

# **CCS Transportation**

**2021-2022**

***Bus Driver Handbook***



***Dispatch # 910-678-2580***

**Cumberland County Schools Transportation Services**

**1014 Gillespie Street**

**Fayetteville, NC 28306**

**910-678-2581**

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## **PURPOSE**

The purpose of this manual is to provide bus drivers and substitute drivers with a source of information, which addresses duties, responsibilities and procedures for transporting students. This manual is not intended to be all-inclusive, but rather an attempt to provide valuable information to aid bus drivers and substitute drivers in understanding their roles.

This information is designed to assist you and give you some direction in providing the best care, safety, and security for our students. Please read this carefully and keep it in a place for quick reference.

## **THE MOST IMPORTANT PERSON**

You, the school bus driver, are the most important person in school transportation. Safe school transportation depends on your commitment and dedication. Your passengers' safety is in your hands. Transporting students to and from school safely is the bus driver's basic responsibility.

School bus drivers are models for their passengers and are representatives of the Cumberland County School System; therefore, a bus driver's attitude, conduct, and appearance should contribute to respect and good relations with school administration, students, parents, and fellow motorists.

The school bus driver is the most important single factor in achieving safety, efficiency, and economy in the operation of a school bus. Transportation safety and efficiency cannot be achieved unless the bus driver assumes the correct attitude and responsibility of being dependable, alert, and careful in carrying out his/her part as the bus operator.

We appreciate all of your hard work and dedication, and we look forward to a successful school year.

## **DRESS AND APPEARANCE**

Bus drivers are responsible for maintaining a neat, professional appearance and dress. Dirty, torn, provocative or revealing clothing is unacceptable. No heels, clogs, open-toed shoes, sandals, or bedroom shoes are allowed while driving the bus.

It is important to avoid clothing or hats with slogans, pictures, or logos that may be offensive to others.

Bus Drivers are required to wear their name badges at all times when driving the bus.

Please be aware that strong perfume, lotions, cologne, after-shave, and/or the smell of tobacco smoke can trigger an allergic reaction in some children and adults.

### **DRIVER DUTIES AND RESPONSIBILITIES**

- Log in on the Synovia tablet for time keeping
- Be professional at all times with parents, students, and school officials. Never argue with a parent at a passenger stop; ask the parent to contact the school or a Transportation Supervisor.
- Be mentally alert. Stay focused and be prepared for any emergency.
- Ensure you have a fire extinguisher, First Aid kit, and Body Fluid kit on your bus.
- Drivers should securely store or fasten any loose items such as tools or brooms etc.
- Drivers should use caution when carrying personal items/belongings on the bus. (ex. purse, wallet, etc)
- Transport students to and from school safely and on time.
- Buses should arrive on campus no more than 30 minutes prior to **AM** bell time.
- Upon arriving on campus, wait for permission from school personnel before unloading students in the **AM**.
- Wait for a signal from school personnel before leaving the campus in the **PM**.
- Make sure students are seated, facing forward, and orderly before leaving campus.
- Drivers will not permit any passengers to occupy any area in front of the passenger seating area while driving.
- Drivers will not permit the transportation of drugs, weapons, explosives, breakable glass, or other dangerous objects
- Use **School Bus Incident Report** to write up inappropriate student behavior and turn in to school administrator. (Please request this form from your school administrator.)
- Drivers are not permitted to have any inappropriate contact with students, verbally or physically.
- Drivers will only transport students that are assigned by Transportation and /or the school.
- Drivers should not allow students to get off at non-designated stops. If this occurs, notify Dispatch as soon as possible.
- Do not leave students on the bus unattended at any time.
- Turn the motor off when loading and unloading students at the school. Exceptions will be made when using the wheelchair lift.
- Make sure to “bleed” the air supply from the brakes to 30 pounds or less after your **am** route and your **pm** route is completed.
- Seating charts **are required** for each bus route/school you drive for and should be posted or easily accessible.
- Have a copy of your TIMS route/routes on your bus.

- CCS assigned bus cell phone will remain on at all times during your **am and pm** route. Failure to comply could result in a write up.
- Cell phone/texting and blue tooth usage is prohibited on the bus according to State law. No blue tooth devices or ear buds should be in ear while driving.
- If you receive a call during your route; DO NOT answer the phone. Call Dispatch once you can safely pull the bus over. Check your phone between routes for any missed calls.
- At the end of each route, the driver will walk the entire length of the bus, checking each seat and floor area to ensure that no child remains on the bus. The driver will sweep the bus and empty the trash. Both AM and PM drivers are responsible for cleaning the bus.
- Drivers will check for any seat damage during pre-trip inspection and between routes. If any damage is found, the driver should report these damages immediately to Dispatch.
- "Lost and Found" items should be turned into the school at the conclusion of your route.
- Ensure you follow the speed limit at all times.
  - a. School campus 10 mph
  - b. School zones as posted
  - c. Subdivisions 25 mph or less
- **Report all mechanical issues to Dispatch at 678-2580 by 9:00 am.**
- Other duties assigned and listed on the Bus Driver Agreement.
- All accidents/incidents should be reported to Dispatch or the Supervisor immediately. Do not leave the scene until instructed to do so by Transportation or a Supervisor.

**2021-2022**  
**Cumberland County Schools**  
**Transportation Department**  
**Bus Driver Agreement**

1. I will comply with all Division of Motor Vehicles (DMV) requirements and requests and must adhere to state and local policies. I will remain in compliance with the CDL training received and completed by Division of Motor Vehicles.
2. I will observe all State and Local traffic rules, regulations and laws governing school bus operation and will participate in all training classes which may be held by the CCS Transportation Department.
3. I will log in and out using the Synovia tablet before and after the completion of my route
4. I will never let my bus idle longer than five minutes in accordance with Board Policy. I will not allow my bus to idle while students are loading and unloading on school grounds. I will never leave the bus idling and unattended while students are on the bus.
5. I will not use or allow the use of the bus for any purpose other than that of transporting children to school, unless authorized by the CCS Transportation Department. I will not permit any person to ride on the bus except as assigned by Transportation or school designee.
6. I will not allow any student to ride a bus which they are not assigned to without proper authorization from the principal or a designee prior to leaving the school campus.
7. I will refrain from wearing ear buds and from cell phone/texting use during the operation of the bus according to General Statute 20-137.4F (unlawful use of a mobile phone), except for emergency purposes.
8. I will keep my bus in compliance with the Cumberland County Schools bus inspection report by performing my pre and post trip inspection and cleaning on a daily basis.
9. I will keep the bus phone charged and turned on daily while the bus is in transit.
10. I will refrain from deviating from the TIMS route. I will not stop my bus at stores, service stations, restaurants etc. for students or driver to run errands and/or make purchases.
11. I will report daily headcounts, damages, repairs needed, mechanical concerns and any other bus performances on TD 28. My signature is required on a daily basis. If performance or noises are severe, I will stop and call Dispatch and wait for mechanic to arrive.
12. I will report any of the following to Dispatch/Supervisor immediately for instruction:
  - a. any dangerous situation, including discipline problems that may cause route delays
  - b. all traffic violations, citations, and charges issued against me
  - c. vandalism, such as damaged seats, markings on the bus-interior or exterior, broken glass and/or windows etc
  - d. mailbox/personal property damages. Any damages incurred will be the drivers' responsibility

13. All accidents/incidents should be reported to Dispatch/Supervisor immediately. I will wait at the scene and will not leave until I have received instructions from the Transportation Supervisor.
14. I will protect to the best of my ability every passenger assigned to the bus. I will check my bus for any remaining passengers before and after each run am and pm.
15. I will never tamper with, remove or abuse any of the safety or electronic equipment on the bus.
16. I will bring the bus to a complete stop at all stop signs and all railroad crossings. I will make sure the road is clear of traffic before entering the highway. I will not make a right hand turn on red.
17. I will never leave the bus without setting the parking brake. I will always manually bleed the air pressure down to 0-30 pounds of pressure before leaving the bus under any circumstances.
18. I will refrain from the use of drugs, alcohol and tobacco products according to Cumberland County Schools Policy.
19. I will refrain from having any inappropriate contact with students verbally or physically.
20. **I will always observe the speed limit on school grounds (10 mph), school zones as posted, and the speed limit in subdivisions (25 mph or less).**
21. I will meet all deadlines and criteria requested by Transportation or School Administrator.
22. I will wear my seat belt properly at all times.
23. I will use proper hand signals when performing a left hand passenger stop. I will engage the parking brake at **ALL passenger stops.**
24. I will not let a Pre-K off the bus without a parent or parent designee present (parent designee being defined as a responsible adult), Kindergartener off the bus without a parent or parent designee present (Parent designee being defined as a middle or high school age student or responsible adult). I will not let a 1<sup>st</sup> or 2<sup>nd</sup> grader off the bus without a parent or parent designee (parent designee defined as a middle/high school age student or responsible adult) unless I have a signed waiver. If a parent is not at the stop, I will notify Transportation Dispatch and return the student to school at the conclusion of the route.

\_\_\_\_\_ **I understand and agree that any violation of the above may result in disciplinary action, up to and including termination.**

\_\_\_\_\_ **I have received, read, and understand the Cumberland County Schools Transportation Handbook.**

Driver Name (print)\_\_\_\_\_

Driver Signature\_\_\_\_\_

Date\_\_\_\_\_

# **Cumberland County Schools**

## **Student Bus Stop Release Procedure**

Effective October 11, 2010  
Amended: July 1, 2013, November 27, 2017

The safety of all students is of primary importance to the Cumberland County School System. All elementary schools will use the following guidelines for releasing students from the bus at the end of the school day.

1. Pre-kindergarten must be met at the bus stop by a parent or parent designee (parent designee being defined as a responsible adult).
2. Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade students must be met at the bus stop by a parent or parent designee. (Parent designee being defined as a middle school/high school student or other responsible adult). If there is no parent/parent designee at the bus stop to receive the student the driver must return student to school at the conclusion of their route.
3. Parents/guardians may provide written permission to allow their children in grades First (1<sup>st</sup>) and Second (2<sup>nd</sup>) to be released at the bus stop unsupervised. If parental/guardian consent has not been given and there is no parent/parent designee at the bus stop to receive the student the driver must return student to school at the conclusion of their route.
4. Students in grades 3, 4, and 5 may be released at the bus stop without an adult present.
5. Bus drivers have the discretion to return any student to school if conditions at the bus stop look unfavorable.

If a student is retained on the bus to be returned to the school, the driver shall notify the transportation department dispatcher who will inform the school.

An administrator must remain at the school 15 minutes after the conclusion of your school's last bus route. An administrator shall be available by cell phone in the event buses experience delays in completing routes for any reason.

Students may be suspended from the bus for parent/guardian's chronic failure to comply with the above guidelines, as determined by the principal.



# Cumberland County Schools Student Release Authorization School Year 2021-2022

The safety of all students is of primary importance to the Cumberland County School System. With this in mind, Cumberland County Schools is adopting a new procedure to insure that all our students are safe in their travels home after school.

Pre-kindergarten must be met at the bus stop by a parent or parent designee (parent designee being defined as a responsible adult). Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade students must be met at the bus stop by a parent or parent designee. (Parent designee being defined as a middle school/high school student or other responsible adult). Parents / guardians may provide written permission to allow their children in grades First (1<sup>st</sup>) and Second (2<sup>nd</sup>) to walk home unsupervised. **If parental consent has not been given and there is no parent/parent designee at the bus stop to receive the student the driver must return the student to school at the conclusion of their route.** Students in grades 3, 4 and 5 may be discharged at the bus stop without an adult present.

Cumberland County Schools ask that you discuss this with your family, complete the requested information below and return to your child's school. We appreciate your understanding and assistance as we strive to insure all our students are safe in their travels home from school each and every day.

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I/We give authorization for my/our first (1<sup>st</sup>) or second (2<sup>nd</sup>) grade child to walk home from their designated bus stop. Our children are capable of exiting the bus at their stop without supervision.

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School

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Student's Name

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Grade

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Parent/Guardian Signature

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Date

## Qualifying Conditions for Bus Driver Bonus Pay

Principals or designated personnel will evaluate each driver employed by his/her school and determine, based on the guidelines listed below, if a school bus driver has qualified for the incentive pay by semester. Each driver would receive \$100.00 with the possibility of earning up to \$250.00 depending on the number of drivers that qualify per semester.

1. A driver must have been hired and on the payroll in the first 10 days of the 1<sup>st</sup> (fall) semester.
2. The driver must drive the full semester of their contract regularly, consistently, and on schedule for the full semester. The driver will be allowed one (1) absence per semester to qualify for bonus pay. **If a driver only drives ½ day, they can only miss one ½ day.**
3. The driver must drive safely with no "at fault" school bus accidents. A school bus accident, in which the driver is charged, indicated at fault, or for which the state pays damages would result in loss of the "bonus" regardless of the court's determination of guilt or innocence. The driver **must** have received no court conviction or Prayer for Judgement (PJC) for a moving traffic violation while driving a school bus. **Failure to report a moving violation or accident will also result in loss of "bonus pay".**
4. The driver must perform daily all bus safety checks and follow safe driving practices and bus stop procedures as instructed by the DMV School Bus Traffic and Safety representatives, Transportation Director, or Supervisors.
5. The driver must submit all required reports accurately, thoroughly, neatly, and on time. Intentional inaccuracy on records or reports may result in dismissal, as well as loss of "bonus pay".
6. Drivers should be in compliance daily with the items listed on the Bus Inspection Report that is completed by the Transportation Supervisor.
7. Drivers will be allowed up to three (3) days of absences due to the death of an immediate family member as listed in the Employee Handbook. Documentation may be required.
8. Drivers will be excused for properly documented Jury Duty.
9. Any driver who chooses to drive an activity bus for extra pay and does not run his/her regular route is considered absent and the time will be counted as missed time for the bonus pay guidelines.
10. Drivers must not have any write-ups or infractions from the school or the Transportation Supervisor.

# SCHOOL BUS SEATING CHART

DRIVER

DOOR

ROW	WINDOW	MIDDLE	AISLE		AISLE	MIDDLE	WINDOW
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

## **STUDENT CONDUCT AND DISCIPLINE**

Students must adhere to the Student Code of Conduct at all times. All violations, incidents and concerns must be reported to the school

### **STUDENT EXPECTATIONS**

- Enter the bus orderly and quietly.
- Sit in assigned seat; face the front, feet flat on the floor with book bag and hands in lap.
- No bullying on the school bus.
- Keep hands, arms, heads, or any other objects in the bus at all times.
- Students should not throw items out of the bus window. Students will be held accountable for any damages caused by items thrown out the window.
- No weapons of any kind are allowed on the school bus.
- No pictures or videos should be taken on the school bus.
- Be respectful to your bus driver and others at all times.
- Be cooperative and follow all school rules and regulations.
- Food and drink should not be on the bus.
- Help keep bus clean and free of any inside damage. Students can be held accountable for inside damages.
- Be at your designated bus stop prior to the scheduled arrival time.



### **FIGHTS ON THE BUS**

If students become unruly, or two or more students become involved in a fight or disturbance, you should use the following instructions:

- Stop the bus in a safe location.
- Speak in a firm, calm voice and tell the offenders to stop the disturbance and sit in their seats.
- Do not attempt to take weapons or threatening objects away.
- If you have a physical altercation, call Transportation Dispatch. In the event of a medical emergency, call 911 immediately.
- Move uninvolved students to a safe location on the bus.

## **SCHOOL EXPECTATIONS**

- Unload / Load students in a timely and orderly fashion. (Buses should arrive on campus 30 minutes prior to the AM bell time).
- Support drivers by handling referrals in a timely manner and report back to the driver.
- Notify drivers and Transportation of suspended students from bus.
- Signal drivers to exit campus in a safe and orderly fashion.
- Submit AM and PM head counts for all buses on the TD-28 form to your area Supervisor. Call in any mechanical issues to Dispatch by 9:00 am.
- **A School Administrator must remain on campus until ALL yellow school buses have completed all of their routes.**
- A School Administrator must be present at the scene of an accident/incident.
- Communicate effectively to all drivers regarding the Cumberland County Schools Student Bus Stop Release Procedure.

## **SCHOOL BUS TRANSPORTATION--GENERAL POLICIES**

Each student will be assigned to ride a specific bus according to state guidelines and within load limits listed below.

If your bus is over the student limit in the **AM** continue your route letting students know the bus will be back for them. Please call CCS Dispatch and report this with your location. Dispatch will notify your school. If the student limit is over in the **PM** do not leave the bus lot. Contact the Administrator on campus so additional arrangements can be made.

Band instruments, projects, and other objects cannot take up student seating space or block the aisle. If this is a concern for your bus, contact your school administrator for instruction.

<b>Bus Load Limits</b>				
<b>Bus Size # of Seats</b>	<b># Students Elementary</b>	<b># Students Middle</b>	<b># Students High</b>	<b># Students Middle &amp; High</b>
<b>20</b>	<b>60</b>	<b>50</b>	<b>40</b>	<b>45</b>
<b>22</b>	<b>66</b>	<b>55</b>	<b>44</b>	<b>50</b>
<b>24</b>	<b>72</b>	<b>60</b>	<b>48</b>	<b>54</b>

## ROUTES AND BUS STOPS



The Cumberland County School Board subscribes to state statutes and guidelines regarding the location of bus stops. The Transportation staff will use TIMS to create routes for implementation.

- Bus stops are placed no closer than two-tenths of a mile apart.
- Established routes will not be altered unless authorized by the Transportation Supervisor or TIMS.
- Concerns/complaints regarding routes or stops will be addressed by the Assistant Principal and Transportation Supervisor.
- Do not stop along the bus route (for example-stores, gas stations, restaurants, or banks).
- Buses are routed on state-maintained roads unless otherwise determined by Transportation. **Do not** travel on private roads without contacting your supervisor.
- Buses are prohibited from traveling into cul-de-sacs. If your TIMS route has you stopping in a cul-de-sac, speak with your supervisor to be sure it is safe.
- Generally, bus stops are placed on corners.
- Bus stops follow the following guidelines for walking distance from home to stop:

Elementary student – 2/10 of a mile

Middle School student – 3/10 of a mile

High School student – 4/10 of a mile

## IDLING GUIDELINES

The Cumberland County School Board endorses and implements the following NC Department of Public Instruction No-Idle recommendations:

- Buses should not idle longer than five (5) minutes. Additional idling does not help the school bus get warmer.
- Buses should not park “nose to tail” when it can be avoided.
- Buses should not idle while loading or unloading students on school grounds am and pm.

Buses should not park on school grounds near building air intake systems.

## SAFE DRIVING PROCEDURES

### 1. Backing

Even under the most favorable conditions, backing a school bus is an extremely dangerous maneuver. Backing has been and continues to be the cause of many needless accidents. Please follow the below procedures.

#### **In order to ensure maximum safety when backing:**

- a. Never back the school bus unless absolutely necessary.
- b. Turn on hazard lights.
- c. Always use a monitor or helper.
- d. Communicate verbally with the monitor before and as you back.
- e. Sound horn, back slowly with no acceleration.
- f. Check the front, rear and sides while backing, using the side rear-view mirrors as necessary. Do not use the passenger mirrors to back.
- g. Never back the bus to pick up passengers.

### 2. Turning Around

Using an unsafe place to turn around will eventually lead to an accident. You should report unsafe conditions at turn-around point to the Transportation Supervisor. The following points should be kept in mind when turning around:

1. Turn around only at places designated by TIMS.
2. Observe all the precautions pertaining to backing.
3. If you are **loading** passengers at the turnaround point, **load them on the bus before you begin backing.** If you are **unloading** passengers at the turnaround point, **back the bus before passengers are unloaded.**

### 3. Speed Limits

By North Carolina Law:

1. Basic speed regulations require every driver: maintain a speed that is "reasonable and prudent" under the existing conditions. When weather, road, and vehicle conditions are hazardous, reduce speed.
2. Except when the posted speed limit is lower, the speed limit for a school bus is 45 mph.
3. On school grounds, the speed limit is 10 mph.

4. Drive at safe speed when traveling in neighborhoods-even though the posted speed limit may be 25 mph-you may need to drive at a lower limit.
5. Observe speed limits in school zones as posted.

#### **4. Railroad Crossing**

The bus driver should:

1. Check traffic and turn on hazard lights.
2. Stop at least 15 feet, but no more than 50 feet from the track.
3. Turn off heaters and defrosters. Open window and door, look and listen.
4. Close door, recheck track and proceed if safe.
5. After crossing tracks, turn off hazard lights, close window, and turn on heaters and defrosters.
6. If you see or hear a train approaching, do not cross the track, shift to neutral, set the parking brake, and keep firm pressure on the foot brake.
7. Be sure to look carefully in both directions. Look carefully at double track. One train might hide another.
8. Never drive onto a track until you can drive all the way across.
9. Accelerate enough so that the bus does not stall on the tracks.
10. Never stop the bus on the track for any reason.
11. When turning near a track, a turn signal should be used instead of the hazard lights.
12. For railroad crossings equipped with warning devices such as lights, bells and/or gates, always obey the signals. Never ignore railroad crossing signals.
13. If a police officer or flagman is present at the crossing, obey their directions, but be sure to make your own visual check.
14. If the bus stalls while crossing the tracks, evacuate the students to a safe area as quickly as possible. Notify the dispatch office of the situation. If a train is approaching, have everyone walk in the direction of the train at a 45 degree angle away from the tracks.



## **ACCIDENTS/INCIDENTS**

In the event of an accident, the driver must know and take steps to avoid further confusion, injury and/or property damage. Remember that school bus accidents are traumatic experiences. Students and parents are usually very concerned and sometimes emotional. Please be patient and mindful of the stress that may be present during these situations.

1. **Stop.** Do not move the bus except by permission of the investigating officer or Transportation Supervisor.
2. Make sure all students are safe.
3. Call Transportation dispatch office to report all accidents you will be directed to call 911 if needed, but if medical treatment is necessary call 911, and then call dispatch.
4. **Wait for transportation supervisor and mechanic to arrive. DO NOT leave the scene of the accident or incident (example, hitting a stop sign, basketball goal, mailbox, etc) until a Transportation Supervisor has released you, unless immediate medical attention is necessary.**
5. Prepare a driver's statement to include: date, time, location, bus number, driver's license number, printed name, and signature.
6. Complete the seating chart. It should specify exactly where each student was sitting when the accident occurred.
7. Any statement you make about the accident can be used in court. Do not discuss causes of the crash with others involved. Do not admit guilt; let the case be handled by proper authorities.
8. If a drug test is necessary, the driver will not be allowed to drive until the results of the drug test have been received by Transportation.
9. Do not release any students unless directed by an Administrator.

### **Many accidents occur in school parking lots.**

Primarily for two reasons:

1. Speed
2. Poor judgment

**The maximum speed for a school bus in a parking lot is 10 mph. The driver should monitor this closely. This is the maximum speed, not the minimum.**

The bus driver frequently encounters cars which are illegally parked. As a result, the bus driver often will not be permitted to park in the proper location. Therefore, extreme caution should always be used when parking the bus in a school parking lot. If you need help in parking, do not hesitate to seek help from a school official.

**REMEMBER: IF YOU ARE IN DOUBT AS TO WHETHER YOU CAN FIT, DO NOT TRY!!!**

### **EVACUATION PROCEDURES**

If you are involved in an accident, your first and primary responsibility is the safety and emotional well being of the students. The driver must quickly evaluate any emergency situation and determine the immediate steps to be taken. In some instances, it may be best to keep passengers on the bus. Drivers should be familiar with performance of Bus Evacuation Procedures. To prevent injury or lessen the chances of further injuries, every rider of a school bus must be trained in emergency evacuation procedures. The emergency door should be used only in an emergency.

Evacuation drills should be conducted during the first 10 days of each semester under direction of school or transportation personnel.

The bus is secondary to the safety of the passengers. No attempt to save property will be made until all of the children are removed from the bus.

Pupils should usually be kept on the bus during an emergency. However, there are some situations when it would be safer to evacuate the bus.

1. Remain calm.
2. Park the bus as close to the shoulder of the road as possible.
3. Turn hazard lights on.
4. Set parking break.
5. Call dispatch for assistance.
6. Turn engine off.
7. Stand facing the rear of the bus.
8. Reassure students. Use calm voice.
9. Give the command: "Remain seated; prepare to evacuate."
10. Turn toward the front of the bus.
11. The driver will instruct the students to move to a designated area at least 100 feet away from the side of the school bus: however, the students should not cross the roadway unless absolutely necessary.

12. Move backwards to the first occupied seats.
13. Starting with either the left or the right seat.
14. Touch the shoulder of the person nearest to the aisle to indicate that the passengers in that seat are to move off.
15. Keep passengers in the opposite seat seated by holding the hand, palm out in a restraining gesture, until the aisle is clear.
16. Move out the passengers in the opposite seat, using the same signal.
17. Move backwards up the aisle repeating this procedure at each seat until the bus is empty.
18. In any accident/incident situation that involves possible injury to students or other bus-riding passengers, law enforcement, emergency medical personnel or the Transportation Office will determine if, when and where passengers will be taken for medical assistance. This decision will not be the responsibility of the driver.

### **FIRST AID SITUATIONS**

In a first aid situation, drivers will ensure the safety of the students. If you have a medical emergency please contact 911 and Dispatch. Dispatch will notify their School and their Transportation Supervisor.



### **Bus Operations in Adverse Weather Conditions**

In the event Adverse Weather Conditions should suddenly appear while you are driving your route, utmost care should be taken to ensure the safety of you and your passengers. The following are recommendations for each of you to implement, but be mindful that each situation is different and use safety as your primary objective.

High Winds- Reduce speed and keep both hands on the steering wheel. High-profile vehicles such as a bus may be pushed out of their lane in a high wind event. If you need to, pull the bus off the road but do so in a safe location and wait for the wind to decrease and then proceed safely.

In the event of a tornado warning, proceed with extreme caution to the nearest safe location. In the event that a tornado is sighted, drivers should

not try to outrun the storm but look for a ditch or other shallow area and immediately evacuate the bus.

Heavy Rain- Reduce speed and keep both hands on the steering wheel. Large amounts of water on the road may cause the tires to float or drift across the lane. If you need to, stop the bus in a safe location until it is safe to proceed. Never drive into a flooded area or on a flooded street.

Hail / Ice / Snow- Reduce speed and keep both hands on the steering wheel. Do not drive the bus in areas where hail, ice, or snow has accumulated upon the road surface. Return to the school as safely as possible and seek assistance.

Debris on the Roadway- Reduce speed and keep both hands on the steering wheel. Slowly maneuver around any objects in the road and proceed with caution.

**\*\*\*In all circumstances contact Transportation Dispatch immediately for support and assistance.\*\*\***

### **CDL REGULATIONS**

Division of Motor Vehicles requires you to report all moving traffic violations, in any type of vehicle, to your employer and the School Bus Traffic and Safety Office at DMV at 910-483-2331 within 30 calendar days for advice on how a conviction would impact your school bus certification. If you receive any letters from NCDMV asking for any information, please respond to them promptly as much of the information needed is time sensitive. If you have any questions, you should contact your DMV trainer. Failure to comply will result in the loss of your school bus certification and may result in disciplinary action up to and including termination from Cumberland County Schools.

### **DOT CARDS**

The Commissioner of the Division of Motor Vehicles has signed rules requiring that all new and renewing school bus drivers meet the requirements of NC G.S. 20-37.13 beginning January 1, 2018. A bus driver has to obtain a DOT medical card. This requirement applies to new and renewing bus drivers only. This will be phased in over the three (3) year CDL renewal period.

If a driver cannot obtain a DOT medical card, then the driver must apply to DMV for an intrastate medical waiver. Waivers are harder to obtain, require more documentation from a physician, and take longer to acquire.

CCS Transportation will pay for current employees DOT medical cards once every 12 months. If a driver requires follow up with Medical Examiner, the employee will be responsible for any costs associated with those visits.

### **LICENSE PROCEDURES**

**Learner's permit-** A commercial learner's permit must be obtained after successful completion of the classwork portion of the CDL. The cost of the commercial learner's permit (CLP) is \$73.25 and the employee will be reimbursed for the cost of the permit. The permit must be held for 14 days before a person can be tested on the Behind the Wheel phase of the course. A drug screening/test must be completed at this time.

**Renewals-** At least 3 months before your license expires, transportation will email your school administrator with instructions to come to the bus garage and get the paperwork to go and get your DOT medical card. CDL holders must have their DOT medical card to renew and have their license in hand by their expiration date. Once you obtain the DOT card and renew your license, your DMV trainer will contact you to schedule your road test to renew your bus certification. CCS will reimburse for the cost of the renewal. As of 07/01/2017, if the CDL holder waits until after their expiration date to renew, they will be responsible for any additional cost. CCS will only reimburse an employee for the 3 year license at the cost of \$90.

All current/Active school employees are eligible for reimbursement for the cost of the CDL. Once you have been out on the road with DMV, you will need to go to the DMV office to purchase your new CDL. Make sure to request a receipt. Bring receipt and license to Transportation. ***It is at this point that your receipt will go to finance for reimbursement. You will receive a reimbursement via direct deposit within 7-10 days***

### **DRUG AND ALCOHOL TESTING**

Cumberland County Schools follows the federally mandated DOT Drug and Alcohol Testing Program. All Cumberland County Schools employees involved in the transportation of students (including all school bus drivers, activity bus drivers, and Transportation Department employees) are included in this Drug and Alcohol Testing Program.

Please be reminded that Cumberland County Schools is a Drug Free Environment. Tobacco use **is not** allowed on Cumberland County School grounds or vehicles.

## **Four Reasons for Testing**

### **1. PRE-EMPLOYMENT**

This includes all new hires, transfers, current employees new to the bus, current employees who've been inactive more than 12 months.

### **2. POST-ACCIDENT**

Post-accident testing may occur anytime an accident occurs.

### **3. RANDOM**

Unannounced Random testing is required on a certain percentage of drivers each year. The random selection process used must ensure that each driver has an equal chance of being tested each time selections are made. Cumberland County Schools uses a computer-generated system using Employee ID numbers.

Random testing must be done throughout the year.

- 10% of the total number of drivers must be randomly tested for alcohol during the year.
- 25% of the total number of drivers must be randomly tested for controlled substances during the year.
- 

### **4. REASONABLE SUSPICION**

Testing for Reasonable Suspicion must be based on:

- The observation of a supervisor.
- Specific, clearly stated observations concerning your appearance, behavior, speech, or body odor.
- Observations for alcohol testing must be made just before, during, or immediately after the job performance.

**\*In certain situations, transportation to the testing facility will be provided by a Transportation Supervisor.\***

**\*\*A refusal to be drug or alcohol tested will be considered the same as a confirmed positive alcohol/drug test which will result in the loss of your CDL license and termination from CCS.\*\***

## **PRE AND POST TRIP INSPECTION**

A driver must complete a pre-trip inspection any time they get on a school or activity bus that has been secured for parking; brakes bled and driver has left the area of the bus. If any safety equipment or lights are found to be inoperative, the bus must be secured without moving it. Request a mechanic and log the problem on the Bus Driver Sign-In Sheet. A post-trip inspection must be completed at the conclusion of the bus route prior to the driver exiting the bus.

1. **Front of Vehicle**
  - a. Leaks: Puddles of fluid
  - b. Lights: No cracks, clean, operational
  - c. Windshield: No cracks, clean, no obstructions
  - d. Crossing Gate: Not damaged, operates when stop sign is out
  - e. Passenger and traffic mirrors: Present, no cracks, clean, adjusted properly.
  
2. **Front of Wheels**
  - a. Tires: 4/32" of tread, no recaps or damage, inflation.
  - b. Rims: No cracks or bends, no re-welds, no slippage.
  - c. Lug Nuts: Tightness, all present
  - d. Drums: No cracks
  - e. Hub Oil Seals: No leaks, tightness
  
3. **Passenger Entrance**
  - a. Door: No cracks, clean, operates freely
  - b. Handrail: Secured
  - c. Steps: No loose matting, clear
  - d. Safety equipment: Location, present
  
4. **Interior of Vehicle:**
  - a. Amber Warning Lights: Activated, operational
  - b. Emergency Door(s): Buzzer, secure
  - c. Emergency Exits: Buzzer, secure
  - d. Seats: Secured, no broken frames, damage
  
5. **Driver Area**
  - a. SMS: Seat adjusted, mirrors adjusted, seat belt adjusted
  - b. Start Vehicle: Foot brake, park brake, neutral gear.
  - c. Front dash: Oil, water, volts, fuel, headlights
  - d. Left Panel: Wipers, windshield, stop-sign, heaters/defroster.
  - e. Steering Column: Play-in-wheel, horn, signals, hazards
  
6. **Air Brake Check (LAB)**
  - a. Listen for leaks 120 PSI
  - b. Air alarm: before 60 PSI
  - c. Park brake pop-out before 30 PSI
  - d. Park brake: 100 PSI

**7. Light Check**

- a. Headlights: ON
- b. Hazard Lights: ON
- c. Brake Lights: ON
- d. Ignition Key: ON position
- e. Stop-sign: (ON)

**8. Rear Wheels**

- a. Tires: 2/32" of tread, inflation, no separation, no cuts
- b. Rims: No cracks or bends, no re-welds, no slippage.
- c. Spacers: Present
- d. Lug Nuts: Tightness, all present
- e. Drums: No cracks.
- f. Axle Seals: No leaks, tightness

**9. Rear of Vehicle**

- a. Lights and reflectors: No cracks, clean, and operational.
- b. Signal and Brake lights: No cracks, clean, and operational.
- c. Windows: No cracks, clean.
- d. Lettering: Clean, visible
- e. Emergency Door: Opens freely

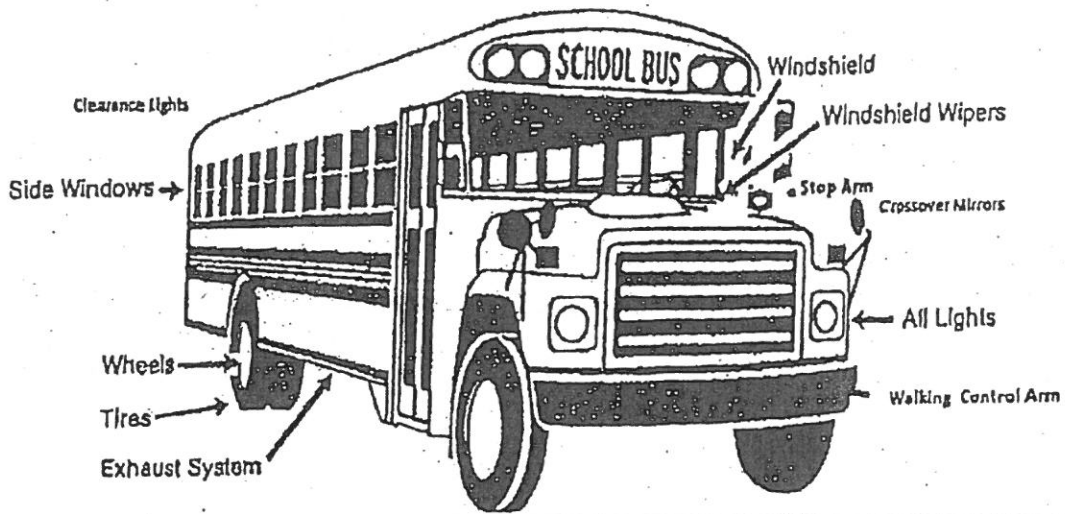
**10. Post-Trip Parking**

- a. Select neutral, Set Parking Brake
- b. Turn off ALL electrical switches
- c. Bleed down air pressure to 30 PSI or lower with park brake button Control valve
- d. Walk to the rear of bus checking seats for sleeping children as well as any seat damage.
- e. Close window, roof vents, and door
- f. At the end of the PM route, the fire extinguisher, bodily fluid kit, and first aid kit are to be removed from bus if cannot be locked in a compartment on the bus.

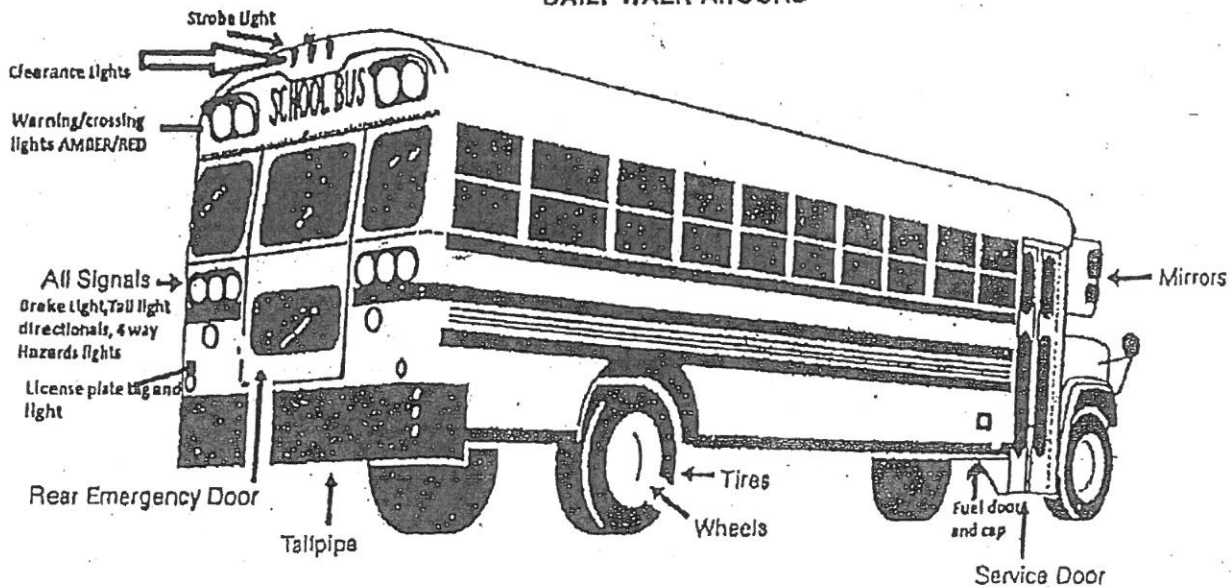


# School Bus Drivers Five-Minute Daily Walk-Around And Inside Safety Check

## OUTSIDE



## DAILY WALK-AROUND



## INSIDE SAFETY CHECK

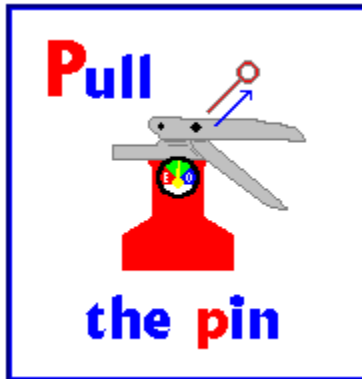
Steering Wheel  
 Directional Signals  
 Horn  
 Oil Pressure Gauge  
 Ammeter (Battery Gauge)  
 Water Temperature Gauge  
 Fuel Gauge  
 Air Pressure Gauge  
 Defroster  
 Windshield Washer

Windshield Wipers  
 All Warning Lights  
 Brake Pedal and Brake Warning Light  
 Low Air Alarm/Buzzer  
 Hand Rail Secure  
 Neutral Safety Switch  
 Parking Brake  
 Headlights  
 Hazard Warning Flasher  
 Service Door Control

Driver's Seat and Seat Belt  
 Mirrors  
 Windshield  
 Side Glass  
 Fire Extinguisher  
 First Aid Kit  
 Body Fluid Kit  
 Emergency Exits  
 Interior Lights/Starwell Light  
 Passenger Seats-No damage and secure  
 Wheelchair Lift

## HOW TO USE A FIRE EXTINGUISHER

It's easy to remember how to use a fire extinguisher if you can remember the acronym **PASS**, which stands for **P**ull, **A**im, **S**queeze, and **S**weep.



**Pull the pin.**  
This will allow you to discharge the extinguisher.



**Aim at the base of the fire.**

If you aim at the flames (which is frequently the temptation), the extinguishing agent will fly right through and do no good. You want to hit the fuel.



**Squeeze the top handle or lever.**  
This depresses a button that releases the pressurized extinguishing agent in the extinguisher.



**Sweep from side to side**  
until the fire is completely out. Start using the extinguisher from a safe distance away, then move forward. Once the fire is out, keep an eye on the area in case it re-ignites.

# Crossing Procedure

## FOR NC SCHOOL BUS DRIVERS

### MORNING PICK-UP

- 1 Activate amber warning lights 300 feet in advance of the passenger stop.
- 2 Come to a complete stop.  
Put in neutral. Set parking brake.
- 3 Activate red lights (using middle position if there is a 3 position switch).
- 4 If students have to cross, hold left palm up to signal the students to wait.



- 5 When safe, with door open, give “thumbs up”, signaling students it’s okay to cross and then point in the direction they are walking to cross the street.

Make sure THEY also check for traffic.



- 6 Complete the Process:
  - Count, watch and recount students.
  - When students are safe, close the door.
  - Check all mirrors from left to right for students and traffic.
  - Proceed slowly while checking for students.

**SOUND HORN** if students are in danger

# AFTERNOON DROP-OFF

- 1** Activate amber warning lights 300 feet in advance of the passenger stop.
- 2** Come to a complete stop.  
Put in neutral. Set parking brake.
- 3** Activate red lights (using middle position if there is a 3 position switch).
- 4** With door open, remind students to look both ways while exiting the bus and to look for your signal if crossing.
- 5** If students have to cross, hold right palm up for students to wait.



- 6** When safe give “thumbs up”, signaling students it’s okay to cross and then point in the direction they are walking to cross the street.

Make sure THEY also check for traffic.



- 7** Complete the Process:
  - Count, watch and recount the students that have exited your bus.
  - Close door (when students are in a safe area).
  - Check all mirrors for students and traffic.
  - Proceed slowly while checking for students.

**SOUND HORN** if students are in danger

Paid for by the NC Department of Public Instruction with funding from the Governor’s Highway Safety Program.

For more information: [www.ncbussafety.org/safety](http://www.ncbussafety.org/safety)



North Carolina  
State Highway Patrol

**REPORT OF VIOLATION OF  
SCHOOL BUS LAW (G.S. 20-217)**

To: First Sergeant \_\_\_\_\_

Violation occurred on \_\_\_\_ mm/dd/yyyy at \_\_\_\_\_  am  pm in \_\_\_\_\_ County  
on Highway \_\_\_\_\_

School Bus No. \_\_\_\_\_ from \_\_\_\_\_ School  
was driven by \_\_\_\_\_ Phone Number: \_\_\_\_\_

It was headed  E  W  N  S and was stopped  loading /  unloading school children. The mechanical stop  
arm  was /  was not displayed. The flashing red stoplight  was /  was not activated.

Vehicle: \_\_\_\_\_ Color: \_\_\_\_\_ License Number: \_\_\_\_\_ State: \_\_\_\_\_

Driven By: \_\_\_\_\_ Sex:  Male  Female Race: \_\_\_\_\_ Age: \_\_\_\_\_

Going  E  W  N  S passed unlawfully.

Witnesses available for prosecution:

\_\_\_\_\_  
(Name) (Phone Number)

\_\_\_\_\_  
(Name) (Phone Number)

Reported By: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Same as Bus Driver?  Yes  No Is violator identifiable by witness for court?  Yes  No

Received By: \_\_\_\_\_ on \_\_\_\_ mm/dd/yyyy

Assigned To: \_\_\_\_\_ Call No.: \_\_\_\_\_ on \_\_\_\_ mm/dd/yyyy

Was the registered owner of the violator vehicle contacted?  Yes  No (provide reason) \_\_\_\_\_

Action Taken (to include dates and times): \_\_\_\_\_

Charge(s) Preferred: \_\_\_\_\_

Citation Number (if applicable) \_\_\_\_\_ Court Date: \_\_\_\_ mm/dd/yyyy

Returned: \_\_\_\_\_  
(Date) (Signature) (Call No.)

NOTE: Prepared in duplicate. Original delivered to Trooper, duplicate retained in District File. When assignment is completed, the original is returned to the District First Sergeant for filing for one year. Duplicate may then be destroyed.

# North Carolina School Bus Specifications

## The Three Position Door Switch

All North Carolina yellow school buses delivered in the 2014-2015 school year and beyond are equipped with a Three Position Door Switch. This enhanced feature is designed to offer students additional protection from motorists that may not stop for the flashing red lights and stop sign.

The following is now listed in the requirements for all new North Carolina school buses and is therefore eligible for retrofits. However, retrofitting of older buses is not required.

### **DOOR SWITCH**

*The door switch shall include three positions:*

- 1. Closed position*
- 2. Eight light system reds and stop sign are activated*
- 3. Eight light system reds, stop sign, crossing arm and entrance door are activated*

1. As the bus driver approaches the stop, the eight light system amber lights are activated and the three position switch is in the closed position.
2. After the bus comes to a stop (**not before the bus comes to a stop**), the Driver activates the eight light system red lights and stop sign by placing the switch in the middle position.
3. Before students are signaled to cross, the Driver makes sure that all traffic is stopped and then places the switch in the third position; activating the eight light system red lights, stop sign, crossing arm and entrance door.

This provides the school bus Driver with an opportunity to make sure that traffic is stopped – by using the middle switch activating the reds and the stop sign – before signaling students to cross.

The National School Transportation Specifications and Procedures (2010) recommends that a signal be established so that school bus Drivers can let children know when it is safe cross. In addition to a hand signal, children can be trained to cross – only after looking both ways – when the crossing arm is extended and the door is opened. Using the three position switch gives the school bus Driver time to ensure traffic is stopped before opening the door.

