing or "smothering" effect of the extinguishing agent is of first importance.
EXAMPLES: Fires in gasoline, oils, and greases in tanks or containers, open vats, or running freely on floors or ground.
 3. A fire involving electrical equipment where the use of a "non-conductor" extinguishing agent is of first importance.
EXAMPLES: Fires involving electrical switchboard, motors, or wiring.

407. Downed Power Lines

Should a suspected power line be down near or touching the bus:

- a. Do not let **anyone** off or touch the ground.

- b. Summon help from first passerby available. Call Transportation if in Davidson County, or police department if out of the county. Provide the following information:
 - Bus number and route number
 - Location; be specific.
 - If students are on board and number of students.
 - Suspected problem.
- c. If uncertain about type of cable/line - do not take any chances - assume it is an active cable/line.
- d. Keep students on bus until authorities indicate that it is safe to get off (if necessary).

408. Medical Emergency

A. Student

In the event a student becomes severely ill, loses consciousness, stops breathing, or shows no signs of life:

1. Remain calm; reassure students.
2. Stop bus in a safe location.
3. Activate hazard lights; set parking brake
4. Check condition of ill student.
 - a. If not breathing, check airway, if airway is clear, artificial respiration should be administered. (Notify dispatch of the problem, the dispatcher has the compression -vs.- breath ratio and can talk you through administering CPR.
 - b. Check for an emergency medical identification device to learn about victim's needs or necessary precautions.
 - c. **Do not touch any bodily fluids.** All drivers are to **use gloves** provided in the bodily fluid cleanup kit located on your bus. When kits have been used, driver should request replacements through the fleet maintenance section.
5. Radio Dispatch - **Code 7** or recruit adult or send two (2) responsible students to call transportation and emergency personnel.
6. Provide the following information:
 - a. Code 7 (radio code)
 - b. Bus number and route number
 - c. Location, be specific
 - d. Students condition

B. Driver

In the event that a driver needs medical assistance or becomes severely ill while driving the bus, the driver should:

1. Remain calm; reassure students.
2. Stop bus in safe location and activate hazard lights, and set the parking brake.
3. Radio dispatch - **Code 7A** - driver needs medical assistance, or send two (2) responsible students to call Transportation and emergency personnel, if adult is unavailable.

4. Provide the following information:
 - a. Code 7A (radio code)
 - b. Bus number and route number
 - c. Location, be specific.
 - d. Problem
 - e. Type of assistance needed.
5. Wait with students until help arrives.

**500. METROPOLITAN NASHVILLE PUBLIC SCHOOLS
DEPARTMENT OF TRANSPORTATION
ACTIVITY, EVENING AND EXTRA WORK / TRIP PROCEDURES**

501. Driver Assignments for Field Trips

All Drivers (Grade 6) with one (1) year of service or more who are interested in driving for activities outside the normal route service hours shall complete an Activity Trip Sheet (**new hires are not eligible**). An exception is when all existing drivers on the current field trip list have been utilized, then new hires can be utilized to support school field trips. It is the driver's responsibility to keep the Operations Section apprised of one's activity trip driving status (i.e., the desire to drive or not drive activity trips). Drivers must resubmit an Activity Driving Sheet prior to the beginning of each school year. Under no circumstances will driving eligibility for Activity Trips be carried forward from year to year, without resubmitting the request in writing.

- a. All activity trip assignments must come through the Department of Transportation. All drivers who are interested will be required to sign-up for field trips annually; if not, the driver will be placed on an inactive field trip roster.
- b. **Drivers are not permitted to swap trips among themselves, including Encore, Transitions or any pre assigned trip. If a driver becomes ill during a field trip, the driver shall contact the Field Trip Office for a replacement driver. No exceptions. Violation shall result in removal from the field trip roster for the remainder of the school year.**
- c. **Drivers are assigned activity trips based on a rotating basis within their zone. No school shall be allowed to request a driver.**
- d. Every effort should be made to fulfill the trip assignment. If a driver is unable to take an activity trip that has been assigned to him/her, the driver must notify the Field Trip Office within three (3) operating days before trip.
- e. Non-emergency cancellations are to be made at least three (3) days prior to the trip.
- f. "Summer Work" sign-up, will be from January 1, through February 29, each school year. Drivers may pick-up a Summer Work Form in the Transportation Directors Office. Summer Work and Summer Driving Positions will be assigned by seniority, and assigned zone.
- g. All Harris-Hillman trips will be assigned to Special Education drivers only; no other field trips will be assigned to these drivers. In the event that a driver accepts reoccurring trips, such as Harris-Hillman, **the driver will not be eligible for other field trips.**
- h. All field trips involving wheelchair students will be assigned to approved wheelchair drivers by zone rotation and seniority. Drivers who request to drive wheelchair field trips must complete a training session supervised by the training coordinator or their designee on wheelchair tie down operations prior to being placed on the rotation..
- i. Emergency Trips are trips that have previously been assigned to a driver, and the assigned driver has an emergency and cannot drive the field trip. **This cancellation must occur within 24 hours of the trip, if possible.** Emergency trips also can consist of trips that the school has failed to submit within the time guidelines. Only the Director of Transportation can approve an emergency trip where the school has failed to submit the request within the time frame. Drivers who have signed up for Emergency Trips will be assigned as needed based upon seniority rotation. Drivers who cannot accept the trip will wait a full rotation before being assigned the next emergency field trip (i.e. already assigned field trip as the exception). To be included for emergency field trips drivers should complete the form which is included in the driver packets issued at the beginning of the school year, or obtain a form from the Field Trip Office. Forms must be returned to the Field Trip Office by the last Monday of August. Drivers should call the Field Trip Office at 313-0404 extension 254 for status of available emergency trips between 6:30 a.m. and 8:00 a.m. MNPS two-way radio is not to be used for this purpose. Also, if you can not reach the office, you can also reach field trips at 456-7898.

- j. Encore trips will now fall under the Field Trip rotation schedule.
- k. All Transition drivers that become ill, shall be responsible for selecting a replacement driver from the approved field trip list for the zone to which the Transition driver is assigned, and shall notify the Field Trip Office. Drivers who are assigned Transition trips shall contact the Field Trip office for a list of eligible replacement drivers in their zone. A driver that commits to running a Transition trip for an ill driver and fails to show up for that trip, will be removed from the field trip roster for 30 calendar days for the first offense and removal from the list until the next school year for the second offense. All drivers need to check in and check out with the field trip office when starting an evening field trip or a weekend field trip and completing an evening field trip or a weekend field trip.

502. Trip Driver's Responsibilities

- a. To enforce the bus regulations and policies governing operations and equipment while on activity trips, i.e., overloading, blocking aisle or doors, unsecured equipment, etc. Driver may not transport any guest (this includes spouse, other drivers and children) on any trip without prior approval from the Transportation Manager.
- b. **Driver must have a minimum 66-passenger bus on all field trips, unless another size bus or lift bus is specified by the field trip office.**
- c. Remind chaperons and teachers of the need to stay within the time limits. **Buses must return to the school by 1:30 p.m.**
- d. To ask teacher/chaperon if a passenger list is available in the event of an emergency and the driver must do a headcount of students.
- e. To be at the designated school fifteen (15) minutes before the departure time indicated on the request form. Drivers late for the field trip will be paid from the time they arrive at the school.
- f. Clean inside and outside of bus before each trip.
- g. Always have sufficient fuel to complete the trip upon arrival at the school. Drivers should never be late for a trip because of a fuel stop.
- h. To report any problems encountered to the Transportation Department.
- i. FIELD TRIP REPORT FORM. The driver must personally pick up field trip forms each Friday (or have a letter on file approving a *designee to pick up any trips) from 8:00 am to 11:00 am for scheduled trips a week in advance. Drivers must return all completed field trip forms to the Field Trip Office. Faxing, using school mail or U. S. Postal Service for issuing or returning field trip forms will not be allowed. The form must be returned within three (3) work days after the field trip. Trips received after the cutoff date for payroll will be processed on the next pay period. No extra checks shall be issued for field trips received after the cutoff date. Failure to return the form shall result in a delay in receiving payment for the trip. A delay by a driver in submitting forms shall result in their name being removed from the field trip driver list. **REMEMBER:** mileage is recorded from school and back to school -- not from the driver's home or parking location. **If you have approved a designee to pick up your trip ticket assignment you are responsible for covering the trip at the assigned date and time. Failure to perform your assignment shall result in removal from the field trip roster.*
- j. Drivers shall not hold trip tickets for more than three operating/school work days, for the purpose of receiving a "larger" pay check. **Drivers holding trip tickets past three (3) days period may be removed from the field trip rotation until the paperwork is submitted to the Field Trip office.** There is no exception, and this has been agreed by both Union and management leadership. Remember overtime is a privilege for employees following guidelines, not a right, if the driver does not follow proper procedure. Payroll inquiries regarding field trips should be scheduled in advance with the payroll processing clerk.

- k. When a driver does not report to an assigned field trip the driver shall be removed from rotation for 30 calendar days for the first offense and removal from the list until the next school year for the second offense. **Drivers absent on the day of the scheduled field trip shall notify the Field Trip Office before 7:00 a.m. the day of the field trip. Failure to do so shall result in removal from the rotation as described above.**
- l. No field trip time for overtime pay will begin before 9:00 a.m.
- m. Driver shall use his or her own bus on all field trips, unless the field trip office has approved another type of bus is required. When another size bus is required, the driver shall checkout a spare bus with fleet maintenance.
- n. Driver shall notify driver supervisor, dispatch, and field trip office if a substitute bus is used on a field trip. Drivers shall complete a scratch and dent form when checking out and returning a bus, this includes when a driver is using another drivers bus. If the driver is using another drivers assigned bus, the field trip driver shall make sure the bus is returned fueled and clean. Failure to comply with this shall result in the driver being removed from rotation and shall be ineligible for any other types of extra work, including summer work, until the beginning of the next school year.
- o. Three (3) cancellations or refusal of field trips shall result in the removal from field trips for the remainder of the school year and shall be ineligible for any other types of extra work, including summer work, **(this includes Transition and Encore trips)** until the beginning of the next school year. Exceptions may be made for documented good causes, such as medical treatments or appointments.

RESPONSIBILITY FOR DRIVING THE TRIP. Bus drivers who agree to accept trips are responsible for a pre-trip, dry run and completing the trip assignment. Know where you are going. **For evening and weekend trip, drivers will check in and out with the field trip duty staff member via two-way radio.** Do not depend upon the teacher to know the correct directions.

- p. DRIVER'S RESPONSIBILITY DURING THE TRIP. The safe and expeditious transportation of pupils, school personnel and others is the primary responsibility of the driver. This responsibility extends to being available at the trip destination to provide transportation support to the group. Drivers will remain with their groups at all times unless released by the sponsor, teacher or coach. When released, it will be for a specified time and for travel, no farther than a 5-mile radius for the purposes of obtaining meals. In the event of an emergency, the driver is an important communication source as well as transportation link.
- q. The Field Trip Office and the driver accepting a field trip shall notify the appropriate Driver Supervisor in the event the drivers route must be covered both for morning and evening runs when circumstances requires a run or route to be covered.
- r. A driver may VOLUNTEER for a field trip at any school limited to four (4) per year. The school will not be charged or billed for the trip driver, but will be charged but will be charged for mileage. The driver accepting a volunteer trip will not accept compensation from any source and or be paid "under the table" for such trip. In the event a driver is found to accept other compensation, the driver will be subject to disciplinary action, and immediately removed from the privilege of driving field trips. This includes all Encore, evening, or other trips where a driver in rotation could be compensated. If the trip is outside of normal field trip hours, the volunteer driver's regularly assigned route will not be covered. The volunteer driver may request pay code 05 (leave without pay). Personal Leave or Sick Leave may not be used. If a driver has volunteered for a field trip, the driver should notify their driver supervisor and the field trip office.
- s. Disputes and issues regarding the number of field trips issued to drivers will be accepted only in written complaint form that is provided by the Field Trip Office, and will be returned to the Field Trip Office. A copy of the written concern will be placed in the file of the employee issuing the concern and a copy will be placed in the file of the employee in question. It should be noted that a designated Union employee assist the field trip office as an independent observer and assistant to ensure proper procedures are being observed. In the event a conflict cannot be resolved, this designated Union employee will bring all unresolved concerns to the attention of the Transportation Manager and Director of Transportation.

- t. The field trip office will be responsible for ensuring that a date stamp is accurately recorded on the Field Trip Request Forms or other methods of requesting field trips with the date the request is received in the Field Trip office. Field Trip personnel will initial beside the date stamp. This is to be included on all request for trips.
- u. If a driver receives a field trip that is not in the driver's assigned zone, the driver shall contact field trip office immediately for correction of zone. It is the drivers' responsibility to know their correct assigned zone. Drivers accepting out-of-zone trips repeatedly (more than one per school year) will be removed from field trips for the remainder of the school year. **KNOW YOUR ZONE. Zones are listed in "Appendix L" near the end of this Manual. From time to time due to operational commitment, the field trip office may be required to assign drivers to trips out of their assigned zone.**

503. Evening Programs

- a. Drivers shall complete the Evening Program form to be considered for participation. This form is included in the driver packet issued at the beginning of the school year, or drivers may obtain a copy of the form at the Transportation Office. Drivers will be assigned by the same zone as their field trip zone, and by seniority within their zone. When the list of zoned drivers has been exhausted, then out of zone drivers may be assigned by seniority. When there is a lack of zoned drivers or out of zone drivers available, Transportation may make assignments as necessary. Two or Three drivers will be assigned per bus, per school depending upon the availability of drivers applying and the need of the program. *Members of the same household are not allowed to run the same program from the same zone school. This is for the purpose of ensuring the route will be covered in case of a family emergency. This insures the alternate driver is not a household family member.
- b. The drivers will rotate every four working days.
- c. Drivers absent from this program will not be allowed to make up days missed. A driver absent from this program cannot utilize any sick, personal, or any other type of leave in lieu of payment for driving the program.
- d. Drivers who are absent for their scheduled **afternoon** routes cannot participate in the evening program. The driver shall contact one of the other two drivers to notify them that they will be needed to drive.
- e. **If a driver is going to be absent, the driver will first contact the dispatch office, and coordinator for the evening program then one of the other approved drivers for their school if none are available, then recruit from the list of evening drivers, if no evening drivers are available from the evening program recruit from the complete driver corps** The replacement driver shall confirm with the dispatch office that they are scheduled to drive. In the event the replacement driver fails to drive or show up for the evening program, that driver will be immediately removed from the program and will not be allowed any extra work or field trips until the beginning of the next school year.
- f. The drivers' absenteeism for this program will be monitored, and drivers that do not show a commitment by good attendance could be removed from participation in the program.
- g. All evening drivers will be responsible for initially routing students, and maintaining current written route sheets on an ongoing basis. Evening Dispatcher and Coordinator of evening programs will be provided updated copies of all routes, and personal information including a current phone number. Drivers shall share route sheets with other drivers assigned to that route. Drivers failing to keep route sheets updated and mandatory **sharing** with other drivers assigned to the route shall be removed from the program and shall not be allowed any extra work or field trips until the beginning of the next school year.
- h. **Transportation Department employees will adhere to all department and MBOE policies and procedures.**

- i. Drivers accepting evening programs must be prepared and committed to this program. Drivers may not change from one school or evening program to another. A driver may only be assigned one evening program at a time. Driver shall remain at their assigned school all year, unless the program has been discontinued. There shall be no bumping by seniority of other drivers assigned to a program, regardless of seniority. **Drivers that resign from the evening programs will not be eligible for extra work; which will include field trips, shop work, or other extra types of work. There will be no exception.** In the event the program is discontinued, the driver will have the opportunity to accept other evening programs, if available.
- j. It is the drivers responsibility to notify the dispatch office when they have no students riding. The driver must keep dispatch informed of the number of students actually riding the evening program bus. Drivers are required to be at the assigned school for evening runs and will not go home until notifying dispatch in the event there are no students riding that evening. Drivers not showing up for evening runs and/or not notifying dispatch when students are not riding will be immediately removed from participation in the program, and will not be allowed any extra work or field trips until the beginning of the next school year.
- k. All evening program driver shall notify dispatch via two-way radio upon arrival at their assigned school, and shall notify dispatch when they arrive at their parking location. This allows dispatchers to know if a driver does not show up and that all buses are safely off the road.
- l. Drivers shall not depart campus until 5 minutes after the dismissal time of their program, or unless released by the school administration.
- m. Drivers shall keep dispatch and driver supervisors informed of all problems related to the evening programs, which includes no school officials on site for loading of students. Drivers shall notify supervisors and dispatchers of all new students or when a school assigns a student without proper notification. Drivers shall notify dispatch and supervisors of any out of zone students they are requested to transport.
- n. The evening program will have three dispatchers that rotate every four days. Dispatchers will be responsible for assisting evening trip drivers with problems and staffing two-way radios. The dispatcher will be responsible for logging all payroll for evening program and ensuring paperwork is submitted to the Payroll Clerk. Dispatchers will handle covering routes when a driver fails to report for their evening run. Dispatchers shall contact the program supervisor in the event of an emergency and notifies the on call safety investigator in the event of an accident. The three dispatchers will be responsible for creating the work calendar for each driver, and will provide a copy to all driver supervisors, safety investigators, and coordinators.

504. Special Regulations for Field Trips and Summer Driving or Work

- a. Bus drivers will not make any unscheduled stops. Drivers are to transport students only to and from the destination indicated on the approved request form. Schools cannot change the designation of the trip unless the Department of Transportation gives approval.
- b. Drivers will not stop the bus at restaurants, unless prior approval has been made with the Department of Transportation.
- c. Drivers will not make any unauthorized trips.
- d. It is the teacher's **and** the driver's responsibility to maintain discipline on the bus.
- e. Summer driving will be determined by seniority and attendance for the current school year.
- f. Summer driving and summer work forms can be obtained from the Director's office from January 1 to the last day of February for enrollment. The driver must complete a separate form for each type of work. The completed form **MUST** be returned to the Director's Administrative Assistant; do not give the request to driver supervisors or other office staff. **Request for office work must be submitted on an approved form.** Assignments will be based upon seniority and attendance record. The employee applying for work must be **qualified** to perform the job.

- g. **Enhanced Option Schools – continuance in same position: This position will follow the guidelines of the Support Staff Handbook.** Drivers who are assigned to Enhanced Option schools will drive only the regular school year. The extended portion of the Enhanced Option school year will be assigned as summer work, at the driver's regular rate of pay. In order to be eligible to drive Enhanced Option routes after the regular school year ends, the driver must sign up for summer work.

505. Procedure for Posting Part-Time/Temporary Operational Assignments

In the event that the Transportation Department has part-time work assignments either in the transportation office or shop, the following procedure will be followed:

1. Work assignments will be posted on the bulletin board so that all drivers have an opportunity to apply. The job posting shall state: "Rotational part-time temporary work assignment on an as needed basis." The posting shall be open for five (5) operating days.
2. The posting shall identify the type of work stating the days and hours
3. Selection will be based upon the following:
 - a. Applicant's ability to do the job
 - b. Applicant's ability and history of dealing with confidential matters
 - c. Applicant's attendance record
 - d. Years of Service; selection for office work may not solely be based upon seniority
4. The current part-time work assignments that will require this posting will include, but not be necessarily limited to the following:
 - a. Dispatcher for EVENING Programs

This type of part-time work will be scheduled on a rotating basis, which will be rotated between three employees per part-time work assignment if enough drivers are available. Each section manager will decide the rotation period four (4) operating days, which will be equally divided between the three rotating employees for each work assignment. In the event one of these employees is absent, it will be the responsibility of the absent employee to contact one of the other employees within their group to cover the work assignment. The absent employee will notify the section manager of the absence and who will be covering for the absence. Drivers may not work on the part-time job on the days that they are absent from driving their assigned route. Absenteeism will be monitored, and if a pattern of chronic absenteeism develops, the driver will be deassigned from this work assignment. **Drivers selected and who accept part-time work shall not be eligible for activity or field trips.**

The procedure outlined above shall not apply to any vacant, interim, or acting 12-month employee positions within the department. All interim or acting positions will be posted for current employees to apply. The Director of Transportation or designee shall appoint all interim or acting positions based upon applicants' qualifications, work and attendance records. Vacant full-time positions will be posted and selection will be made in accordance with MNPS Human Resources procedures.

Driver trainers will not be eligible for field trips, evening program, or summer work other than driver training. This is based upon the availability of overtime awarded to driver trainers throughout the year.

506. Criteria and Responsibilities for Bus Monitors

- a. Assist the driver with pre-trip inspections according to guidelines
- b. Assist the driver with post-trip inspection, checking for students that might remain on board
- c. Observe students' behavior and conduct while aboard the school bus
- d. Assist driver with student load management

- e. Maintain accurate and up-to-date records regarding student management
- f. Document students' behavior and disciplines according to District rules and guidelines as needed; meets with principals, parents, students, and assigned supervisor to resolve behavior problems.
- g. Assist driver with student disciplinary forms as needed.
- h. Monitors are to be positioned from middle to rear of bus to observe student behavior, unless directed otherwise
- i. Monitors will aid the driver during inclement weather or other emergency situations.
- j. Monitors will be rotated to new bus assignments as needed.
- k. Monitors must report daily absences to their assigned supervisor and current assigned driver.
- l. Monitors must maintain current CPR and CPI certification training.
- m. Monitors must be knowledgeable of regulations in *Procedure and Drivers' Manual*.
- n. Monitors are required to report for daily work assignments at 5:30 a.m. and 1:30 p.m.
- o. Monitors are required to be at designated pick-up or stand-by location for daily work assignments. It is the Monitors responsibility to report to their work assignment location. Drivers and Monitors will determine a rendezvous point. In the event there is a conflict between the driver and monitor, the Coordinator will determine a rendezvous location.
- p. Monitors must adhere to departmental policies regarding dress code and appearance.

The monitor's function is to assist the driver, who has primary responsibility for the operation of the bus.

SECTION III

METROPOLITAN NASHVILLE PUBLIC SCHOOLS DEPARTMENT OF TRANSPORTATION FLEET MAINTENANCE OPERATION PROCEDURES

There are two fundamental types of component maintenance, "preventive" and "corrective". Preventive maintenance is carried out at predetermined inspection intervals, typically based on accumulated mileage, or other prescribed criteria. This type of maintenance is intended to reduce the likelihood of the in-service failure of components by anticipating their failure. The Metropolitan Nashville Public Schools mandates all school buses shall be inspected monthly, (every 20 operating days) by the system's fleet maintenance personnel.

Corrective maintenance is carried out to repair a part or component after it has failed. During preventive maintenance inspections, fluids and filters are changed based upon mileage, safety components are checked, and adjustments are made. All other maintenance is executed on a corrective basis.

A. Fleet Operations

Reporting Mechanical Related Problems

1. For scheduled service and major repairs, the driver should park the bus in the assigned parking location and bring key and odometer reading to the Service Writer's window. For small repairs (i.e. lights, fans, wipers, horns), the driver should proceed to the Fast Lane bay located at the north end of the shop facility.
2. Complete Corrective Work Order Form located at the Service Writer's window (or Fast Lane, if applicable).
3. Pick up keys from the Service Writer's window after work is complete.
4. Driver should check at the Service Writer's window for another bus, if work has not been completed.
5. Drivers will report defective buses immediately. This is to include lights, radios, tires, and any exterior or interior damage. Remember it is the driver's responsibility to bring the bus to the repair facility as necessary. Note: For example: a clearance light not working is hazardous and needs to be repaired the same day. These items should be noted on the required Pre-Trip Inspection.
6. Bus work that has not been completed in a timely manner should be reported, by the driver, to the Service Writer.

B. Safety and Pre-trip Inspection

Please observe the fifteen-mile per hour (15 M.P.H.) speed limit (Maximum) while on the Transportation yard.

Drivers **shall** complete the required CDL pre-trip inspection before each route. Driver **shall** note any defects on the Vehicle Inspection Form. This form **shall** be completed at the time of the pre-trip inspection. The pre-trip inspection is required by the Tennessee Department of Safety and is included in the MNPS School Bus Driver Training Program. In the event a driver has questions regarding the correct pre-trip inspection, the driver shall contact the MNPS Driver Trainer for assistance.

This inspection includes checking that the following vehicle systems are in working order:

- Service brakes, including air hose couplings
- Parking brake
- Steering mechanism
- All lights and reflectors
- Tires are properly inflated and has a minimum of 4/32 (1/8th inch) of tread on each tire
- Horn
- Windshield wiper or wipers
- Rear-view mirror or mirrors
- Wheels and rims
- Emergency equipment
- Vehicle fluid levels (engine oil, transmission fluid, power steering fluid, wiper fluid)

- All fluids will be checked on each service day. Any discrepancies will be reported to the Driver Supervisor.
- VCR/Video Recording Device is operating
- Two-way Radio is operating
- GPS Unit has not been tampered with and is operating
- Interior of the bus to ensure rider safety
- Aisles and stairwells are to always be clear
- Handhold and hand railings
- Floor covering
- Signal devices, emergency buzzer
- Emergency exit handles and buzzer
- Seats – All seats must be securely fastened to the bus
- Fire extinguisher and emergency reflectors
- Driver's seat and seat belt

Buses backing on the Transportation yard have the right of way over vehicles that are on coming.

Due to safety hazards and OSHA regulations, only authorized employees are allowed in the shop area. Drivers and assistants are not authorized in the shop area. Drivers are only allowed at the Service Writer's window, Fast Lane area, or the break room area. NO EXCEPTIONS

Drivers shall not have trash cans on the bus that are larger than eight quart, and must be made of plastic and must be round. Trash cans must be attached to an approved location by a bungee cord. Trash cans may not block any aisle or fire extinguisher.

Drivers may not attach any items to the bulkhead of the bus. No items may be placed in the windshield, window, door or dash areas, or any other areas that would obstruct the vision of a driver.

Bodily fluid cleanup kits and first aid kits may not be moved from the location in which they were installed from the manufacturer. **If the kit has been used, it is the driver's responsibility to obtain a refill or new kit from Fleet Maintenance.**

The installation of radios, speakers, speaker wires, and other equipment must be installed under the direction of the Floor Shop Foreman. Unauthorized equipment will be removed and returned to the driver.

C. Cleanliness of Bus

It is the driver's responsibility to maintain the cleanliness of the interior and exterior of the school bus. Drivers must not sweep trash (litter) on any school lot, transportation lot or other location. Disposal of trash should be placed in a proper trash receptacle. Drivers are required and paid one day for end of the year bus cleaning. The bus will be thoroughly washed and cleaned outside and inside, including the buses exterior top. Driver shall remove any labels the drivers has installed over occupant windows. Do not remove any labels installed by MNPS, Department of Safety, or the bus manufacturer. Drivers shall not spray Armor All or other silicone based protectants on bus floors. Buses will be inspected for cleanliness at the time buses are turned in for the summer. Buses not thoroughly cleaned will be rejected and the driver will be required to correct any and all cleaning deficiencies.

Each month when buses arrive for monthly service, fleet maintenance personnel shall inspect the bus for cleanliness and will report dirty and un-kept buses to driver supervisors for appropriate action. Progressive discipline will be as follows:

First Occurrence: Letter of Counseling and bus must be cleaned

Second Occurrence: Letter of Reprimand and bus must be cleaned and loose bus if less than three years old and will be reassigned an older bus.

Third Occurrence: Disciplinary Hearing with the Director of Transportation or designee, which shall result in termination.

D. Bus Wash System

The Fleet Maintenance section will drive the bus through the bus wash on scheduled maintenance day, providing good weather conditions exist and bus wash is operating properly. Only Fleet Maintenance personnel are authorized to operate the bus wash. Bus Drivers shall not operate the bus wash system. The department is not attempting to keep drivers from using the bus wash, but due to the visibility conditions while the bus wash is in operation, only experienced personnel should operate the system. Fleet Maintenance will determine the operating hours for the bus wash. **The bus wash will not be utilized for the end of year clean up of school buses.**

E. Spare Fleet

The spare bus fleet has been established to support the maintenance effort within the department and extra-curricular activities. Fleet maintenance personnel supervise the spare bus fleet. The same procedure is used as outlined above for reporting needed repairs. In the event a driver is assigned a spare, the driver will check for the cleanliness of the bus prior to departure. The driver assigned the spare is responsible for the cleanliness and fueling of the bus upon returning from the trip. Drivers assigned a bus from the spare fleet are responsible for ensuring that the spare bus is present at Transportation for scheduled service. Driver should refer to the bus service schedule to determine date and time for such services. **Driver must complete a Scratch and Dent Report when checking out a spare bus.** This is to protect the driver from being accused of causing damage not previously reported. The driver is responsible for sweeping and fueling the spare bus. The driver shall fuel the spare bus upon returning to the shop and forward the fuel receipt to the Service Writer's window. When issued a spare bus, the driver shall ensure that the route number placard displays their correct route number. When returning the spare bus, the driver will return the bus to the rear service entrance at the service write-up area for inspection by Fleet Maintenance staff. After the inspection, the driver shall park the spare bus in the designated parking area. **Note: Any discrepancies noted must immediately be corrected, if not, fleet maintenance personnel will report this offense to the Driver Supervisor for corrective action. Drivers failing to fuel or clean the substitute or another drivers assigned regular bus. Drivers using another drivers bus on route, shall notify their driver supervisor, dispatcher, and fleet maintenance department.**

First Occurrence: Letter of counseling and driver will clean and fuel bus,

Second Occurrence: Letter of Reprimand and driver will clean and fuel bus,

Third Occurrence: Disciplinary Hearing with the Director of Transportation or designee, which shall result in termination.

F. Fueling Station

1. Buses Parked at Transportation

Drivers should keep between $\frac{1}{2}$ to $\frac{1}{4}$ of a tank of fuel at all times. Under no circumstances should a driver allow the fuel to go below $\frac{1}{4}$ of a tank. This is essential to the readiness of the operation of the bus. No personal vehicles may be parked on the lot or in assigned bus parking spaces overnight without prior approval.

When fueling the bus, no one other than the driver is permitted inside the bus. Drivers are not to leave nozzle in the fuel tank unattended. When in line to fuel, driver will remain with the bus until fueling is complete, and the bus is parked.

2. Buses Parked at Home

It is the responsibility of the driver who parks the bus at home to fuel their assigned bus at an authorized fuel location.

G. Winter Weather

The Metropolitan Nashville Public Schools bus fleet is comprised of diesel engines. The newer diesel engines utilized in school bus operations require little idle time to reach normal operating temperature. Extended idling can result in engine carbon build up and possible subsequent engine damage. Do not idle the engine longer than 30 minutes when possible. All school buses will be connected or plugged to an electrical outlet during November 1st to April 1st. No Exceptions!

H. Service Maintenance Schedule

The service maintenance schedules are located in the Drivers Packet, Dispatch, and the Write-up desk. All drivers must adhere to the bus maintenance schedule, regardless of whether it is a substitute bus. A driver requesting to reschedule service will request an alternative service date through the Fleet Maintenance office, not the Driver Supervisor.

Service schedules may not be changed due to field trips. Drivers accepting a field trip on the scheduled service day will make arrangement in advance to use another driver's bus, or request a spare from fleet maintenance, if a bus is available.

Failure to comply with the maintenance schedule will result in the following.

- First Offense: Letter of Counseling
- Second Offense: Letter of Reprimand and driver will forfeit home parking privileges and will park on the Transportation lot for (5) five days. Driver must sign in and out with on duty driver supervisor no later than 5:15 a.m. and the end of the morning run, also 1:15 p.m. and the end of the working day.
- Third Offense: Disciplinary Hearing with the Director of Transportation or designee, which may result in termination

A driver will not be granted a voluntary suspension in lieu of parking on the Transportation Lot. There will be no alternative to parking on the lot, no exceptions. Drivers who continue to violate this procedure from year to year will be subject to disciplinary action.

I. Fast Lane

The department has established a fast lane for the purpose of making small and minor bus repairs. Drivers may receive engine oil, transmission fluid, and other vehicle fluids during operating hours from the fast lane. **Drivers must sign for any vehicle fluids.**

The fast lane hours are: 5:00 a.m. – 11:00 a.m. The fast lane cannot accept any repairs that will last longer than twenty (20) minutes. Jobs requiring longer than twenty (20) minutes will be referred to the Service Writer for scheduling repairs. Drivers arriving prior to 11:00 a.m. and are in line by 11:00 a.m. will be seen. The fast lane mechanic will place a cone at the rear of the last bus in line at 11:00 a.m. Drivers arriving after 11:00 a.m. will report to the Service Writers Desk for assistance.

Appendix A

Metropolitan Nashville Public Schools Harassment Policy, #5100

I. POLICY STATEMENT

The Metropolitan Nashville Board of Public Education is committed to safeguarding the right of all students and employees within the school system to learn and work in an environment that is free from all forms of harassment and sexual harassment. It is the policy of this school system to maintain a learning and working environment that is free from harassment of any type. The school system prohibits any form of sexual harassment and harassment based upon age, religion, marital status, creed, disability, or race/national origin.

It shall be a violation of this policy for any student or employee of this school system to harass a student or an employee through conduct or communication in any form as defined in this policy. Infractions of this policy shall be punished as provided herein.

Harassment is a form of discrimination. Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 require school districts to have officially adopted policy statements of nondiscrimination on the basis of sex, disability, national origin, and race.

II. DEFINING HARASSMENT

Sexual harassment is a form of sex discrimination and consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct of a sexual nature when:

- (A) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a student's grade, credit, or admission to or participation in a student activity; or
- (B) Submission to or rejection of such conduct is used as a basis for educational decisions affecting that student; or
- (C) Such conduct interferes with the student's work performance or creates an intimidating, hostile, or offensive learning environment.

Sexual harassment can include, but is not limited to: sexual advances; verbal harassment or abuse; subtle pressure for sexual activity; touching of a sexual nature including inappropriate patting or pinching; intentional brushing against another person's body; demands for sexual favors; graffiti, posters, cartoons, caricatures, and jokes of a sexual nature; playing sexually explicit audio/video tapes; sex-oriented verbal kidding or abuse, and; spreading rumors about or rating another person's sexual activity or performance.

Harassment on the basis of age, religion, marital status, creed, disability, or race/national origin is a form of discrimination and consists of conduct or communication, submission to or rejection of which; is made either explicitly or implicitly a term or condition of a student's grade, credit, or admission to or participation in a student activity; is used as a basis for educational decisions affecting that student, or; interferes with the student's work performance or creates an intimidating, hostile, or offensive learning environment.

III. REPORTING HARASSMENT

Any student who believes that he or she is the victim of harassment, or who witnesses harassment, should report the harassment. Students, or their parents or guardians, may report harassment to any one or all of the following:

- (A) The student's teacher;
- (B) The principal or principal/designee of the student's school;
- (C) The Title IX Coordinator; and/or
- (D) The Personnel Department.

IV. PROCEDURES

Allegations of harassment by students shall be fully investigated by the principal or principal/designee of the school from which the allegation arose. Confidentiality of students and employees shall be maintained, to the extent possible, during any investigation of alleged sexual harassment. All allegations of student to student and student to employee harassment shall be forwarded to the principal(s) of the students' school(s). Students found to have engaged in harassment shall be promptly and appropriately disciplined. Disciplinary action may be taken up to and including suspension and expulsion.

Alleged harassment of a student by an employee shall be fully investigated by the Personnel Department and/or the Title IX Coordinator. Confidentiality of students and employees shall be maintained, to the extent possible, during any investigation of alleged harassment. All allegations of employee to student harassment shall be forwarded to the principal(s) of the student's and the employee's school(s) unless the principal is alleged to be involved in the harassment. In the event that the principal is involved in the alleged harassment, the allegation shall be forwarded to the Tier Director of the school. Employees found to have engaged in harassment shall be promptly and appropriately disciplined. Disciplinary action may be taken up to and including dismissal.

Principals are responsible for conducting activities within his/her area of responsibility in a manner which will ensure compliance with this policy. Principals are responsible for ensuring that students are aware that they have a right to be free from harassment and that there are procedures for investigating harassment.

Written reports of all allegations of harassment shall be kept as provided in Administrative Guidelines implementing this Policy.

V. RETALIATION

Retaliation of any kind against a student or employee who, in good faith, reports a claim of harassment will not be tolerated. Any student or employee found to have engaged in retaliation will be promptly and appropriately disciplined. Discipline of a student may be taken up to and including suspension or expulsion. Discipline of an employee may be taken up to and including dismissal.

VI. NOTICE

A copy of the foregoing policy will be published in the Board of Education Policy Manual, shall be included in the Code of Student Conduct, and shall be posted in the School District's administrative offices and in a conspicuous place in each school building. Postings of the policy shall include the name, address, and telephone number of the Title IX Coordinator. Questions concerning the interpretation of this policy should be directed to the Title IX Coordinator.

VII. EMPLOYEE HARASSMENT POLICY

An Employee Harassment Policy, which outlines the procedures by which employee complaints of harassment shall be reported and investigated, is located at #4001 in this Policy Manual.

Board Approved: 1/28/92
Revised: 1/27/98

Appendix B

Metropolitan Nashville Public Schools Bullying and Harassment Policy, #0500

The Administration of Metropolitan Nashville Public Schools prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

Definition

"Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:

- physically harming student
- damaging student's property
- creating a hostile educational environment

A student shall not exhibit conduct that has the purpose or effect of unreasonably interfering with another student's academic development or creating an intimidating, hostile or offensive learning environment.

A student shall not engage in conduct such as drawing inappropriate, unwelcome or cruel cartoons or caricatures, making cruel or inappropriate jokes, or any conduct that could be considered verbal or physical abuse either in person or through the use of email, instant messaging, blogs, or other digital media communication tools.

Responsibility of Administration

Intimidation or bullying should be reported to any staff member who must report the incident to the principal. The principal must take prompt action to prevent further harm. School employees should report acts of 'harassment, bullying or intimidation' to the school principal. School employees, students or volunteers are prohibited from retaliating against witnesses or victims reporting such acts. School administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

Treatment of Offenses

School personnel should conduct a thorough investigation that includes questioning all persons involved. Documentation recording each event should include:

- Obtaining written statements from all students and other witnesses (i.e., teachers, counselors, etc.) involved
- Recording contact with parent
- Prescribing an intervention, dependent upon severity of instance and number of offenses

Disciplinary action may range from loss of certain privileges to in-school or out-of-school suspension.

References/Authority

T.C.A. 49-6-10

Date Published

January, 2006

Appendix C

Emergency Evacuation

Due to the increased number of students being transported and the increase in extracurricular trips, there is greater likelihood of an accident or mechanical breakdown. While an accident or mechanical breakdown in and of itself does not require that the bus be evacuated, other collateral factors could require an emergency exit.

There exists a need to instruct students on how to properly vacate a school bus in case of an emergency. Without proper instructions and drills, it is possible for students to panic and jam emergency exits by trying to exit at the same time. In order to avoid such a situation, the local school system should organize and conduct emergency evacuation drills for all students.

Reason for actual emergency evacuations:

- Fire or danger of fire. The bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Students should move to a safe place at least 100 feet or more from the bus. Being near an existing fire and unable to move away or being near the presence of gasoline or other combustible material should be considered as "danger of fire," and students should be evacuated.
- Unsafe position. In the event that a school bus is stopped due to accident, mechanical failure, road conditions, or human failure, the driver must determine immediately whether it is safe for students to remain in the bus or to evacuate.
- Railroad. If the final stopping point is in the path of any train or adjacent to any railroad tracks, the driver must evacuate.
- Danger of collision. If the position of the stopped bus is such that there is danger of collision, the driver must evacuate. In normal conditions, the school bus should be visible for a distance of 300 feet or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.
- Danger of conditions changing. The stopped position of the school bus may change and increase the danger. If, for example, a bus should come to rest near a body of water or where it could still move and go into the water or over a cliff, it should be evacuated.

Important factors pertaining to school bus evacuation drills:

- Safety of students is of the utmost importance and must be considered first.
- Emergency evacuation drills should be supervised by the principal or by persons assigned to act in a supervisory capacity.
- The bus driver is responsible for the safety of the students.
- School bus evacuation drills should be organized in a manner similar to fire drills. Drills should be held at least once in the fall and once in the spring.
- Evacuation drills should be held on school property and not on the bus route.
- Each of the three basic types of emergency evacuation drills should be conducted.
- Do not permit students to take lunch boxes, books, etc., with them when they leave the bus--getting the students off safely in the shortest time possible and in an orderly fashion is the objective.

- Students should go to a distance at least 100 feet from the bus in an "emergency drill" and remain there as a group until given further directions by the helpers.
- All students should be instructed in the proper safety precautions while riding the bus and in emergency evacuation drill procedures.
- Instruct helpers in how and where to get help. Instructions and telephone numbers should be posted or carried in the school bus.

Three basic types of emergency evacuations drills:

- Everyone exits through the entrance door.
- Everyone exits through the rear emergency door.
- Front half exits through entrance door and rear half through the rear emergency door.

Appendix D Bus Conduct Rules

1. Bus Driver may assign seats
2. Be courteous, use no profane language
3. Do not eat or drink on the bus, keep bus clean
4. Violence is prohibited
5. Remain seated
6. No Smoking
7. Keep head, hands and feet inside bus
8. Do not destroy property
9. For your safety do not distract the driver through misbehavior
10. Cross in front of bus, never behind, make sure all traffic stops
11. Don't ask driver to let you off the bus at stops other than your own
12. Go directly to your home
13. Students may not use cell phone on school buses
14. Students shall adhere to the Student Code of Conduct and Related Policies while on all MNPS school buses

Appendix H
Special Education Bus Evacuation Checklist
(checklist must be kept on bus)

Bus # _____

Occurrence

Options

Emergency

Use Radio to Communicate
(or) Without Radio Communications

Radio Dispatch for Instructions

Remain on Bus (or) Begin Evacuation Procedures

No Radio Communication
(*driver's decision*)

Remain on Bus (or) Begin Evacuation Procedures

If Remaining on Bus

Follow Procedure in Manual (and) call for help

If Evacuating,

Put Out Window - Medical Records, Mic, (and) Locate Extinguisher, First Aid Kit, (and) Secure Belt Cutter on your Person. Supervise Students

Selected Order of Evacuation

Child's Name

AMB or W/C

Child's Ability to Evacuate Self

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

(if more students, continue on reverse)

Evacuate

With Lift Power (or)
Without Lift Power

If With Lift Power
(Order Of Evacuation)

W/C Children Evacuated (and)
AMB Children Evacuated

If Without Lift Power
(Order Of Evacuation)

Gently Remove Child From W/C, Always
Protecting Neck and Head. Evacuate. Supervise
Evacuation of Students

Appendix I

Metropolitan Nashville Public Schools Transportation Job Description

Job Title: School Bus Driver
Job Code: 5155
Pay Grade: 06
FLSA Category: Non-Exempt

Job Purpose: Transports children safely to and from school, fosters and safe environment on bus; compiles and maintains accurate and current records to ensure efficient and safe operations for the Board of Education.

Education and Experience: High School graduate or equivalent. One or more years of equivalent or related experience, knowledge of basic mechanical maintenance for vehicles. Must possess Commercial Drivers License with Passenger and School Bus endorsements.

Physical Effort: Must pass a yearly DOT physical and carry a DOT Health Card. Must have the ability to simultaneously concentrate on multiple tasks. Ability to work in varying weather conditions. Must be able to sit up for three (3) hours. Must be able to lift up to 40 pounds.

Mental Effort: Must be able to work in a noisy environment with constant interruptions; must deal with disgruntled individuals on a regular basis. Ability to work independently, able to communicate orally. Establishes and maintains effective working relationships with others. Ability to operate a vehicle safely, effectively discipline students with proper notification to principal.

Essential Job Functions: Transports children safely to and from school; fosters and maintains safe environment; drives route accurately and efficiently; observes and obeys all traffic rules and regulations; follows and obeys all policies and procedures established by the Board of Public Education to ensure efficient transportation and delivery operations. Follows assigned safety rules; inspects bus for safety items before each morning and afternoon run by following checklist.

Performs pre-trip and post-trip inspections, checking for students that might remain on board, in accordance to Federal, State and local guidelines. Monitors and replaces parts when necessary; notes any damage of vehicle alterations to ensure safe vehicle operations for the School District.

Sweeps cleans and washes vehicle; removes lost or left over items from bus and returns to lost and found when applicable; maintains clean and sanitary environment to ensure a healthy and safe atmosphere.

Maintains accurate and up-to-date records and route descriptions inspects vehicle regularly and performs basic maintenance functions in order to maintain professional and safe transportation for the Board of Public Education. Must obey Federal, State and local rules and regulations pertaining to safe operation of school bus.

Must keep and maintain a valid Commercial Drivers License with both Passenger and School Bus endorsements with no more than 8 points against driving record. Must remain drug and alcohol free in accordance with Federal, State and local guidelines.

Monitors children and discipline according to District rules and guidelines when required; meets with principals, parents and children to solve behavior problems as necessary and keeps disciplinary records current to ensure accurate records management for the Board of Public Education.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Appendix J

Metropolitan Nashville Public Schools Transportation Job Description

Job Title: School Bus Monitor
Pay Grade: 04
FLSA Category: Non-Exempt

Job Purpose: Assists the driver with student management aboard the school bus; monitors student conduct and behavior; serves as bus monitor to ensure student safety

Education and Experience: High School graduate or equivalent. One (1) or more years of equivalent or related experience.

Physical Effort: *The physical demands are representative of those that must be met by an employee to successfully perform the essential function of this position. Ability to work in varying weather conditions. Ability to stoop, bend, climb and crawl as needed. Must be able to sit for three (3) hours. Must be able to lift, carry and handle up to 40 pounds.*

Work Environment: *The environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.*

- Essential Job Functions:
1. Assist with pre-trip and post trip inspections according to guidelines
 2. Performs pre-trip and post-trip inspection checking for students that might remain on board
 3. Monitors student behavior and conduct while aboard the school bus
 4. Assist driver with student load management
 5. Maintains accurate and up-to-date records and route descriptions while adhering to safe school bus operation as required
 6. Monitors children's behavior and disciplines according to District rules and guidelines as needed; meets with principals, parents, and children to resolve behavior problems
 7. Assists driver with student disciplinary forms as needed
 8. Other duties as assigned

Qualifications/Requirements: *The requirements listed below are representative of the knowledge, skill and/or ability required.*

- Knowledge of bus safety regulations and traffic laws
- Knowledge of basic vehicle mechanical maintenance
- Ability to deal with disgruntled individuals on a regular basis
- Ability to work independently
- Effective oral communication skills
- Ability to safely operate motorized vehicle
- Must comply with Federal Department of Transportation guidelines and Board of Education policies for CDL (Commercial Driver License) holders (position does not require CDL)
- Establishes and maintains effective working relationships
- Ability to successfully obtain Crisis Intervention Certification (Internal Training)

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Appendix K

Transporting the Pre-Kindergarten (Pre-K) Student on a School Bus

- The local education agency (school system) may transport the 4 year old Pre-K student on the school bus. If Pre-K students are transported on the school bus, the local school system's transportation policy for the safe operation of school buses, mandated by Rule 0520-1-5-.01(6), must include procedures to ensure the safety of the 4 year old children. As defined in Rule 0520-12-1-.06(8), the transportation policy and practice must address child safety on entering the vehicle, child safety during transport, supervision during transport, time in transit and child safety on exiting the bus.
 1. The school bus drivers must receive training in the transportation policy and procedures, amended to include the safety of transporting Pre-K children.
 2. The school bus driver must maintain an attendance roster for the Pre-K children entering and exiting the bus.
 3. The school bus driver must check the bus to be certain that no child is left unattended on the school bus.
 4. The Pre-K program must have a process in place for an adult to meet the children at the bus and escort them to the Pre-K classroom.
 5. On the return route the school bus driver must not leave a Pre-K child at the child's home or bus stop unless the parent/guardian is present on the same side of the road as the exit from the bus. If the parent/caregiver is not present, the Pre-K student is not to exit the bus and the school bus driver is to follow the process/policy developed by the school system and the local DCS office and /or/Police/Sheriff's office.
- If more than 10 four (4) year old pre-kindergarten students are transported on the same bus, an adult attendant should be present to maintain an adult:child ratio of 1:10 for the pre-kindergarten population.
- Any 3 year old child, participating in the preschool, must be in the proper child restraint as mandated by T.C.A. §55-9-602(a) (2) during transport.
- No pupil shall be allowed to remain in transit to or from school on a school bus more than one and one-half (1 ½) hours in the morning and one and one-half (1 ½) hours in the afternoon as mandated by T.C.A. § 49-6-2105.

Appendix L
Metropolitan Nashville Public Schools
Field Trip Zone List

Zone 1

Antioch High
 Antioch Middle
 Apollo Middle
 Norman Binkley Elem
 Carter-Lawrence Elem
 Cole Elem
 Crieve Hall Elem
 Croft Middle
 Thomas Edison Elem
 Fall-Hamilton Elem
 Glenciff Elem
 Glenciff High
 Glendale Elem
 Granberry Elem
 Haywood Elem
 A.Z. Kelley Elem
 Kennedy @ Marshall Middle
 Lakeview Elem
 Maxwell Elem
 McMurray Middle
 J.E. Moss Elem
 Mt. View Elem
 Murrell
 Nashville School of Arts
 Oliver Middle
 Overton High
 Paragon Mills Elem
 Robertson Academy
 Rosepark Middle
 Shayne Elem
 Tusculum Elem
 Una Elem
 Whitsitt Elem
 Wright Middle

Zone 2

W.A. Bass Middle
 Bellevue Middle
 Brookmeade Elem
 Buena Vista Elem
 Charlotte Park Elem
 Cockrill Elem
 Creswell Middle
 Eakin Elem
 John Early Middle
 Gower Elem
 Julia Green Elem @ Stokes
 Harpeth Valley Elem
 Harris Hillman
 Head Middle
 H.G. Hill Middle
 Hillsboro High
 Hillwood High
 Hull-Jackson Elem
 Martin L. King High
 McCann Alt. Center
 McKissack Prof. Dev.
 MNPS Middle College High
 J.T. Moore Middle
 Park Avenue Elem
 Pearl Cohn High
 Percy Priest Elem
 Smithson-Craighead Elem
 Sylvan Park Elem
 Martha Vaught Middle
 West End
 Westmeade Elem

Zone 3

Margaret Allen Middle
 Cameron Middle
 Dodson Elem
 Donelson Middle
 Dupont Elem
 Dupont Hadley Middle
 Dupont Tyler Middle
 Glengarry Elem
 Glenview Elem
 Hermitage Elem
 Hickman Elem
 Hume-Fogg High
 Andrew Jackson Elem
 Ruby Major
 McGavock Elem
 McGavock High
 Johnson
 Napier Elem
 Neelys Bend Middle
 Pennington Elem
 Stanford Elem
 Tulip Grove Elem
 Two Rivers Middle

Zone 4

Amqui Elem
 Bailey Middle
 Jere Baxter Middle
 Bellshire Elem
 Bordeaux Elem
 Brick Church Middle
 Caldwell Early Childhood
 Chadwell Elem
 Cohn Alt.
 Hattie Cotton Elem
 Cumberland Elem
 Dalewood Middle
 Dan Mills Elem
 East
 Ewing Park Middle
 Gateway Elem
 Glenn Elem
 Goodlettsville Elem
 Goodlettsville Middle
 Gra-Mar Middle
 Alex Green Elem
 Haynes Middle
 Cora Howe Elem
 Hunters Lane High
 Inglewood Elem
 Joelton Elem
 Joelton Middle
 Jones Elem
 Tom Joy Elem
 KIPP
 Kirkpatrick Elem
 Lillard @ Kings Lane Elem
 Isaac Litton Middle
 Lockeland Elem
 Madison
 Maplewood High
 Meigs Middle
 Neelys Bend Elem @ Old Brick
 Church
 Old Center Elem
 Rosebank Elem
 Ross Elem
 Shwab Elem
 Stratford High
 Stratton Elem
 Warner Elem
 Whites Creek High