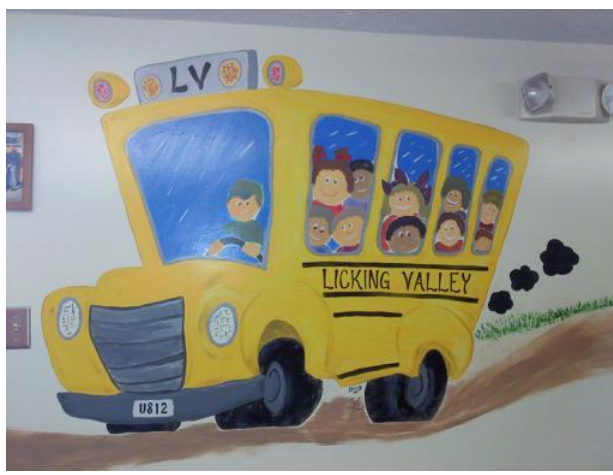




**LICKING VALLEY LOCAL
SCHOOL DISTRICT
TRANSPORTATION HANDBOOK
August 2015**



All drivers are required to follow the:

**OHIO PUPIL TRANSPORTATION OPERATION AND
SAFETY RULES Newest Addition**

**OHIO DEPARTMENT OF EDUCATION PRESERVICE
DRIVING TRAINING MANUAL, Newest Addition**

OHIO LAWS,

**LICKING VALLEY LOCAL SCHOOL
DISTRICT ADMINISTRATIVE GUIDELINES AND
POLICIES**

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Please recognize the following committee members:

Drivers:

Art Girton

Sherry Kreider

Tina Stevens

Tom Stevens

Mickie Archer – Transportation Director

For the hours and dedication of time to revise the
New Transportation Handbook Licking Valley Board Approved on
July 2015

Vision Statement

Every adult, helping every child, learn and grow every day.

Mission Statement

Our team will continue to excel under adverse conditions.

We will safely transport our children to and from school every day. We will work, to gain community respect understanding and support on a daily basis.

LICKING VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title:	TRANSPORTATION DIRECTOR	File 701
Reports to:	Superintendent	
Job Objective:	Plans, delivers, assesses, and oversees ongoing improvement of transportation services. <i>NOTE: Driving duties may be assigned. See "bus driver" job description #703 for additional information.</i>	
Minimum	<ul style="list-style-type: none">· High school diploma. Post-secondary transportation training or work experience is required.	
Qualifications:	<ul style="list-style-type: none">· Holds or is qualified to obtain a state issued pupil transportation certification.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· A record free of criminal violations that would prohibit public school employment.· Complies with drug-free workplace rules and board policies.· Commitment to keep current with workplace innovations that enhance personal productivity.· Ability to monitor and manage compliance with transportation and environmental laws/regulations.· Accounting skill and the ability to accurately compute and record mathematical data.· Valid driver's license. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.	
Essential	The following are typical work responsibilities. A reasonable accommodation may be made to	
Functions:	enable a qualified individual with a disability to perform essential functions. <ul style="list-style-type: none">· Directs pupil transportation services, ongoing driver training, and vehicle maintenance programs.· Participates as an active member of the management team. Upholds board policies and follows administrative guidelines/procedures.· Promotes the district's mission, philosophy, and vision. Builds internal/external partnerships that support district goals and enhance student learning.· Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.· Encourages innovations. Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the district's strategic plan.· Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.· Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.· Plans, procures, and manages supplemental service contracts related to assigned programs.· Manages cost-control programs. Prepares bid specifications. Obtains price quotes. Prepares comparative data (e.g., quality, warranties, discounts, delivery dates, etc.). Approves invoices for payment. Prepares revenue/expense projections. Maintains accurate inventory records.· Recommends the replacement of equipment necessary to ensure fleet effectiveness.· Pursues funding opportunities. Helps prepare grant/foundation applications. Implements funded proposals and complies with reporting requirements.	

- Participates in transportation staff selection and orientation processes. Ensures the equitable distribution of workloads. Arranges for substitutes during staff absences as needed.
- Trains transportation staff in procedures to effectively accomplish assigned duties.
- Shares knowledge about advances in operational procedures and equipment technology.
- Monitors bus driver training requirements. Promotes defensive driving. Verifies that drivers are qualified and correctly licensed. Ensures that drivers are familiar with all aspects of assigned duties.
- Promotes professionalism. Implements locally developed personnel appraisal standards.
- Prepares schedules/bus routes. Assigns drivers. Provides for the timely distribution of routing information. Works with the staff to address the needs of students with disabilities.
- Prepares transportation rosters (e.g., bus identification, student names, grade levels, building assignment, pick-up and drop off points, time schedules, etc.).
- Maintains up-to-date student information on each bus.
- Coordinates the non-routine use of buses (e.g., field trips, athletic contests, etc.).
- Promotes bus safety. Supervises evacuation drills. Prepares bus safety program materials.
- Investigates and prepares accident reports. Documents all injuries that require treatment.
- Administers an ongoing vehicle maintenance program. Recommends effective procedures to deal with emergency repairs. Coordinates annual state patrol bus inspections.
- Maintains an inventory of essential supplies. Oversees compliance with safety/environmental regulations. Inspects completed repairs. Maintains repair logs.
- Monitors road and weather conditions. Recommends the need to delay or cancel services.
- Responds to transportation emergencies as needed.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Ensures that vehicles and storage areas are secured at the end of the workday.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports as directed.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Supervises collection, verification, and data entry/recording of program information as directed.
- Maintains complete and accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and promotes school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities

The following personal characteristics and skills are important for the successful performance

Required:

of assigned duties.

- Personifies integrity. Acknowledges personal accountability for decisions and conduct.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.

Supervisory Supervises and evaluates assigned staff under the direction of the superintendent.

Responsibility: Assumes responsibility for the results of duties delegated to staff.

Working To promote safety, employees are expected to exercise caution and comply with safety regulations

Conditions: and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Job performance is evaluated according to policy provisions and contractual agreements adopted by the Licking Valley Local School District Board of Education.

Evaluation:

The Licking Valley Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

3/08

Rev.

LICKING VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **BUS AIDE** **File 702**

Reports to: Transportation Director

Job Objectives: Supervises and assists students during bus trips.

- Minimum Qualifications:**
- High school diploma.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Self-directed and able to learn required skills for the position.
 - Valid Ohio Department of Education Permit appropriate for the assignment.
 - Ability to assist students with disabilities (e.g., mobility, transferring, positioning, etc.).
 - Congenial disposition and strong diplomacy skills.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks with the transportation director to learn about the needs of students being transported. Seeks advice when expectations are unclear.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Supports community partnerships that enhance district programs.
- Helps with bus loading and unloading procedures. Operates the wheelchair lift. Assists student with mobility needs. Ensure that students are comfortable and safely secured. Ensures that wheelchairs are properly secured before the bus starts.
- Inspects harnesses, restraints, and other safety devices. Immediately corrects or reports unsafe conditions and/or defective equipment.
- Offers help when students ask or their behavior suggests they need assistance. Avoids being intrusive. Solves student concerns discreetly.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Learns proper emergency bus evacuation procedures and assists students as needed.
- Anticipates and prepares to offer assistance when aware of passengers with medical or other health considerations.
- Promptly documents all injuries that require medical attention.
- Monitors student behavior. Enforces safety regulations. Maintains high standards and upholds the student conduct code.
- Promotes the proper use and care of school property. Reports student discipline problems, vandalism, and other related concerns.
- Watches for behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serves as a positive role model for others.
- Performs other specific job-related duties as directed.

Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises tact and self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

District policies/procedures address workplace issues to minimize exposure to the following situations and factors that may not always be predictable.

- Duties requires bending, crouching, kneeling, reaching, and standing.
- Duties requires lifting, carrying, and moving work-related supplies/equipment.
- Duties requires working in proximity to moving mechanical parts.
- Duties requires wearing protective clothing and using safety equipment.
- Duties may require working under time constraints to meet deadlines.
- Duties requires operating and/or riding in a vehicle.
- Duties requires traveling to meetings and work assignments.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for adverse contact with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Licking Valley Local School District Board of Education.

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LICKING VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **BUS DRIVER** **File 703**

Reports to: Transportation Director

Job Objectives: Provides for the safe, efficient, and courteous transportation of students.

- Minimum Qualifications:**
- High school diploma.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Meets qualifications defined in the current Ohio Revised Code, Ohio Pupil Transportation Operation & Safety Rules, and school board policy.
 - Completion of the Ohio Pre-Service School Bus Driver Training Program.
 - Valid Commercial Drivers License (CDL) with a school bus endorsement. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.
 - Satisfactory pre-employment and ongoing random drug tests results.
 - Ability to assist students with disabilities (e.g., mobility, transferring, positioning, etc.).
 - Ability to cope with stressful traffic, weather conditions, and passenger distractions.
 - Demonstrates maturity and the ability to work with students and their families.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Operates the assigned vehicle according to all motor vehicle laws. Keeps the transportation director informed about emerging issues.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Supports community partnerships that enhance district programs.
- Practices defensive driving techniques. Maintains established routes and time schedules. *Note:* Safety is the top priority even if delays disrupt the bus schedule.
- Transports only authorized passengers. Picks up and unloads students only at approved stops. Keeps route sheets up-to-date. Offers routing suggestions.
- Performs pre-trip and post-trip safety inspections. Checks fire, emergency equipment, and first aid supplies. Prepares written inspection reports.
- Offers help when students ask or their behavior suggests they need assistance.
- Supervises passenger loading and unloading procedures. *NOTE:* Operates the lift and ensures that wheelchairs are properly secured on buses equipped for transporting passengers with mobility restrictions.
- Inspects harnesses, restraints, and other safety devices. Immediately corrects or reports unsafe conditions and/or defective equipment.
- Anticipates and is prepared to provide assistance when aware of passengers with medical or other health considerations.
- Monitors student behavior. Enforces safety regulations. Maintains high standards and upholds the student conduct code.
- Promotes the proper use and care of transportation department property. Reports student discipline problems, vandalism, and other related concerns.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Watches for behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Assumes responsibility for the interior/exterior cleanliness of the vehicle.

- Attempts to identify and report vehicles that fail to comply with traffic regulations (e.g., failure to stop for flashing bus lights, passing in prohibited zones, etc.).
- Uses proper protocol when operating bus communication equipment.
- Immediately reports all traffic citations and accidents. Promptly documents all injuries that require medical attention.
- Reports road hazards along the bus route to the transportation director.
- Participates in the district's bus safety program as directed.
- Conducts emergency evacuation drills that comply with current state standards.
- Reports equipment malfunctions in writing.
- Fuels the vehicle. Documents fuel consumption and mileage. Monitors fluid levels and notifies mechanics as needed.
- Enforces authorized bus rules/procedures during field trips. Remains available to staff and students during the trip when instructed.
- Participates in training necessary to maintain a school bus driver license.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serves as a positive role model for others.
- Performs other specific job-related duties as directed.

Abilities Required:

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises tact and self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility:

Under the direction of the transportation director: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps as needed to successfully accomplish delegated duties.

Working Conditions:

District policies/procedures address workplace issues to minimize exposure to the following situations and factors that may not always be predictable.

- Duties requires bending, crouching, kneeling, reaching, and standing.
- Duties requires lifting, carrying, and moving work-related supplies/equipment.
- Duties requires operating and/or riding in a vehicle.
- Duties requires traveling to meetings and work assignments.
- Duties requires working in proximity to moving mechanical parts.
- Duties requires wearing protective clothing and using safety equipment.
- Duties requires working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for adverse contact with aggressive, disruptive, and/or unruly individuals.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Licking Valley Local School District Board of Education.

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6/03

Rev.

**LICKING VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: HEAD MECHANIC **File 704**

Reports to: Transportation Director

Job Objectives: Provides technical expertise and manual skill in the inspection, servicing, and repair of district vehicles.

Note: Substitute driving duties may be assigned (see bus driver job description for additional information).

- Minimum Qualifications:**
- High school diploma. Post-secondary training or equivalent work experience in commercial vehicle maintenance procedures is required.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Owns a standard set of mechanics tools.
 - Ability to interpret and comply with safety regulations and environmental laws.
 - Bookkeeping skill and the ability to compute mathematical data accurately.
 - Effective presentation skills and ability to train drivers.
 - Holds or is qualified to obtain a Commercial Driver's License (CDL) with a proper endorsement to drive empty buses on the highway. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.
 - Meets all bus driver minimum qualifications when physically qualified.
 - Available to respond to service emergencies.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Manages the district's ongoing vehicle maintenance program. Keeps current with local, state, and federal school bus regulations revisions. Keeps the transportation director informed about emerging issues.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Supports community partnerships that enhance district programs.
- Learns the operating and maintenance procedures for all district vehicles.
- Monitors and complies with safety regulations and environmental laws.
- Maintains an inventory of essential supplies needed to maintain fleet readiness.
- Inspects, services, repairs and/or rebuilds equipment. Performs preventive maintenance activities (e.g., changes oil, replaces filters, lubricates fittings, etc.).
- Teaches bus drivers how to recognize problems before they result in an equipment malfunction. Encourages drivers to ask questions and offer suggestions.
- Inspects and tests vehicles to ensure safety. Reports irregularities and equipment abuse to the transportation director.
- Makes road calls when vehicles become disabled.
- Secures and evaluates work performed by outside contractors.
- Keeps the transportation director informed about work progress. Maintains repair logs, safety inspection records, etc. Itemizes repair costs for each vehicle. Approves invoices for payment. Ensures that reports are submitted on time.
- Recommends procedures to effectively deal with emergency repairs.
- Coordinates and participates in Ohio State Highway Patrol annual bus inspections.
- Helps the transportation director develop short/long-range maintenance plans.
- Prepares an annual equipment inventory.

- Recommends the replacement of equipment necessary to ensure fleet effectiveness.
- Helps prepare competitive bid specifications (e.g., insurance, bus purchases, shop equipment, supplies, etc.).
- Helps with the receipt of deliveries. Unloads trucks. Inspects packages for damage. Verifies quantities. Organizes and stores supplies.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Reports student discipline problems, vandalism, and other related concerns.
- Promptly documents all injuries that require medical attention.
- Acts responsibly to protect school property. Takes appropriate action during adverse weather conditions. Secures the transportation facility at the end of the workday. Responds to transportation emergencies as needed.
- Helps deal with unexpected circumstances or pressing district needs as directed.
- Takes precautions to ensure staff/student safety. Watches for behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Keeps current and shares knowledge about advances in equipment technology.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serves as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of the transportation director: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps as needed to successfully accomplish delegated duties.

**Working
Conditions:**

District policies/procedures address workplace issues to minimize exposure to the following situations and factors that may not always be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, working at various heights, and in confined spaces.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for adverse contact with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Licking Valley Local School District Board of Education.

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6/03

Rev.

LICKING VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **MECHANIC**

File 705

Reports to: Transportation Director

Job Objectives: Helps the head mechanic inspect, service, and repair district vehicles.

Note: Substitute driving duties may be assigned (see bus driver job description for additional information).

- Minimum Qualifications:**
- High school diploma. Post-secondary training or work experience in commercial vehicle maintenance procedures is required.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Meets all bus driver minimum qualifications when physically qualified.
 - Ability to comply with safety regulations and environmental laws.
 - Holds or is qualified to obtain a Commercial Driver's License (CDL) with a proper endorsement to drive empty buses on the highway. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.
 - Available to respond to service emergencies.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Helps manage the district's ongoing vehicle maintenance program.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Supports community partnerships that enhance district programs.
- Learns the operating and maintenance procedures for all district vehicles.
- Complies with safety regulations and environmental laws.
- Inspects, services, repairs and/or rebuilds equipment. Carries out preventive maintenance activities (e.g., changes oil, replaces filters, lubricates fittings, etc.).
- Inspects and tests vehicles to ensure safety. Reports irregularities and equipment abuse to the transportation director.
- Makes road calls when vehicles become disabled.
- Keeps the head mechanic informed about work progress. Itemizes repair cost as directed. Prepares and submits reports and records on time.
- Participates in Ohio State Highway Patrol annual bus inspections as directed.
- Helps prepare an annual equipment inventory.
- Helps with the receipt of deliveries. Unloads trucks. Inspects packages for damage. Verifies quantities. Organizes and stores supplies.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Reports student discipline problems, vandalism, and other related concerns.
- Promptly documents all injuries that require medical referral.
- Acts responsibly to protect school property. Takes appropriate action during adverse weather conditions. Secures the transportation facility at the end of the workday. Responds to transportation emergencies as needed.
- Helps deal with unexpected circumstances or pressing district needs as directed.
- Takes precautions to ensure staff/student safety. Watches for behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.

- Keeps current and shares knowledge about advances in equipment technology.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serves as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of the transportation director: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps as needed to successfully accomplish delegated duties.

**Working
Conditions:**

District policies/procedures address workplace issues to minimize exposure to the following situations and factors that may not always be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, working at various heights, and in confined spaces.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for adverse contact with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Licking Valley Local School District Board of Education.

The Licking Valley Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events

Rev.

**LICKING VALLEY LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: OBI (ON BOARD INSTRUCTOR)

Reports to: Transportation Director

Job Objectives: Plans and implements bus driver training activities.

- Minimum Qualifications:**
- High school diploma.
 - Meets all school bus driver minimum qualifications (see bus driver job description).
 - Valid state pre-service school bus driver training program certificate.
 - Commitment to keep current with workplace innovations that enhances personal productivity.
 - Effective presentation skills and ability to train adult learners.
 - Demonstrates a clear understanding and commitment to defensive driving practices.
 - Attends training programs necessary to maintain instructor status.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- OBI Trainer follows bus driver job description. (File 703) Ensure that trainee has knowledge and access to all training materials. Teaches trainee where to find all forms needed to do their job. Ensure trainee has a Licking Valley Drivers Handbook.
- Conducts training activities that support the ongoing improvement of pupil transportation services.
- Advances the district's professional image. Maintains open/effective communications. Uses problem solving techniques to tactfully address and resolve questions/concerns.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Supports community partnerships that enhance district programs.
- Promotes the proper use and care of all transportation department property.
- Provides staff leadership. Generate staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work environment. Promotes the change process. Implements strategies and time frames to accomplish organizational objectives. Helps resolve problems.
- Monitors state training requirements for bus drivers. Prepares instructional materials using up-to-date resources (bus driver training manual etc.). Evaluates operational performance to ensure that bus driver training programs are effective.
- Helps job applicants obtain training packets and prepare for the Commercial Driver's License (CDL) test. Help arrange test appointments for trainees. Escort trainees to/from testing site.
- Trains transportation staff in procedures to effectively accomplish assigned duties.
- Participates in transportation staff orientation/professional development days.
- Teaches vehicle operating procedures and defensive driving techniques, in all school vehicles used to transport children.
- Supervises the collection, verification, and data entry/recording of program information as directed.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Strives to develop rapport and serve as a positive role model for others.

Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises tact and self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility: Under the direction of the transportation director: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps as needed to successfully accomplish delegated duties.

Working Conditions: District policies/procedures address workplace issues to minimize exposure to the following situations and factors that may not always be predictable.

- Duties requires bending, crouching, kneeling, reaching, and standing.
- Duties requires lifting, carrying, and moving work-related supplies/equipment.
- Duties requires operating and/or riding in a vehicle.
- Duties requires traveling to meetings and work assignments.
- Duties requires working in proximity to moving mechanical parts.
- Duties requires wearing protective clothing and using safety equipment.
- Duties requires working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for adverse contact with aggressive, disruptive, and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Licking Valley Local School District Board of Education.

The Licking Valley Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events

THE BUS DRIVER JOB DESCRIPTION AND GENERAL DUTIES
ANY VIOLATION OF THE FOLLOWING COULD LEAD TO DISCIPLINARY
ACTION, UP TO SUSPENSION OR TERMINATION.

- 1) The bus driver shall conform to all requirements of the state code and shall be properly licensed. Bus drivers must know and obey the laws, rules, and regulations governing the operation of the school bus. Bus drivers shall follow Licking Valley Local School Policies, Administrative Guidelines. In the event of any unusual situation driver must contact the Transportation Director or designee immediately. **Driver must notify employer immediately of any traffic violations regardless of what vehicle they were in. This must also be in writing within 24 hours.**
- 2) Bus drivers shall be responsible for the safe operating condition of route bus, or a spare if needed.
- 3) The first time, the bus is out of compound for the day bus drivers shall make necessary pre-trip inspections and log findings on Form #36. If running same bus on second route use form #4 to log findings, and report any necessary maintenance problems, in writing, to the proper authority. (Form# 6 Mechanic Defect).
- 4) Bus Drivers shall complete a post trip at the High School and Elementary building, and Bus Garage; your bus should be empty at each of these points in your route. This is to check for student belongings and students. If you find belongings turn into school personal immediately. If you find a student you must contact the Transportation Director or designee immediately.
You must return student to school or home in an authorized school vehicle.
- 5) Drivers shall never leave keys on bus that is unattended. Driver will bleed brakes between 20-40 pounds of pressure whenever bus is unattended. Until parking brake valve closes. (Brake pops out). (Except while doing pre-trip and warming bus, in garage compound only).
- 6) The Board of Education shall sponsor the required 4 hour yearly in-service training sessions. Drivers who do not attend these session must go to alternate training, on their own time and expense. Driver must turn in documentation that you attended training. This training must be pre-approved by the Transportation Director.
- 7) Bus drivers shall report all bus accident/incidents regardless of how small they may seem, at the time of the accident/incidents. If accident is excess of \$1000.00, bus driver shall use the school approved procedures (State Form T-10) for reporting to the state.
- 8) Bus driver shall maintain routes and schedules as planned by the Transportation Director , a copy of route schedules shall be kept with route at all times. (In regular bus or spare bus if needed). The driver shall operate the bus on a time schedule and shall wait for any pupil if driver is ahead of schedule. The driver shall have the **Designated Place of Safety** listed on route sheet for ever stop.

Driver is responsible to keep the Bus, Bus Garage, and the Transportation Director, copies of the route schedules up to date as changes occur. Bus Drivers shall have a short copy of schedule prepared for a substitute driver in case of their absence.

- 9) Bus drivers must report any hazardous conditions along existing route **in writing** to **The Transportation Director. See Form # 34 these hazards must be listed on route sheet.**
- 10) Bus drivers shall not park buses where they constitute a traffic hazard. Driver shall not park bus in any fire lane except to load and unload. Bust must be moved after loading or unloading.
- 11) Bus drivers shall keep each bus clean, interior and exterior. **You will be compensated a total of 63 hours of pay divided between all pays during the year. The 63 hours will be for clean-up, paperwork, fueling, calling parents, and talking to principals.** No brush washing of buses between the hours of 6:00 AM – 7:00 AM and 1:30 PM – **2:00 PM**. All washing of buses will be done in the wash area.
- 12) Bus drivers must present a desirable personal appearance and manner. Driver’s appearance should be consistent with guide lines of policy **4216. Drivers must wear uniform shirt, or shirt approved by Transportation Director. Five uniform shirts will be provided to each driver. If you would like to purchase others with the approval of Transportation Director you may do so. Drivers will not wear flip flops or sandals. Must have sturdy foot attire, that covers foot.**
- 13) Bus drivers must be reliable and dependable. In the event a driver is unable to report to work **he/she must call the designated person: No later than 9:00 PM the night before. Driver will not call before, 5:00AM, not after 5:30 AM., for that morning route. Must call no later than 1:00 PM For afternoon Route.**
 - A) Bus drivers who have experienced a **3-day consecutive** absence due to illness may be required to have a doctor’s slip. If required by the **Transportation Director / Superintendent.**
 - B) **3301-83-07-Paragraph (F) Administration (1) School bus drivers who have experienced a prolong period of absence due to illness or injury may be required by the school bus owner to be re- examined in accordance with this rule.**
- 14) Bus drivers must represent the school district in a positive manner. Among other considerations, this means under no circumstances should **profanity** of any kind be spoken by the driver. Polite treatment of the public at all times is a necessity.
- 15) Bus drivers shall use **seat belt properly**, and have **door closed** whenever bus is in motion. **Law # 3301-83-20(H)**
- 16) All **Bus drivers must not leave fuel pump unattended while fueling bus.** Engine must be **off.**

No **students** are allowed to be on board bus while fueling.

No smoking or **cell phone** use at fuel pumps.

No use of any tobacco products on school grounds or school property including school buses. Policy #7434

All bus drivers **shall** fuel and clean spare buses after **each use**.

- 17) **Cellular telephones - Except in cases of extreme emergency, cellular telephone including hands-free and wireless devices, or other portable communication devices shall not be used by the driver while the school bus is in motion, or while the driver is supervising the loading or unloading of students. State Law # 3301-83-20 (M).**
- 18) Bus drivers that have student problems **must not hold other drivers up**. Drivers **need to pull off to side, and let other drivers pass.**
- 19) Bus driver must stay with bus anytime that there are students on the bus. Unless in an emergency. Set parking brake, take keys with you, if you must leave the bus. If possible bleed off the brakes.
- 20) While bus drivers are waiting for students at the buildings, they must return to their bus as soon as students are present from buildings.
- 21) The driver (shall) assign seats to pupils. Driver must turn in seating charts to Transportation Director the second week of school each year. If and when seating chart changes give a copy to Transportation Director.
- 22) Bus drivers must maintain pupil control and report violations to the proper authority. Bus drivers shall report, in writing to the appropriate administrators, all rule violations or conduct that justify immediate removal, suspension, or expulsion of a student. **Form # 18** Bus drivers shall cooperate with the principal in any disciplinary problems of the student.
- 23) Bus drivers must follow accident guidelines **so that** all parents **of** students that were involved in accident are notified. See accident form. **Form # 32**
- 24) Bus drivers must keep accurate records and submit all reports and forms at the specified time. **(See list of due dates on Form page).**

GUIDELINES FOR BUS ASSIGNMENTS TO ROUTES

- 1) All bus assignments will be the responsibility of the **Transportation Director**.
- 2) At the beginning of each year a bus is assigned to a route, it will stay with that route unless a school district emergency or extenuating circumstance dictates otherwise. **As authorized by the Transportation Director.**

GUIDELINES FOR BUS ROUTE ASSIGNMENTS

When a new route is established or an existing route comes open, the following procedure will be followed:

- 1) The route will be posted by the **Transportation Director** for five (5) working days during the school year. If the route comes open during the summer months, a **written** notice will be mailed to all **Regular** contract drivers, with a specified date for the return.
- 2) Regular contract drivers who are interested in the route shall turn in a written bid to the **Transportation Director**, listing reasons why they would like consideration for route assignment.
- 3) Seniority will be a factor in any decision; however, the final decision on all route assignments will be determined by the **Transportation Director** and should include an examination of the driver's evaluation and past discipline records.
- 4) If no **regular contract** driver bids on the open route, it will be offered to substitute **drivers in writing**. Substitute drivers who are interested in the route shall turn in a written bid to the Transportation Director, listing reasons why they would like consideration for route assignment. The decision will be based on your letter, your experience, your availability, and your past history since you have been employed as a sub driver. The final decision will be determined by the **Transportation Director**.

PROPER DRIVING TECHNIQUE

- 1) **STEERING** – Hand over hand, at 9 and 3 position with thumbs up, turn with hands on top half of wheel.
- 2) **STUDENT STOP ON LEFT PICK-UP** –Traffic check before activating warning lights at approximately 300 feet... **COUNT STUDENTS ON APPROACH**...Stop 10 feet short of students and set emergency brake, place gear shift in neutral, open door. Hold students back with proper hand signal (**hand in window in a stop position and lowering straight down**) and other hand covering horn, **COUNT** number of students, do another traffic check and lower hand. **COUNT** Students as they get on...place in gear, count mirrors in proper sequence checking in student mirror that they are all seated...close door, release emergency brake. Do another traffic check before moving.
- 3) **STUDENT DISCHARGE ON LEFT** – Traffic check. Activate amber warning lights at 300 feet. Stop bus 10 feet short of designated stop, both hands at 9 and 3 when the bus stops. Maintain pressure on service brake. Set parking brake, shift into neutral, open service door. Give proper instructions to students crossing (**WALK OUT 10 STEPS IN FRONT OF BUS ALONG THE ROAD EDGE AND WAIT FOR MY HAND SIGNAL WHEN I DROP MY HAND YOU MAY START ACROSS BUT WHEN YOU GET TO TRAFFIC SIDE OF BUS STOP, AND LOOK BOTH WAYS. IF CLEAR PROCEED TO YOU PLACE OF SAFETY. STAY THERE UNTIL BUS IS GONE...IF YOU**

HEAR A HORN LOOK FOR DANGER...IF NO DANGER LOOK BACK AT ME FOR INSTRUCTIONS). COUNT number of students exiting bus, cover horn with opposite hand, check traffic before dropping hand. Make eye contact and slowly drop hand straight down. **RE-COUNT** students in designated “place of safety “. Shift bus into gear, check mirrors (count out loud in the proper sequence). Close service door, release brake. Check right and left side mirrors prior to pulling away.

- 4-A) **STUDENT PICK-UP ON RIGHT** - Traffic check, actuate amber warning lights at 300 feet, stop bus in designated area, both hands at 9 and 3 when bus stops. Maintain pressure on service brake. Set parking brake. Shift into neutral, open service door, Hold students back with proper hand signal (**hand straight up in a stop position and lowering straight down**) students must stay in designated place of safety until driver signals for the students to load. Driver must **COUNT** students standing in line while approaching, **RE-COUNT** students when boarding the bus. Shift into gear, check mirrors (count out loud in proper sequence), close service door. Release parking brake. Check right and left side mirrors prior to pulling away.
- 4-B) **AND DISCHARGE ON RIGHT** – Traffic check, actuate amber warning lights at 300 feet, stop bus in designated area, both hands at 9 and 3 when bus stops. Maintain pressure on service brake. Set parking brake. Shift into neutral, open service door, give students instructions go to “place of safety”. **COUNT** students exiting the bus, **RE-COUNT** students in designated “place of safety” shift into gear, check mirrors (count out loud in proper sequence), close service door. Release parking brake. Check right and left side mirrors prior to pulling away.
- 5A) **RAILROAD CROSSINGS – SHALL STOP FOR ALL CROSSINGS** - Traffic check, activate hazard lights 300 feet before tracks...shut off all noise (heaters etc..) Open window REQUEST SILENCE. Stop 50 feet and not less than 15 feet from nearest rail ... Set Emergency brake, put in neutral, open door...look and listen through both the door and window twice in each direction. Place in gear, close door, release emergency brake. Do a traffic check...Proceed across tracks without stopping, cancel hazards after 50 feet.
- 5B) **RAILROAD MALFUNCTIONS** – No driver shall cross railroad tracks if lights/gates are malfunctioning. You must radio in, you will only be permitted to cross when authorized by law enforcement/or railroad department.

4511.62 Stopping at railroad grade crossing.

(A) (1) Whenever any person driving a vehicle or trackless trolley approaches a railroad grade crossing, the person shall stop within fifty feet, but not less than fifteen feet from the nearest rail of the railroad if any of the following circumstances exist at the crossing:

(a) A clearly visible electric or mechanical signal device gives warning of the immediate approach of a train.

(b) A crossing gate is lowered.

(c) A flagperson gives or continues to give a signal of the approach or passage of a train.

(d) There is insufficient space on the other side of the railroad grade crossing to accommodate the vehicle or trackless trolley the person is operating without obstructing the passage of other vehicles, trackless trolleys, pedestrians, or railroad trains, notwithstanding any traffic control signal indication to proceed.

(e) An approaching train is emitting an audible signal or is plainly visible and is in hazardous proximity to the crossing.

(f) There is insufficient undercarriage clearance to safely negotiate the crossing.

(2) A person who is driving a vehicle or trackless trolley and who approaches a railroad grade crossing shall not proceed as long as any of the circumstances described in divisions (A)(1)(a) to (f) of this section exist at the crossing.

(B) No person shall drive any vehicle through, around, or under any crossing gate or barrier at a railroad crossing while the gate or barrier is closed or is being opened or closed unless the person is signaled by a law enforcement officer or flagperson that it is permissible to do so.

(C) Whoever violates this section is guilty of a misdemeanor of the fourth degree.

Effective Date: 01-01-2004

6) **TURN AROUNDS** – Traffic check...activate hazard lights before entering intersection...stay in your lane...stop approximately 1 bus length past where you are going to back into, immediately put into reverse. Do another traffic check especially directly behind you, you may sound horn 2 times. Start backing slowly, checking all mirrors and keeping back of bus close to the curb. Stop when bus is parallel to curb and is behind stop bar or crosswalk. Turn off hazard light, actuate turn signal, check traffic in both directions.

PROCEDURE FOR TWO WAY RADIO

- 1) Use relay call when others cannot complete call.
- 2) Do not let students use radio, **except in emergency**.
- 3) Hold transmitter button down for two seconds before speaking.

- 4) For clear transmission, speak directly across the microphone holding it about two inches from your mouth.
- 5) Use **route number**, not bus number to call another unit or base.
- 6) **FCC rules and regulations prohibit unnecessary talking or profanity on radio. Keep communication to a minimum.**

SCHOOL BUS DRIVER EMPLOYMENT GUIDELINES

Recognizing that safe driving is critical to the safe transportation of Licking Valley students on school buses, and is critical to maintaining reasonable levels of insurance rates, the Licking Valley Board of Education has established the following guidelines pertaining to the Employment of school bus drivers:

It is the policy of the Board of Education that all bus drivers obtain and hold proper certification under standards for school bus drivers established within the Ohio Revised Code. It is also the purpose of this Board to protect its students from drivers whose certification is invalidated by the Ohio Point Law or point standards of this District.

A copy of each new school bus driver's complete driving record must be obtained from the Ohio Department of Education prior to allowing the school bus driver to operate a school bus or school van for the first time. In accordance with State transportation regulations, the Superintendent shall request the administrator in charge of transportation to conduct at least a semi-annual review of each school bus driver's (i.e., current bus drivers and those newly hired bus drivers who remain employed with the Board) driving record through the Ohio Department of Education to determine that such drivers have:

- A. no more than six (6) points within the last twenty-four (24) month period;
- B. not been convicted of driving while under the influence of alcohol and/or a controlled substance during the past six (6) years (i.e., not been convicted of a violation of R.C. 4511.19);
- C. not received two (2) (or more) of the following serious traffic violations as defined in R.C. 4506.01(DD)(1) through (DD)(7) during the last twenty-four (24) month period:
 1. a single charge of any speed in excess of the posted speed limit by fifteen (15) miles per hour or more;
 2. violation of R.C. 4511.20 (i.e., operation in willful or wanton disregard of the safety of persons or property) or R.C. 4511.201 (i.e., operation off street or highway in willful or wanton disregard of the safety of persons or property) or any similar ordinance or resolution, or of any similar law of another state or political subdivision of another state;
 3. violation of a law of this State or an ordinance or resolution relating to traffic control,

other than a parking violation, or of any similar law of another state or political subdivision of another state, that results in a fatal accident;

4. violation of R.C. 4506.03 (i.e., commercial driver's license or temporary instruction requirements) or a substantially similar municipal ordinance or county or township resolution, or of any similar law of another state or political subdivision of another state, that involves the operation of a commercial motor vehicle without a valid commercial driver's license with the proper class or endorsement for the specific vehicle group being operated for the passengers or type of cargo being transported;
 5. violation of R.C. 4506.03 (i.e., commercial driver's license or temporary instruction requirements) or a substantially similar municipal ordinance or county or township resolution, or of any similar law of another state or political subdivision of another state, that involves the operation of a commercial motor vehicle without a valid commercial driver's license being in the person's possession;
 6. violation of R.C. 4511.33 (i.e., driving in marked lanes) or R.C. 4511.34 (i.e., space between moving vehicles) or any municipal ordinance or county or township resolution substantially similar to either of those sections, or any substantially similar law of another state or political subdivision of another state;
 7. violation of any other law of this State or ordinance or resolution relating to traffic control, other than a parking violation, that is determined to be a serious traffic violation by the United States Secretary of Transportation and the Director designates such by rule; and
- D. no railroad crossing violations during the last year (i.e., twelve (12) month period);
- E. not received any violations that render the bus driver uninsurable by the District's Fleet Insurance Carrier.

The records obtained from the annual records check will be maintained for a minimum of six (6) years.

A driver having any of the above-referenced violations will be disqualified from operating a bus. The driver will also be notified that his/her school bus certification will be reviewed by the Superintendent and his/her employment as a school bus driver may be terminated.

A driver involved in a preventable school bus accident, or judged guilty of a minor traffic violation, shall be subject to the disciplinary action established in the Superintendent's administrative guidelines. Further, no driver who is convicted of a traffic violation or has his/her commercial driver's license (CDL) suspended will be permitted to operate a school bus or school van until the driver files a written notice of the conviction or suspension. Such written notice must be immediately filed with the Superintendent or administrator in charge of transportation, irrespective of whether the traffic violation occurred while operating a Board-owned vehicle or a private vehicle or during school or non-school hours. Failure to file the required written notice of conviction or suspension will result in the revocation of the driver's certificate and/or disciplinary action, up to and including termination.

If a school bus driver has an interruption in driving a school bus or school van for a period of one (1) year or longer, s/he will not be permitted to resume operating a school bus or school van until a copy of the school bus driver's complete driving record has been obtained.

In addition to the required driving record check, the administrator in charge of transportation shall obtain a satisfactory BCII report prior to hiring an individual as a new school bus or school van driver, along with an FBI background check (i.e., an FBI background check will also be required prior to hiring new employees). An updated, satisfactory BCII report shall be obtained for each school bus driver every six (6) years with driver re-certification. Satisfactory shall be defined by the same standards applied to other public school employees. Such records shall also be maintained for a minimum of six (6) years (see Policy [4121](#) for criminal history record check requirements).

No bus driver will be permitted to drive a school bus or school van unless s/he meets all other requirements contained in the rules adopted by the Ohio Department of Education prescribing qualifications of drivers of school buses and other student transportation. In addition, no bus driver will be permitted to drive a school bus or school van unless:

- A. information pertaining to the bus driver has been submitted to the Ohio Department of Education, including the name of the Board, name of the bus driver, driver license number, date of birth, date of hire, status of physical evaluation and status of training; and
- B. a criminal records check, including information from the Federal Bureau of Investigation, has been completed and received by the Superintendent.

BUS DRIVERS ACCIDENT DISCIPLINARY PROCEDURE

First accident: chargeable or non-chargeable, will be reviewed by the Transportation Director and verbally discussed with the driver. If it is a chargeable accident, a letter will be **given** to the driver and one will be placed in the drivers file.

Second Accident with-in one year chargeable or non-chargeable, will be reviewed by the **Transportation Director** and the Superintendent. And verbally discussed with the driver. If this is a second chargeable accident with-in one year, it will result in a **3 day suspension with-out pay**. If it is a non-chargeable accident, a letter will be **given** to the driver and one will be placed in the drivers file.

Third accident with-in 18 months chargeable or non-chargeable, will be reviewed by the Transportation Director and the Superintendent, and discussed with the driver. If a driver has three chargeable accidents and **/or** has accumulated six points, they will be suspended, without pay, **or termination recommended to the Board of Education.**

All chargeable accidents will be reviewed by the Transportation Director and the Superintendent.

Result may include disciplinary action, also include suspension or termination. Depending on the severity of property damage or any injuries.

NOTE: A chargeable accident is an accident where the law officer or **Transportation Director** determines that the driver was at fault.

DRIVER AWARDS – Will be presented to drivers who have not had a chargeable accident **at:**
100,000 – 200,000 – 300,000 – 400,000 - 500,000 miles.

PUPIL MANAGEMENT AND SAFETY INSTRUCTION POLICIES

- 1) Pupils shall arrive at bus stop **5 minutes** before the bus is scheduled to arrive.
- 2) Pupils must wait at their **designated place of safety**.
- 3) Behavior at school bus stops must not threaten life, limb or property of any individual.
- 4) Pupil must go directly to **assigned seat**.
- 5) Pupils must remain seated keeping aisles and exits clear.
- 6) Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- 7) Pupils must not use profane language.
- 8) Pupils must refrain from eating, drinking, or **chewing gum**, on the bus except as required for medical reasons.
- 9) Pupils must not use **any tobacco products** on the bus.
- 10) Pupils must not have alcohol or drugs in their possession on the bus, except for prescription medication required for a student.
- 11) Pupils must not throw or pass objects on bus or out the windows of bus.
- 12) Pupils may carry on bus only objects that can be held in their laps. **Rule 3301-83-20 letter J** - States: Equipment such as music instruments, athletic uniforms, etc., which cannot be held by passengers in their seats, shall be stored in the rear of the bus. When it is necessary to transport such equipment concurrently with pupils, space shall be provided to comply with this rule without having standees in the bus. Equipment required in the assistance of

preschool and special needs children shall be safely and properly secured. A clear aisle to the exit door must be maintained at all times.

- 13) Balls carried on bus must be in a bag or contained in some manner.
- 14) Glass containers, balloons are not permitted on the bus.
- 15) Firearms, ammunition, weapons, explosives, or other dangerous materials or objects are prohibited on school buses. Animals are also prohibited, with the exception of those intended for special needs assistance.
- 16) Pupils must leave or board the bus at location to which they have been assigned unless they have parental and administrative authorization to do so otherwise.
- 17) **Any transfer student violating rules/laws may lose transfer privileges.**
- 18) Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped pupils.
- 19) Drivers and bus aides must have access to appropriate information about a child to the degree that such information might affect safe transportation and medical well-being. This information must be readily accessible in the transportation office. All such information is strictly confidential.
- 20) When any bus is stopped for any railroad crossing, all passengers must remain silent until the crossing is completed. A signal for silence shall be given by the school bus driver approximately three hundred (300) feet from the crossing.

NO STUDENT WILL BE ALLOWED TO GET OFF BUS ANYWHERE, BUT THEIR DESIGNATED PLACE OF SAFETY WITHOUT PRIOR WRITTEN PERMISSION. NO BUS PASS THEY MUST GO TO THE LOCATION THEY HAVE LISTED ON SCHEDULE.

STUDENT DISCIPLINE PROCEDURES.
REFER TO BUS MANAGEMENT PLAN (Listed In Forms)

- 1) Minor Bus Infraction: The driver will work with the individual students, and **shall keep written documentation.**
- 2) Major Bus Infractions: The driver will work with the individual student (S) for major infractions or when reasonable warning has failed to bring action, the student will be brought to the principal's office. **REFER TO BUS MANAGEMENT PLAN**
- 3) School bus drivers **shall report, in writing**, to the appropriate administrator all rule violations or conduct that justify immediate removal, suspension or expulsion.

Pushing, shoving, fighting, changing seats, messing around, throwing objects, damaging the bus in any way, hanging objects out bus windows etc. Are not permitted. Any violation of the rules **shall** be enforced by any building principal at Licking Valley, C-Tec or any private school whose students ride Licking Valley buses. Students who violate rules shall be denied transportation and parents will be required to transport those students to school.

Building policies and handbooks detail specific procedures.

GUILDLINES FOR TRANSFER STUDENTS @ LICKING VALLEY HIGH SCHOOL

- 1) The above rules apply at all times.
- 2) Non-Public, C-Tec, and **other transfer students** shall wait in their **designated areas**. Students are to conduct themselves in an orderly manner. As soon as the bus arrives, students are to go directly to their bus.
- 3) **Transfer student shall not get off the bus anywhere, other than their designated stop without prior authorization to do so.**

LICKING VALLEY LOCAL SCHOOL DISTRICT
GUIDELINES FOR BUS DRIVER TIME SHEETS

Bus drivers will need to complete time sheets according to these guidelines:

- 1) All route times will be set by the **Transportation Director** after consulting with each driver during the first, two full weeks of each school year.
- 2) Ten minute warm-up time and ten minute bad weather time will be granted in lieu of time for breakdowns, hearings, etc. Drivers will warm up **their own** buses daily as they conduct bus

inspection. **Warm-up time is to be kept to a minimum, to be adjusted according to the weather.**

- 3) All route times will be checked by the **Transportation Director**.
- 4) If your route changes more than ten minutes, contact the Transportation Director
Only the **Transportation Director** has the authority to make route changes.
- 5) Route time starts on the PM schedule **at 2:00**, except the driver(s) who run **C-Tec, special needs, non-public or Flying Colors**. These routes will be adjusted as needed by the **Transportation Director**.
- 6) All routes will include 63 hours a year divided over the year. The 63 hours will be for clean-up, paperwork, fueling, calling parents, and talking to principals.
- 7) No buses will arrive at the **Middle School** before **7:12 AM**. Do not let Middle School students off before 7:18 AM. Middle School staff will call for them. High School **at 7:25**. Arrival at the Middle School in the afternoon is **2:15** and at the High School at **2:25**.
- 8) Buses will be started by the mechanics if temperature reaches **below** 10 degrees.
Additional bus warm up time is as follows:
40 degrees and above maximum 10 minutes
20 to 39 degrees maximum 15 minutes
19 to 10 degrees maximum 20 minutes
9 degrees and below as necessary
Drivers are not compensated for this warm up time other than item # 2.
- 10) Time sheets are to be turned in by **9:00 AM on Every other Thursday**. **Sick leave forms are to be turned in immediately upon your return, or ahead of time for appointments. Personal leave prior to, the day of leave / unless it's an emergency. If personal leave is requested on the day before or after a holiday, vacation, first scheduled student day, or last scheduled student day. The employee (with approval of the building principal or supervisor) must have a substitute scheduled prior to requesting the leave. Any correction to time sheets will need to be in by the following Monday by 9:00 AM.**

GUIDELINES FOR ALL TRIPS-FIELD/ATHLETIC, ECT.

- 1) **Bus Capacity**
 - A) Seating shall be provided that will permit each passenger to sit in a position which will provide maximum protection by the barrier.
 - B) The numbers of passengers in a school bus shall not exceed the school bus manufacture's rated capacity. Seating shall be adjusted according to the passenger's individual size.
 - C) Number of authorized passengers is to be listed on the trip sheet. Figure two to a seat (grades4-12). Each seat used for storage, deduct two passengers. Capacity needs to be checked by drivers. **Certified Staff member/or Board Approved Advisor** will be responsible for equipment and capacity to and from event.
- 2) Do not block center aisle on bus or obstruct the windows with uniforms, coats, signs, ect.
- 3) Do not store anything around the driver or his/her area. Equipment shall be stored in rear seats and out of center aisle.
- 4) No coolers bigger than 36 inches.
- 5) No glass or balloons are allowed to be transported.
- 6) No animals are to be transported, unless it is a service animal.
- 7) **Bus Drivers will** be responsible to set time for returning from field trip.
- 8) **All state laws** and regulations will be enforced by the **driver/certified staff member/or board approved advisor.**
- 9) Emergency medical forms will accompany the students. **The certified staff member/or board approved advisor** on bus shall be in charge of forms.
- 10) Exception to these rules may be granted by the **Transportation Director** upon written request by the employee in charge. Copy of signed request will be given to the driver at the start of the trip.
- 11) A list of chaperones and authorized passengers must be kept by the **certified staff member/or board approved advisor.**
- 12) **Meal plans shall be documented on the trip sheet. If not documented driver shall not stop. Map and directions will be included with each trip sheet.**
- 13) Driver will stay with bus or notify the **certified staff member/or board approved advisor** where he/she can be located.

- 14) One or more **certified staff member/or board approved advisor** as approved by the Superintendent or designee, shall accompany each school bus required for any non-routine trip involving school-age passengers. **The certified staff member/or board approved advisor** responsibility shall be to assist the school bus driver in maintaining passenger control and enforcing procedures for the safety of all passengers. A certificated person licensed as a bus driver may serve as a chaperone and driver concurrently. If there are two or more chaperones or coaches, one should sit in the rear of the bus and one in the middle of the bus.
- All passengers must not use profane language.
 - All passengers no eating, drinking or **chewing gum** on bus.
 - All passengers must not use tobacco **products** on the bus.
 - All passengers must not have alcohol or drugs in their possession.
 - All passengers must not throw any object on the bus, or out windows.
 - All passengers must not put head or arms out of the bus window.
 - **No putting uniforms signs, etc. over bus windows.**
 - **No blocking of aisle or emergency doors.**
 - When any school bus is stopped for any railroad track, all passengers must be silent until the crossing is completed. A signal for silence shall be given by the school bus driver approximately three hundred feet from crossing.
 - Pushing, shoving, fighting, changing seats, messing around, throwing objects, damaging the bus in any way, hanging objects out the windows, etc. are not permitted. Any violation of the rules can be enforced by any building principal at Licking Valley, **the C-Tec or non-public schools** who have students that ride
- Licking Valley buses are subject to follow the same rules and laws. Students who violate rules will be denied transportation and parents will be required to transport those students to school. **Building policies and handbooks detail specific procedures.**
- **The Transportation Director**, Building Principals and Athletic Director will be responsible to see that all trip guidelines are communicated to all teachers and coaches yearly.

GUIDELINES FOR EXTRA BUS TRIPS

All trips will be offered on rotating bases by (Contracted Drivers) seniority, followed by any (Substitute Driver) seniority that is interested in taking trips.

Request for a specific driver will be granted only when the driver agrees to donate his/her time. (With-Out Pay).

Any driver interested in trips must come to weekly meetings; or let Transportation Director or designee know prior to that Monday if you are interested in trips that will be handed out at that time. Meetings will be on Monday morning's after AM routes.

Drivers that wish to **donate time** for a specific trip may do so. And that trip will be given to that driver.

GUIDELINES FOR EXTRA BUS TRIPS

Driver that shows up for trip (is on school property) to take a trip, and trip was cancelled that driver will be paid 2 hours. If trip was cancelled ahead of time, before driver arrives they will not be paid, but will have first choice at next trip meeting.

BAD WEATHER PROCEDURES FOR BUS DRIVERS

- 1) Let bus garage personnel/Transportation Director know what road (s) or area the bus did not run and what students were not transported. **Fill out proper paperwork and turn in immediately to Transportation Director. Form # 25.**
- 2) **Don't let any students off the bus, other than their designated place of safety, without Transportation Director/or designee contacting parent.**
- 3) When bus is broken down or stuck, do not let students off bus with **anyone but parent. Unless the Transportation Director or designee makes contact with parent or parent designee** for other arrangements.
- 4) A student that is brought to school by a parent will be asked to stop in the school office and make special arrangements on where the child is to be dropped.
- 5) If there is a road drivers can't run because of bad weather conditions, driver must call at least one parent on that road and ask that they notify one or more other parents.
- 6) If you have a road that is a regular problem on bad weather days you may have parent fill out **Form # 24 (Bad Weather Pass)** and keep it in your bus for the year.

TRANSPORTATION DISASTER PLAN

PUPILS IN TRANSIT – WARNING IS RECEIVED OR TORNADO SIGHTED

As you drive your route, find areas which would provide good shelters. A short distance ahead of you may provide a safe shelter, if known in advance.
Remember in most cases, you only have a maximum of five minutes.

- 1) **IN RURAL AREAS**
 - A) Park bus immediately.
 - B) Evacuate the school bus Take First Aid Kit.
 - C) Move away from bus into wind.
 - D) Accompany pupils to the nearest home or building.
If no building available lie down covering head with arms in lowest area possible.
Watch for high water.
 - E) After disaster passes, administer any first aid that is needed.
 - F) Never let pupils off the bus alone.

G) Contact transportation office for further instructions.

2) IN URBAN AREAS

- A) Park bus immediately.
- B) Evacuate bus.
- C) Send pupils into nearest shelter. Get permission first, if possible.
- D) After the disaster passes, administer necessary first aid and request assistance, if needed.
- E) Never let pupils off the bus alone.
- F) Contact transportation office for further instructions.

DRIVER IN TRANSIT – NO PUPILS

- 1) Park bus immediately.
- 2) Seek shelter.
- 3) Contact transportation office for instruction.

After a tornado warning has been lifted, bus driver may continue to pick-up or drop off pupils in the usual manner.

THE MOST IMPORTANT THING TO REMEMBER IS THAT WHEN A WARNING IS RECEIVED OR A TORNADO SIGHTED, THE BUSES ARE TO BE PARKED AND EVERYONE SHALL SEEK SHELTER.

TERRORIST PLAN

The scope of terrorism can involve many different possibilities. Any form of terrorism can usually be related to another more specific type of emergency and the protocol for that specific emergency should be followed. Refer to the Licking Valley Schools Comprehensive School Safety Plan Manual.

VIOLENT INTRUDER PROTOCOL FOR BUSES

Please refer to the Licking Valley Schools Comprehensive Safety Plan Manual.

LICKING VALLEY LOCAL SCHOOL DISTRICT GUIDELINES FOR OBSERVATION/EVALUATION FORMS

BUS INSPECTION

The school bus driver shall make an inspection of bus on each use to determine if the bus is in safe operating condition and log in writing on **Form # 36 or Form # 4**. All items found deficient shall be wrote up on **form # 6** and turned into the mechanic that day. Driver needs to keep a copy in bus. Refer to Ohio Pupil Transportation Laws and Regulations.

DRIVING SKILLS

- 1) Proper use of **warning** lights (refer to State Manual)
- 2) Proper posture. Check to see if driver's seat is adjusted to operate brake, gas pedal.
- 3) Utilization of seat belts is a state law. **Law # 3301-83-20-H**
- 4) Use the correct gear in the proper area, such as hills and railroad crossings, down-shifting for automatic transmissions. Select the correct gear for route.
- 5) Stopping the bus as smooth as possible.
- 6) Use of turnaround – blocking traffic; what signal used to warn other motorist; use of proper lane; see if bus can be seen.
- 7) Railroad Crossing (Refer to state manual).
- 8) Learning ability. Learning new way of doing a better job keeping up with new laws and ideas. Attend meetings when required.
- 9) Attitude toward your job, students, and other school personnel.
- 10) Observe all speed limits and slow down for road conditions, and weather.
- 11) Observe all motor vehicle laws and regulations.

STUDENT RELATED SKILLS

- 1) Student behavior (refer to state manual).
- 2) Student at bus stop shall conduct themselves as follows: Wait in **designated Place of Safety**, if there are a group of students, they shall stand in a line with the smaller students getting on first. Students shall be at bus stop 5 minutes prior to bus arrival.
- 3) Loading and unloading-(Refer to State Manual).
- 4) Students need to go directly to **assign seat**. Proper unloading procedures-start with the front seat.
- 5) Route schedule and time. (Refer to State Manual).
- 6) Relationship with people – how a driver conducts him/herself with students, parents, and other school employees.
- 7) Student file – keep an updated record on student from misconduct to medical problems. **Medical information will be available by building principals for students who might have critical or emergency needs.**

RELATED DUTIES AND TRAITS

- 1) All reports shall be completed and turned in as needed.
- 2) Schedule shall be kept in bus and updated as needed. With accurate times on route.
- 3) Bus will be kept clean interior and exterior. Driver receives an extra 63 hours per year for clean up, paperwork, fueling, calling parents and talking to principals.
- 4) Check mail box before leaving on each route.
- 5) Dependability – a record will be kept on arrival time at work to start route.
- 6) Days employee missed including sick leave, personal leave, and deduct days, will be recorded.

RESOLVING PROBLEMS AT WORK

- 1) Go to the Transportation Director, try to resolve problem there.
- 2) If he/she is unable to solve problem go to the School Superintendent
- 3) If he/she is unable to solve problem there go to the School Board.

DRIVERS WILL BE ASKED TO READ AND SIGN A DRUG FREE WORKPLACE ACT POLICY WHEN THEY ARE HIRED BY THE DISTRICT.

ALCOHOL AND DRUG TESTING FOR SCHOOL BUS DRIVERS

The Board of Education directs the Superintendent to develop a school bus driver alcohol and drug testing program in compliance with federal and state laws and regulations.

The Superintendent and or The Transportation Director shall implement the program beginning January 1, 1996.

School bus drivers who operate a motor vehicle requiring a commercial driver's license are subject to a drug and alcohol testing program that fulfills the requirements of the federal regulations.

The regulations will reflect several requirements of the federal drug testing regulations but are not intended in anyway to modify or limit the procedures for drug and alcohol testing. District personnel will adhere to the detailed provisions of federal regulations in administering the district's drug and alcohol program. The regulations are based on OAC 3301-83-07; USC 2717.

References to tests in these regulations include both drug and alcohol tests unless the context specifies otherwise. The terms drugs and controlled substances are interchangeable and have the same meaning. Drugs refer to marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines (including methamphetamines).

PRE-EMPLOYMENT TESTS

Company Care of Licking Memorial or another appropriate testing agency will be employed to conduct the test for the school district and will follow all required federal regulations. Tests will be administered before a driver performs any safety-sensitive functions for the district.

The test will be required of an applicant only after he/she has been offered the position. Employment with the district is conditional upon the applicant receiving a negative alcohol and drug test result.

An employee may be exempt from the pre-employment drug test if he/she has participated in a drug testing program with-in 30 days prior to the application for employment and while participating in

that program either tested for drugs within the last six months (from the date of application) or participated in a random drug testing program in the previous 12 months, provided that the district has been able to make all verifications required by law.

POST-ACCIDENT TESTS

Alcohol and controlled substance tests will be conducted in the time limits imposed by the federal regulations after an accident on any driver who:

- 1) Was performing safety-sensitive functions with respect to the vehicle if the accident involved loss of human life.
- 2) Received a citation under state or local law for a moving traffic violation arising from the accident.
- 3) If any injury was apparent to any participant in the accident.
- 4) The Transportation Director or Superintendent may authorize a drug/alcohol test on any accident. If they deem necessary.

No driver involved in an accident may use alcohol for eight hours after the accident or until after he/she undergoes a post-accident alcohol test, whichever occurs first.

If an alcohol test is not administered within two hours or if a drug test is not administered within 32 hours after the accident, the district will prepare and maintain records explaining why the test was not conducted.

Tests conducted by authorized federal, state, or local officials will fulfill post accident testing requirements provide they conform to applicable legal requirements and are obtained by the district. Breath test will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

RANDOM TESTS

Test will be conducted on a random basis at unannounced times throughout the year. Random tests for alcohol will be conducted just before, during or just after the performance of safety-sensitive functions. Random test for drugs do not have to be conducted in immediate time proximity to performing safety sensitive functions. Once notified of selection for drug testing, a driver must proceed to a collection site to provide a urine specimen.

Drivers will be selected by a scientifically valid random process, and each driver will have an equal chance of being tested each time selections are made. The number of bus drivers selected for random testing will be in accordance with federal regulations.

REASONABLE SUSPICION TESTS

Test must be conducted when a properly-trained supervisor or district official has reasonable suspicion that the driver has violated the district's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, particularly observations concerning the driver's appearance, behavior, speech or body odors. The observation may include indications of chronic and withdrawal effects of controlled substances and /or excessive absences from work.

REASONABLE SUSPICION TESTS CONTINUED

An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test.

A supervisor or district official who makes a finding of reasonable suspicion also must make a written record of his observations leading to a reasonable suspicion drug test with-in 24 hours of the observed behavior or behavior or before the results of the drug test are released, whichever is earlier.

RETURN TO DUTY TEST

A drug or alcohol test will be conducted when a driver who has violated the district's drug or alcohol prohibition returns to performing safety-sensitive duties

Employees whose conduct involved misuse of drugs may not return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result.

Employees whose conduct involved alcohol may not return to duty in a safety-sensitive function until the return-to-duty alcohol test produces a verified result that meets federal and district standards.

FOLLOW-UP TESTS

A driver who violates the district's drug or alcohol prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem will be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing will be conducted just before, during or just after the time when the driver is performing safety-sensitive functions.

RECORDS

Employee drug and alcohol test results and records will be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver will receive copies of any records pertaining to his /hers drug or alcohol tests. Records will be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

NOTIFICATIONS

Each driver will receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the district's policy and regulations for meeting these requirements. The information will identify:

- 1) The person designated by the district to answer driver questions about the materials.
- 2) Categories of drivers who are subject to drug and alcohol testing requirements.
- 3) Sufficient information about the safety-sensitive functions performed by drivers to make clear for what period of the work day driver compliance is required.
- 4) Specific information concerning driver conduct that is prohibited.
- 5) Circumstances under which a driver will be tested for drugs and / or alcohol.
- 6) Procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results and insure that test results are attributed to the correct driver.
- 7) The requirement that a driver submit to drug and alcohol tests administered in accordance with federal regulations.
- 8) An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences.
- 9) Consequences for drivers found to have violated the drug and alcohol prohibitions including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment.
- 10) Consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04.
- 11) Information concerning the effects of drugs and alcohol on an individual's health , work and personal life; external and internal signs and symptoms of a drug or alcohol problem, and available methods of intervening when a drug or alcohol problem is suspected including confrontation, referral to an employee assistance program and / or referral to administrative officials.

Each driver must sign a statement certifying that he/she has received a copy of the above materials.

The district will inform drivers before drug and alcohol tests are performed.

The district will notify a driver of the results of a pre-employment drug test if the driver requests such results within 60 calendar days of being notified of the disposition of his/her employment application

The district will notify a driver of the results of random, reasonable suspicion and post accident drug tests if the test results are verified positive. The district also will tell the driver which controlled substances were verified as positive.

Drivers will inform their supervisors, in writing, if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect his/

her ability to safely operate a commercial motor vehicle.

ENFORCEMENT

Any driver who refuses to submit to post-accident, random, reasonable suspicion of follow-up tests will not be allowed to perform or continue to perform safety-sensitive functions and will not be paid.

A driver who in any other way violates district prohibitions related to drug and alcohol will receive from the district the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee will be evaluated by a substance abuse professional who will determine what help, if any, the driver needs in resolving such a problem.

Any substance abuse professional who determines that a driver needs assistance will not refer the driver to a private practice, person or organization in which he/she has a financial interest except under circumstances allowed by law.

Before the driver is returned to safety-sensitive duties, if at all, the district must insure that the employee:

- 1) Has been evaluated by a substance abuse professional.
- 2) Has complied with any recommended treatment.
- 3) Has taken a return-to-duty drug and alcohol test with a result indicating an alcohol concentration level of less than 0.02.
- 4) Is subject to unannounced follow-up drug and alcohol tests. The number and frequency of such follow-up testing will be directed by the substance abuse professional and consist of at least six tests in the first 12 months following the driver's return to duty.

LICKING VALLEY LOCAL SCHOOL DISTRICT ADMINISTRATIVE GUIDELINES

8605 - BUS SAFETY PROCEDURES

Proper transportation of students is a matter of continuing concern and it is imperative that all staff members associated with student transportation adhere to the following guidelines which have been designed to maximize the safety of students.

- A. Each bus driver must maintain effective communications with the Transportation Supervisor at all times and particularly when s/he encounters any situation that is out of the ordinary. To that end, each bus shall be equipped with a C.B. radio.

Such device is to be kept in operating condition at all times.

Each bus driver will be provided a manual containing all information relating to the safety and welfare of student riders. Each driver is required to thoroughly review the information in the manual, and should ask the Transportation Supervisor if s/he has any questions concerning the manual's content or how the manual is to be used.

Prior to the beginning of each school year, each driver shall be required to demonstrate proficiency in CPR and first aid, including emergency procedures for dealing with such conditions as epileptic seizures, fainting, and insect bites. Those who do not meet District standards will be provided opportunities for appropriate training.

- B. Cellular telephones, including hands-free and wireless devices, whether provided by the Board as equipment on the bus or personally owned by a bus driver, shall not be used by the bus driver while the bus is in motion or while the driver is supervising the loading or unloading of students, except in cases of extreme emergency.
- C. At the completion of each bus run, the driver is to do a complete walk-through of the bus to make sure that no student has remained.
- D. The Transportation Supervisor maintain a record of each student rider for ready reference whenever a question arises about a student. Such a record shall include name, address, telephone number, name and location of contact person, the bus driver's name and the number of the bus the student rides. This record shall also contain confidential information regarding physical and/or mental characteristics of the student which would require special attention.
- E. In addition, the Transportation Supervisor shall:
 - 1. conduct routine and periodic surveys of the School District area

and routes to determine the safety of current bus routes and bus stops;

2. ensure that each bus driver's records of qualifications and certification are up-to-date and on file in the Superintendent's office with a physician's certificate that the bus driver has passed an annual physical;
3. ensure compliance with all Department of Education safety specifications for school buses as well as statutory requirements for first-aid kits, fire extinguishers, traffic flares, and other safety features;
4. maintain and update a booklet containing traffic rules and regulations and distribute a copy to each driver;
5. ensure that there is no smoking or drinking of alcoholic beverages on any school bus or in the refueling area.

Evacuation of Bus

The following procedures are to be followed when evacuating the school bus.

- A. Stop bus, if not already stopped, off the road and out of the mainstream of traffic, if possible.
- B. Put on emergency flasher lights and immediately issue orders as to which exit is to be used.
- C. Maintain calm and direct students to "walk - not run", not to take books, lunch boxes, etc., and to be careful when disembarking.
- D. Send someone or call for help after making sure that all students are evacuated.
- E. Form students into a group at least 100 feet from the bus and as far away from traffic as feasible.
- F. Check bus list to ensure all students are accounted for and are in good condition.
- G. Emergency evacuation of disabled students may require modification of the above procedures.

Evacuation Drills

The Transportation Supervisor (TS) shall organize and conduct three (3) emergency exit drills for all students who ride school buses to and from school.

- A. Each of the following three (3) emergency procedures shall be conducted at least once annually:
 - 1. everyone exits through the front entrance door
 - 2. everyone exits through the rear emergency door
 - 3. front half exits through the front door and rear half exits through the rear door
- B. All drills shall be arranged and scheduled by the TS in cooperation with building principals. School bus drivers will conduct the drill sessions.
- C. Drills shall be held on school property when possible and not on the bus route.
- D. The driver shall stay in the bus during evacuation drills. The parking brake must be set, ignition turned off, and transmission in gear or park.
- E. Children shall not take lunch boxes, books, etc., when they leave the bus.
- F. Students shall assemble at a distance of at least 100 feet from the bus in an "emergency drill" and remain there until given further directions.
- G. The driver shall report to the TS that a drill has been conducted.

Accidents

- A. In the event of an accident involving the bus, the bus driver shall:
 - 1. evaluate the need for medical assistance;
 - 2. if necessary, evacuate the students to a safe area away from the scene of the accident;
 - 3. notify the local law enforcement agency or State Highway Patrol;

4. notify the TS or bus garage.
- B. The TS shall collect the data concerning the accident, notify the parents, and if necessary, arrange for another bus to transport the students.
 - C. In the event of a serious accident, the procedures stipulated by the local law enforcement agency or State Highway Patrol shall be followed.

Railroad Grade Crossings

A. General

1. The driver of any school bus, with or without passengers, shall operate the bus in a safe manner while approaching and stopping at a railroad crossing and verify that the necessary precautions are taken to see and hear any trains.
 2. The driver shall cross the railroad tracks only after complying with the procedures set forth in paragraph D below.
 3. After a train has passed the crossing, the bus driver shall not drive the bus onto any tracks until the driver is certain that no train, hidden by the first train, is approaching on an adjacent track.
 4. Crossing when flashing or audible signals malfunction is **only** permitted when done in accordance with R.C. 4511.62. Specifically, a driver may cross if signaled by a law enforcement officer or flagperson that it is permissible to cross.
- B. Weather conditions - during wet, stormy or foggy weather, before placing part of the bus on the tracks, the driver must know that the crossing can be made in safety.
- C. Behavior of passengers at railroad crossings - when any school bus is stopped for any railroad track, all passengers must be silent until the crossing is completed. A signal for silence shall be given by the school bus driver approximately three hundred feet from the crossing.
- D. School bus railroad crossing procedures:
1. Traffic checks shall be made upon the approach to the railroad crossing so that the driver can observe traffic and reduce speed far enough in advance of the stop to avoid trapping other motorists in panic stops or rear-end collisions with the bus. On multiple roadways, all stops must be made in the far right lane whenever possible and practical.
 2. At approximately three hundred feet from the railroad crossing, the driver must signal the passengers for silence, turn off noisy radios and other noisy equipment (fans, etc.), turn off the warning lamp master switch if necessary, and actuate the strobe light, if available and if conditions warrant. Radios and other noisy equipment shall remain off until the bus has cleared the railroad crossing.
 3. Actuate the hazard lights at least one hundred feet from the railroad crossing, unless prohibited by local ordinance. No other signs or signals, except the strobe light, will be actuated from the bus while stopped or stopping at the railroad crossing.
 4. For improved vision and hearing, open the driver's window (at the driver's left) just prior to stopping.
 5. Stop the bus within fifty (50) feet and not less than fifteen (15) feet from the nearest rail. Set the parking brake.
 6. Shift the gear lever into neutral. This applies to buses with either standard or automatic

transmission.

7. Open the service door and look and listen not less than twice in both directions for an approaching train, engines, or train cars.
 8. Shift into the proper gear when the crossing can be made safely and there is sufficient space on the other side of the railroad crossing.
 9. Close the door, continue to look for trains, engines, or train cars in hazardous proximity of the bus, and listen for any audible signals.
 10. Release parking brake and proceed across the railroad crossing when safe to do so. Do not shift gears while crossing.
 11. When the bus has safely cleared the last rail and is approximately fifty (50) feet from the crossing:
 - a. turn off the hazard lights and strobe light;
 - b. close window, if desired;
 - c. turn on warning lamp master switch and heater fans, if needed;
 - d. turn on radios.
- E. Traffic checks shall be made to identify any hazards by motorists trying to pass the bus while completing the railroad crossing.
- F. Stop exemptions granted by the Public Utilities Commission of Ohio.
1. While the driver of a bus or other school vehicle is required to stop at any and all railroad crossings, such requirement does not apply to an "exempt crossing" where the Public Utilities Commission of Ohio (PUCO) has granted a stop exemption authorizing and approving school buses and other school vehicles to cross the tracks without making the required stop at the railroad crossing.
 2. However, irrespective of whether a railroad crossing is designated as an exempt crossing, a driver of a bus or other school vehicle is required to stop at such railroad crossing when warning lights are activated and/or when trains are operated over the railroad crossing.
 3. An exempt crossing is effective only when appropriate signs giving notice of the stop exemption are erected at the crossing.

Tornado

In the event of a tornado sighting or warning, the bus driver shall:

- A. contact the TS and local law enforcement agency or State Highway Patrol office;
- B. pull the bus off the roadway;
- C. evacuate the bus;
- D. bring the first aid kit;

- E. take students to the nearest building, if possible;
- F. if in the open, take the students to a ditch, ravine, or embankment which is at least 200 feet from the bus;
- G. instruct students to lie down on their knees with their hands clasped behind their heads;
- H. once the danger is past, assess students for any needed medical attention;
- I. contact the TS and/or Superintendent or bus garage as soon as possible.

Bus Breakdown

In the event of a bus breakdown, the bus driver shall:

- A. move the bus off the roadway, if possible;
- B. notify the TS, who shall arrange for another bus to transport the students;
- C. evacuate the students to a safe area, if necessary;
- D. stay close to the scene until assistance arrives;
- E. assist in transferring students to the backup bus;
- F. arrange, together with the TS to have the bus towed/repaired.

Inclement Weather

Whenever the weather forecast indicates inclement weather approaching, the Transportation Supervisor is to inspect the condition of the roads. If the forecast relates to the current school day, s/he should notify the Superintendent in sufficient time so students can be transported home before road conditions would make such transportation hazardous. If the forecast relates to the next school day, the transportation supervisor is to make his/her recommendation to the Superintendent prior to 5:00 AM. The recommendation should be based on both personal observation of the roads and discussion with the Highway Department and/or the State Highway Patrol or Sheriff.

If transportation is cancelled, bus drivers will be notified by means of the telephone chain and parents by means of the radio and TV stations.

Dangerous and Illegal Weapons

The safety of students and staff is of paramount importance, and control of dangerous and/or illegal weapons is a particularly sensitive and critical responsibility. No weapon or other device that poses a danger to anyone in the vehicle shall be permitted. If a staff member discovers such a weapon or device, s/he should take the following actions:

- A. Radio for help immediately.
- B. Isolate the student, if possible, and if necessary, evacuate the bus.
- C. Avoid attempts to disarm the student unless the situation appears to be life-threatening.

Quelling a Disturbance

If, during a bus trip, any students become unruly or two (2) or more students become involved in a fight or create a disturbance, the driver should proceed as follows:

- A. Stop the bus and command the students to stop the disturbance and sit properly in their seats.
- B. Do not attempt to use physical force to quell the disturbance or dispossess students of any weapon or threatening object unless assured that such action is likely to be successful and not endanger the other students or the driver.
- C. If the students do not obey, drive the bus to a safe area while notifying the transportation office and the police of the disturbance and request assistance.
- D. If the disturbance is or may be jeopardizing to the safety and well-being of the other students, evacuate all uninvolved students from the bus using the standard evacuation procedure.
- E. Do not discharge an unruly student from the bus other than at his/her regular bus stop, a law enforcement agency, or a District school, and only then, if an official at that location or the parent(s) takes custody of the student(s).
- F. Make a full report of the disturbance to the TS upon completion of the trip.

Fueling

The following procedures are to be followed when fueling the school bus:

- A. The bus shall not be fueled while the engine is running.
- B. Smoking shall not be permitted on the school bus or while fueling.
- C. Students shall not be on board while the bus is being fueled.
- D. Cell phones shall not be used while the bus is being fueled.

Revised 11/07 In the above guidelines the (TS) that is referred to is the Transportation Supervisor/Director.

4212 - ATTENDANCE OF CLASSIFIED STAFF

An employee's work attendance has a direct effect on a unit's ability to provide intended services in support of the vision of the Licking Valley Local Schools. An employee's attendance record is a possible consideration which every supervisor may consider when selecting staff for initial hire, contract status, and/or job retention. Misuse of leave privileges, excessive leave use, unexcused absences or a pattern of failure to report for or remain at work may be grounds for positive disciplinary action. District policies acknowledge that circumstances may necessitate recommendations for varying levels of corrective action. District units may also develop specific written procedures, in coordination with the Superintendent or designee, to implement these guidelines within the framework of their unit mission.

The following guidelines have been established to assure that:

- A. there is consistent attendance counseling and corrective action on a district-wide basis;
- B. there is appropriate corrective action at the lowest level which is sufficient to address attendance concerns;
- C. there are clear steps to follow so that supervisors and employees may discuss attendance problems affecting the work unit and its productivity and have adequate time for employees to correct attendance deficiencies.

In any situation where an employee is unable to report or may be delayed in arriving for work at the assigned time and place, the employee must contact the immediate supervisor or other designated person prior to or at the start of the scheduled work shift. Except in the most unusual situations, the employee is expected to make the call personally, provide a projected length of absence and explain reasons for the absence or lateness. When absence is necessary, the employee must complete and submit a Leave Request Form to the immediate supervisor. The employee must also obtain supervisory authorization to leave the work site during a scheduled shift.

Responsibility for excusing lateness or an unexpected absence rests with the immediate supervisor. In most situations, the supervisor will be expected to make the decision (whether lateness or an unexpected absence is excused) when the employee returns. The supervisor should visit with the employee and personally review the employee's request and reasons to determine whether the absence or lateness is appropriately excused. Supervisory discretion should be exercised depending on the severity of the violation. The supervisor should take any mitigating circumstances and the employee's attendance record into account when making the decision. Unexcused absence or lateness should be

recorded as an attendance violation at the discretion of the supervisor. In cases of absence or lateness for medical reasons, when circumstances warrant, the supervisor may request medical certification to justify excusing the absence or lateness, particularly if the employee has been absent three (3) or more consecutive days.

There are several categories of attendance problems which represent misconduct. Appropriate responses to such problems will be determined based on the employee's record in all categories of attendance violations. Mitigating circumstances should be taken into account in determining appropriate responses. Incidents of attendance violations within three (3) years of the most recent violation may be considered when determining the appropriate response. Definitions of those categories are provided below.

A. Failure to Report for Duty:

1. **Tardiness:** Tardiness exists when an employee fails to report to work at the specified starting time. Corrective action may be taken if an employee is tardy. Repeated tardiness after verbal counseling is a pattern of tardiness.
2. **No-Call, No-Show:** An incident of no-call, no-show occurs when an employee both fails to report for work at the start of a scheduled work shift and fails to notify the supervisor or designated person within thirty (30) minutes of the start of the work shift of an intention to be absent.
3. **Unjustified Absence:** An unjustified absence occurs when a supervisor does not accept as reasonable an employee's explanation for an absence or lateness. A supervisor may designate a medical-related absence as unjustified only after consulting the Superintendent. The supervisor should notify the employee in writing that the absence was not excused because it was unjustified and that it will be submitted as unapproved leave without pay. A copy of that notification should be placed in the employee's official personnel file.

B. Failure to Remain on Duty:

1. **Failure to Remain:** An incident of failure to remain on duty occurs when an employee does not obtain permission to leave the work site during scheduled work time or takes or exceeds a break period without authorization.
2. **Excessive Absence:** Excessive absence from work occurs when an employee is away from work to the extent that completion of normal work requirements is adversely affected. These absences may have been excused or unexcused and caused by medical or other reasons. An employee must be notified that absences are excessive before such incidents can be counted toward corrective action. A supervisor may designate medical-related absences as excessive *only* after consulting the Superintendent.

Specific corrective steps related to the number of attendance-related incidents, those which cannot be excused or are excessive, have been established to deal with attendance problems resulting in misconduct. Before corrective action may be taken, employees must have been: a) informed of these written attendance guidelines; b) advised that attendance problems exist; and c) cautioned that there may be specific consequences of violating attendance guidelines. Positive discipline steps are outlined below.

NUMBER OF VIOLATIONS

STEPS	Tardiness	No-Call, No-Show	Unjustified Absence, Failure to Remain, Excessive Absence
1) Verbal Counseling	1-3	1	1-2
2) Written Reminder	4	2	2-3
3) Issue Resolution Form	5-6	3-4	3-5
4) Demotion/Dismissal	7	5	5-6

Supervisors may consult the Superintendent with questions related to the discipline process. Employees may consult their supervisors with questions.

All attendance violations within three (3) years of the most recent violation may be considered in determining the appropriate level of subsequent disciplinary actions. In some cases, both attendance violations and other incidents of misconduct may be considered in making positive discipline determinations. When such combinations occur, the employee's entire disciplinary record will be considered to determine the appropriate level of disciplinary action for subsequent incidents of misconduct.

A chronic pattern of excessive or unjustified absences exists when an employee's absences from work, whether excused or not, have a serious negative effect on a unit's ability to provide service. These absences can be for medical or non-medical reasons. If the absences are for medical reasons, requirements under Federal or State law may dictate that certain absences *not* count toward disciplinary action. Supervisors should consult the Superintendent regarding such determinations. In cases where there is a chronic pattern of excessive or unjustified absence, notice will be given to the employee that his or her chronic absences are a hardship on the work unit and that additional requirements must be met in order to receive approved leave. These requirements may include:

- A. two (2) weeks notice for use of personal leave;
- B. documentation to support other paid leave (bereavement leave, jury duty, unpaid leave, compensatory leave, etc.);
- C. a physician's statement verifying incapacitation, medical reasons for an absence, and the anticipated date of return when sick leave or unpaid leave is requested.

After notice of a chronic pattern of absences has been given, another incident of unjustified or excessive absence should result in disciplinary action at the next higher step of positive discipline. If continuing absences result in unpaid leave in two (2) consecutive pay periods, even absences justified by physician's statements, may not be excused. In this case, the next higher step of positive discipline may be applied.

When an employee has been placed on "chronic absence" restrictions, a regular (at least every six (6) months) review of an employee's attendance record should be completed by the supervisor. The supervisor may lift these restrictions if the employee corrects the chronic pattern of absence. An employee may request a review of his or her status related to chronic absence restrictions, if one is not initiated by the supervisor. Employees should be notified in writing regarding their status following each regular review.

Three consecutive working days of unauthorized absence for which an employee is unable to provide an explanation is considered job abandonment and presumed resignation. A supervisor or designee should make reasonable attempts to contact the employee during this three-day period; however, failure to make contact with the employee does not excuse the absence.

The Superintendent or designee must be contacted after the second consecutive day of unauthorized absence. After discussion with the Superintendent, or designee, about attempts to contact the employee, the departmental supervisor will notify the employee in writing that the Superintendent will seek termination unless the employee returns to work or provides a reasonable explanation for the absence by a specified date. The Superintendent must pre-approve all such notifications.

Questions regarding these guidelines should be directed to the employee's immediate supervisor.

Questions pertaining to the impact of attendance upon an employee's right to benefits under programs, such as the Family Medical Leave Act, should be directed to the Treasurer's Office.

Approved 9/4/14

Licking Valley Local School District Administrative Guidelines

8620 - BUS DRIVER PROCEDURES

A. Specific Responsibilities

1. Conduct pretrip inspection of school bus prior to every trip.
2. Use established routes and designated bus stops.
3. Operate bus on approved time schedule.
4. Report bus accidents and student injuries to authorities.
5. Conduct emergency evacuation drills in keeping with school policies.
6. Instruct riders regarding being responsible passengers.
7. Drive defensively under varying traffic conditions and inclement weather.
8. Drive with safety of riders as first priority.
9. Report personal absences in time for head mechanic to secure substitute driver.
10. Report on and off the job at the proper time.
11. Maintain personal fitness--emotional stability and physical capacity.
12. Perform bus housekeeping duties.
13. Never leave the bus when students are present.
14. Never leave the keys on the bus.
15. Fill fuel tank as required.
16. Report bus defects to head mechanic.
17. Establish favorable working relationships with other drivers, maintenance personnel, teachers, students, principals, and total school staff.
18. Exhibit positive image as loyal representative of school district.
19. Participate in taking extra trips according to the established procedure.
20. Observe all procedures contained in State guidelines and the bus driver's manual.

B. Specific Performance Abilities

1. Operate all vehicle types used in transporting students in the School District.
2. Know the transportation policy as it pertains to the riding area of school district.
3. Demonstrate knowledge of administrative guidelines as made by local, State, and Federal authorities.

4. Deal with behavioral characteristics of riders.
5. Administer disciplinary procedures in keeping with school policies.
6. Be alert and exercise good judgement concerning emergencies, disabled vehicles, and irregular special requests by parents of riders.
7. Know location of and be able to use and/or operate the emergency and first-aid equipment.

C. Specific Legal Requirements To Be Met

1. Meet school bus driver certification requirements.
2. Meet State requirements for appropriate licensing.
3. Meet State physical examination requirements.

LICKING VALLEY LOCAL SCHOOL DISTRICT
ADMINISTRATIVE GUIDELINES

8660 - TRANSPORTING - STUDENTS INCIDENTALLY BY PRIVATE VEHICLE

These guidelines are to be followed whenever a staff member will be transporting students incidentally by a private vehicle whether it be his/her vehicle or some other person's. This guideline does not apply if the vehicle is a bus or van chartered from a licensed operator. In such cases, the Transportation Department shall be responsible for arranging for the chartered vehicle.

This guideline also does not apply to parents' private arrangements for the transport of their own children.

- A. Determine that transportation by District vehicle is either not available or is not feasible.
- B. The District will require the driver to affirm and certify that the intended private vehicle is in proper working condition, seat belts are available for each passenger, and the vehicle is insured for liability in an amount not less than \$300,000 for bodily injury to or death of one (1) or more persons, and/or injury to property of others in any one (1) accident.
- C. Obtain written consent from each student's parent using Form 8660 F2 - Parental Consent for Transportation by Private Vehicle. No student shall be allowed to ride in the vehicle without his/her parent's written consent.
- D. Submit [Form 8660 F1](#) - Request for Transportation by Private Vehicle to the principal for his/her approval at least seven (7) days prior to the trip. Attach the parent consent forms to the request form.
- E. Any students under the age of twelve (12) who are transported in a private vehicle are to be seated in the rear seat(s) of the vehicle.
- F. If the trip is out-of-town and the transportation is approved, arrange for a copy of each student's Emergency Medical Authorization [Form 5341 F1](#) which is to be kept in the vehicle during the entire trip.
- G. Provide the school office with a list of names of the students who will be riding in the vehicle.
- H. Upon return of the vehicle to the school, make sure each student has proper transportation home and remain at the school until all students have left school property.

Revised 11/14/14

Neola 2014

Licking Valley Local School District Bylaws & Policies

8660 - INCIDENTAL TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

The Board of Education authorizes the incidental transportation by private vehicle of students of the District. This includes occasional transportation for field trips, outings, and the like. Routine transportation, however, shall be subject to all requirements listed in AC 3301-83-19, Board Policy 8560, and relevant administrative guidelines.

This policy does not apply to parents who privately arrange transportation for their own children. No District staff shall organize such arrangements or assist parents in doing so.

Any such incidental transportation must be approved in advance and in writing by the principal in accordance with the Superintendent's administrative guidelines.

The parent of the participating student will be given, upon request, the name of the driver, the owner of the vehicle, and the description of the vehicle. The District will maintain on file the amount of liability insurance on the vehicle and the name of the insurance company.

No person shall be approved for the incidental transportation of students in a private vehicle who is not an employee of this Board and the holder of a currently-valid license to operate a motor vehicle in the State of Ohio.

No person shall be permitted to transport students if s/he does not possess and maintain automobile liability and personal injury insurance in the amount required by District administrative guidelines. The Superintendent shall withdraw the authorization of any private vehicle driver who fails to maintain the required amount of automobile liability insurance.

Any private vehicle used for the incidental transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to registration requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to their incidental transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the principal.

Expenses incurred by drivers of private vehicles in the course of transporting students will be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees.

Revised 11/14/14

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Form Numbers:		Due Dates
Form # 1	T-1 Count Sheet.....	As Needed
Form # 2	T-10 Bus Accident.....	With-in 15 days
Form # 3	Bus Seating Chart.....	With-in Two Weeks
Form # 4	Bus Driver Inspection Sheet.....	Daily
Form # 5	Fuel Sheet.....	Fill-Out Daily Due End Of Month
Form # 6	Mechanic Defect Report.....	As Needed/Keep copy in Bus
Form # 7	School Bus Travel Certificate.....	Return from Trip
Form # 8	Bus Request For School Trip.....	Return from Trip
Form # 9	Leave Request Form.....	As Needed
Form # 10	Mechanic Time Sheets.....	Every Two Weeks/Thursday's 9:00 AM
Form # 11	Substitute Driver/Bus Aide Time Sheet.....	Same as above
Form # 12	Contract Driver Time Sheets.....	Same as above
Form # 13	Jury Duty Form	As Needed
Form # 14	Parents Rule Form/Designated Place of Safety.....	First 2-Weeks
Form # 15	Bus Management Plan	
Form # 16	Behavior Document	
Form # 17	Bus Incident Report (Parents).....	As Needed
Form # 18	Bus Disciplinary Report (Principals).....	As Needed
Form # 19	Bus Driver Evaluation Form.....	As Needed
Form # 20	Bus Aide Evaluation Form.....	As Needed
Form # 21	Mechanic Evaluation Form.....	As Needed
Form # 22	Licking Valley Bus Pass.....	As Needed
Form # 23	Mileage Form (When LV is Out).....	As Needed
Form # 24	Bad Weather Pass.....	As Needed
Form # 25	Inclement Weather Follow Up.....	As Needed
Form # 26	Transportation Form (When LV is Out).....	As Needed
Form # 27	Bus Driver Complaint Form.....	As Needed
Form # 28	Red Light Violations.....	As Needed
Form # 29	Evacuations of Passengers by School Bus.....	As Needed
Form # 30	Emergency Bus Evacuations.....	As Needed
Form # 31	School Bus Accident Passengers.....	As Needed
Form # 32	Bus Accident Notification Form (Parents)....	Same day as Accident
Form # 33	School Accident Report Form.....	As Needed
Form # 34	Hazard Form.....	As Needed
Form # 35	Driveway Turn A Round.....	As Needed
Form# 36	Bus Driver Inspection Sheet(Main).....	Daily

T-1 Count Sheet

Date: _____

Licking Valley Local Schools

Route Information

Date: _____ Bus # _____ School _____

Mileage Information

Beginning Odometer

Ending Odometer

Total Miles

--	--	--

Public Miles _____ Non –Public _____ Special Ed _____

RIDER COUNT

Student Count

Public

Non Public

Special Ed

With In a Mile			
Mile or More			

Please note: Total statistics from all drivers are compiled to complete reports that determine State Transportation Funding for Licking Valley Schools. Therefore accuracy and completed forms are very important!! If you have any questions please ask.

Please return form at the end of the day.

Your assistance is greatly appreciated.

Thank-You

Mickie Archer

Driver Signature: _____

Instructions for Completing Uniform School Bus Accident Report Form (T-10)

Purpose

To compile accurate, uniform, and reliable information about school bus accidents so that problems and trends can be identified and needed safety programs can be developed.

Information provided on this Uniform School Bus Accident Report Form will be required to complete the National Safety Council's Annual Summary of School Bus Accidents.

I. Completion of Form

- Form T-10 shall be completed and signed by the transportation administrator and the bus driver involved.
- The form must be filed within fifteen (15) days following the accident. Answer every question that relates to the accident.
- The superintendent shall sign in the appropriate space and promptly file the report with the area coordinator office.
- Retain a copy in the school district file for at least five years from the date of accident.
- Maintain and file a *Uniform School Bus Accident Report Form* for each accident as defined.

Any accident or occurrence involving a school bus operated by or under contract to a school district which results in damage to any motor vehicle or property, or injury or fatality to

1. Occupants in the bus (pupils, drivers, or other persons);
2. Occupants of any other vehicle(s) involved in the accident;
3. Nonoccupants of the school bus or other vehicle (e.g., students in the loading or unloading zone, pedestrian bystanders, etc.).

Include any action taken by a bus driver employed by a school district which contributes directly to any fatality, injury, or damage to any motor vehicle or property.

File with the Ohio Department of Education, Area Coordinator Office, a report of any accident which results in a fatality, an injury, or motor vehicle or property damage in excess of \$500.00.

II. Definitions

Accident—An occurrence in a sequence of events which usually produces unintended injury, death, or property damage.

Intersection—An area which (1) contains a crossing or connection of two or more roadways not classified as driveway access and (2) is embraced within the prolongation of the lateral curb lines or, if none, the lateral boundary lines of the roadways. Where the distance along a roadway between two areas meeting these criteria is less than 10 meters (33 feet), the two areas and the roadway connecting them are considered to be parts of a single intersection. (Classification of Motor Vehicle Accidents, ANSI D 16.1, American National Standards Institute)

Loading and Unloading Zone—Any place the school bus stops to load or unload pupil passengers.

Injuries—As defined by the 1980 Abbreviated Injury Scale, a standardized, universally accepted system for assessing impact severity by coding individual injuries (used by the National Transportation Safety Board in school bus safety studies). Multiple-injured persons would be properly assessed using their most severe injury as an index.

Description	Examples
Minor	Bruises, abrasions, superficial lacerations (less than 2 inches on face or 4 inches on body provided they do not extend into subcutaneous tissue), fractured finger, sprained wrist
Moderate	Deep laceration, mild concussion, head injury with amnesia about accident and no neurological damage, fractured clavicle, sprained knee, fractured foot, fractured ulna
Serious	Fractured femur, dislocated hip, brain swelling, contused bladder, fractured pelvis, crushed forearm, hand amputation, head injury and subsequent unconsciousness with neurologic deficit

Types of School Buses

Type A—Van Conversion

A conversion or body constructed and installed upon a van-type compact truck or front-section vehicle, with a gross weight rating of 10,000 pounds or less, designed for carrying more than 10 persons.

Type B—Step Van Conversion or Cutaway

A conversion or body constructed and installed upon a van or front-section chassis, or stripped chassis, with a gross vehicle weight rating of more than 10,000 pounds, designed for carrying more than 10 persons. Part of the engine is beneath and/or behind the windshield and beside the driver's seat. The entrance door is behind the front wheels.

Type C—Conventional

A body installed upon a flat back cowl chassis with a gross vehicle weight rating of more than 10,000 pounds, designed for carrying more than 10 persons. All of the engine is in front of the windshield and the entrance door is behind the front wheels.

Type D—Transit

A body installed upon a chassis, with the engine mounted in the front, midship, or rear, with a gross vehicle weight rating of more than 10,000 pounds, designed for carrying more than 10 persons. The engine may be behind the windshield and beside the driver's seat; it may be at the rear of the bus, behind the rear wheels, or midship between the front and rear axles. The entrance door is ahead of the front wheels.

III. Parts of the Form

Header Information

- A. Upper right hand corner, enter Ohio Department of Education identification number.
- B. The ODE Coordinator Office area number
- C. Full name of the school bus driver behind the wheel at the time of the accident.
- D. County in which the largest area of the school district is located.
- E. Bus owner if other than the school district previously named.
- F. Accident Report Number—The number of the OH-1 Report filed by the investigating law enforcement agency, IF AVAILABLE.
- G. Accident Time—indicate actual time accident occurred.
- H. Signature of transportation administrator and phone number.
Signature of school bus driver.
Signature of the superintendent and date.

PART I SCHOOL BUS PHYSICALLY INVOLVED

Items 1 thru 25—Complete each item related to the accident. Any report showing \$150.00 or more property damage shall be filed with the Ohio Department of Education, Area Coordinator Office.

PART II LOADING AND UNLOADING ZONE ACCIDENTS

Items 1 thru 4—Complete each item related to the accident. Accident—An occurrence in a sequence of events which usually produces unintended injury, death, or property damage.

PART III INJURY TALLY SHEET SCHOOL TRANSPORTATION RELATED PERSONNEL

- A. Locate by age the pupil(s) to be recorded on the tally sheet.
- B. After finding the proper age line, proceed across the sheet to either the ON BOARD BUS or OFF BUS section.
- C. Under the proper section, find the column which indicates a fatality or the degree of injury.
- D. Place the number of pupils injured or killed in the column on the age line which reflects the injuries or fatalities that occurred in the accident.

Example—Two seven-year-old pupils received minor injuries when the bus was hit from behind by an automobile. These injuries would be recorded by placing a 2 in block number 35 on the injury tally sheet.

(Rev. 1/87)

OHIO DEPARTMENT OF EDUCATION
Division of School Finance



FORM T-10
UNIFORM SCHOOL BUS
ACCIDENT
REPORT FORM

(Standard 3301-83-14,G)

ODE NUMBER

Area _____

Submit original copy directly to the AREA COORDINATOR OFFICE within 15 days.
Please read all instructions before completing this form. Print or type information.

Bus Driver Name _____
School District _____
County _____
Bus Owner _____ Driver License # _____
Bus Chassis _____ Citation Issued yes no
Bus Body _____ Accident Report # _____
Model Year _____ Accident Date _____ Day _____
Accident Location (county) _____ Accident Time (Circle) AM PM
Accident Location (state) _____
Transportation Administrator _____ Phone _____ School Bus Driver Signature _____

Signature _____ (City, Exempted Village, Local Superintendent) _____ (Date)

PART I - SCHOOL BUS PHYSICALLY INVOLVED

1. Type of Accident (see def.) (enter only one response):

- 01 Between motor vehicles
- 02 Noncollision
- 03 Pedestrian
- 04 Fixed object (complete Ques. 2)
- 05 Pedalcycle
- 06 Railroad train
- 07 Other collision (animal, animal-drawn vehicle)

2. Complete if Fixed Object Accident (enter only one response, that which caused most damage):

- 01 Embankment
- 02 Utility pole
- 03 Tree
- 04 Sign
- 05 Guardrail
- 06 Bridgerail
- 07 Fence
- 08 Median barrier
- 09 Fire hydrant
- 10 Curb or wall
- 11 Culvert or headwall
- 12 Other _____ specify

3. Did accident result in? (enter only one response)

- 01 Fatality
- 02 Incapacitating injury (serious)
- 03 Nonincapacitating injury (moderate)
- 04 Possible injury (minor)

Property damage only. If property damage occurred, was it?:

- 05 More than \$500.00
- 06 Less than \$500.00

4. Number injured: (Complete Part III)

5. Manner of Collision Between Vehicle or Objects:

- 01 Angle
- 02 Head-on
- 03 Rear-end
- 04 Other

6. Bus Direction Analysis (enter only one response for 01-thru 28):

Collision with Pedestrian

- Intersection (see def.)
 - 01 Bus going straight
 - 02 Bus going right
 - 03 Bus turning left
 - 04 Bus backing
 - 05 Other action _____ specify
- Nonintersection
 - 06 Bus going straight
 - 07 Bus turning right
 - 08 Bus turning left
 - 09 Bus backing
 - 10 Other action _____ specify

Collision with Other Vehicle

- Intersection
 - 11 Entering at angle, both moving
 - 12 Entering same direction, both moving
 - 13 Entering opposite direction, both moving
 - 14 Other action _____ specify
- Nonintersection
 - 15 Same direction, both moving
 - 16 Opposite direction, both moving
 - 17 One vehicle stopped
 - 18 Other action _____ specify

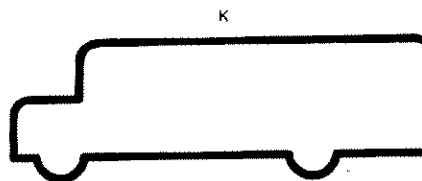
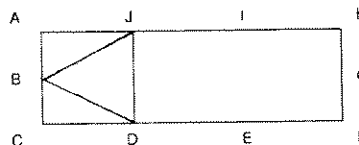
All Other Collisions

- Intersection
 - 19 Fixed object
 - 20 Other road vehicle train, pedalcycle
 - 21 Other object, animal
- Nonintersection
 - 22 Fixed object
 - 23 Other road vehicle train, pedalcycle
 - 24 Other object, animal

Noncollision

- Intersection
 - 25 Overturn
 - 26 Other noncollision
- Nonintersection
 - 27 Overturn
 - 28 Other noncollision

7. First Point of Impact (enter only one response in box)



L

Enter

8. Contributing Circumstances

(enter as many responses as applicable):

Driver Action	Bus Driver Action	Other Vehicle Driver Action
Speed	01	12
Right of way—failed to yield	02	13
Passed stop sign	03	14
Disregarded signal	04	15
Drove left of center	05	16
Improper overtaking	06	17
Made improper turn	07	18
Followed too closely	08	19
Backing	09	20
Sudden movement	10	21
No improper action	11	22

Roadway

- 23 Defective surface (e.g., potholes)
- 24 Slippery
- 25 Inoperative traffic signal
- 26 View obstructed by object (i.e., tree, fence, shrubbery, etc.)

Vehicle

- 27 Tires
- 28 Brakes
- 29 Lights
- 30 Steering
- 31 No vehicle defect
- 32 Other _____ specify

9. Total Number of Lanes on Roadway _____

10. Posted Speed Limit _____

11. Approximate Speed of the Bus _____

12. Age of the School Bus Driver _____

13. Driver Sex 01 M 02 F

14. Driver's Experience Driving School Bus:

- 01 Less than 6 months
- 02 6 months - 1 year
- 03 1 - 2 years
- 04 2 - 5 years
- 05 5 - 10 years
- 06 over 10 years

15. In the last three years, how many school bus accidents has the driver had? _____

16. Did the driver receive preservice school bus driver training?

- 01 Yes
- 02 No

17. Did driver attend the annual inservice program during the last 12 months?

- 01 Yes
- 02 No

18. Was bus driver's lap belt in use when the accident occurred?

- 01 Yes
- 02 No

19. Type of School Bus: (see definitions)

- 01 Type A (Van Conversion)
- 02 Type B (Step Van Conversion)
- 03 Type C (Conventional)
- 04 Type D (Transit)
- 05 Other

20. Total Number of Passengers on Bus (excluding driver) _____

21. Bus Rated Seating Capacity _____

22. School Bus Use at Time of Accident

- 01 Regular route
- 02 Field/activity trip (school related use)
- 03 Special education use
- 04 Other use _____

23. Condition of Road at Time of Accident (enter as many responses as applicable):

- 01 Dry
- 02 Icy
- 03 Under repair
- 04 Snow packed
- 05 Holes or ruts
- 06 Muddy
- 07 Wet
- 08 Other _____ specify

24. Light Condition (enter only one response):

- 01 Dawn
- 02 Daylight
- 03 Dusk
- 04 Dark, artificially illuminated
- 05 Dark, not artificially illuminated

25. Weather Condition (enter only one response):

- 01 Clear
- 02 Sleet
- 03 Raining
- 04 Fog
- 05 Snowing
- 06 Dust
- 07 Smog/smoke
- 08 Other _____ specify

PART II - LOADING/UNLOADING ZONE ACCIDENTS
(see definitions)

1. At the time of the accident, where was the bus? (enter only one response)

- 01 Approaching the zone
- 02 Stopped in the zone
- 03 Leaving the zone
- 04 Not in sight

2. Was the pupil(s)?

- 01 Hit by bus
- 02 Hit by other vehicle

3. Number injured: (Complete Part III, see instructions)

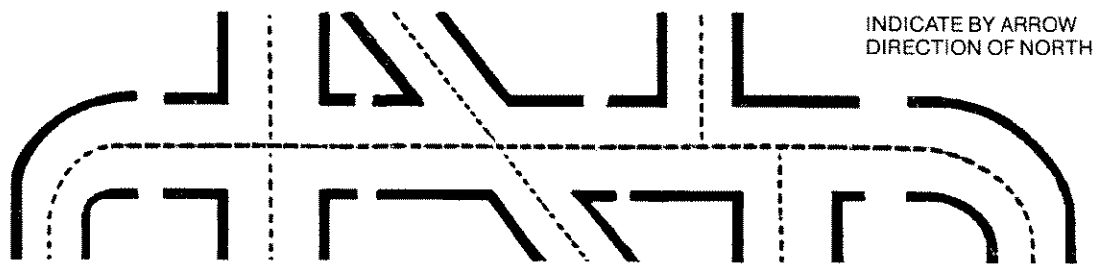
4. Location of injured pupil(s):

- 01 On side of road
- 02 On sidewalk
- 03 In roadway
- 04 Other _____ specify

Please describe behavior of pupil(s) in loading zone in "Description of Accident."

Description of Accident: _____

Complete the following diagram showing direction and positions of vehicles involved, designating clearly the point of contact. (If this diagram will not serve for the accident in question, use adjacent space provided.)



**PART III - INJURY TALLY SHEET
SCHOOL TRANSPORTATION - RELATED PERSONNEL**

AGE	ON BOARD BUS								OFF BUS			LOADING/UNLOADING ZONE				
	KILLED		F	INJURED			KILLED			SERIOUS	INJURED		MINOR			
	M			SERIOUS	MODERATE	MINOR	M	F	ALL		MODERATE	ALL				
			ALL	ALL	ALL				ALL	ALL	ALL	ALL				
Under 5	01	02	03	04	05	06	07	08	09	10						
5	11	12	13	14	15	16	17	18	19	20						
6	21	22	23	24	25	26	27	28	29	30						
7	31	32	33	34	35	36	37	38	39	40						
8	41	42	43	44	45	46	47	48	49	50						
9	51	52	53	54	55	56	57	58	59	60						
10	61	62	63	64	65	66	67	68	69	70						
11	71	72	73	74	75	76	77	78	79	80						
12	81	82	83	84	85	86	87	88	89	90						
13	91	92	93	94	95	96	97	98	99	100						
14	101	102	103	104	105	106	107	108	109	110						
15	111	112	113	114	115	116	117	118	119	120						
16	121	122	123	124	125	126	127	128	129	130						
17	131	132	133	134	135	136	137	138	139	140						
18	141	142	143	144	145	146	147	148	149	150						
Over 18	151	152	153	154	155	156	157	158	159	160						
Driver	161	162	163	164	165	166	167	168	169	170						
Others	171	172	173	174	175	176	177	178	179	180						
Totals	181	182	183	184	185	186	187	188	189	190						

Month	Bus #	Regular Driver
--------------	--------------	-----------------------

Licking Valley Fuel Sheet

Please log all fuel usage. Don't leave fuel pump unattended. Shut off engine, No students on board.

Date	Fuel	Signature	Date	Fuel	Signature
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16					Turn Into Transportation Director At the End of Month

LICKING VALLEY LOCAL SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT
MECHANIC DEFECT REPORT

Bus Number _____

Speedometer Reading _____

Driver _____

Date _____

(Please Circle Defect)

LIGHTS:

Crossing Gate Light

Strobe Light

Dome Light

Step Well Light

Stop Sign Lights

Head Lights: LF RF

Tail Lights: LR RR

Stop Light: LR RR

Backing Light: LR RR

Red Flasher: LF RF

 LR RR

Yellow Flasher: LF RF

 LR RR

Clearance Lights: LF CF RF

 LC RC

 LR CR RR

Turn Signals: LF RF

 LC RC

 LR RR

BRAKES:

Air Leak

Fluid Leak

Adjustment

ENGINE COMPARTMENT

Leaks _____

Bolts _____

Hoses _____

Power Steering _____

Air Compressor _____

Exhaust _____

Radiator _____

TRANSMISSION _____

STEERING _____

TIRES _____

MIRRORS _____

SUN VISOR _____

ENTRANCE DOOR _____

EMERGENCY DOOR _____

HEATERS _____

DEFROSTERS _____

WIPERS _____

WINDSHIELD WASHER _____

HORN _____

GAUGES _____

SEATS _____

WINDOW _____

WARNING BUZZER _____

CROSSING GATE _____

OTHER _____

Repairs Made By _____
(Please Initial)

Date _____

SCHOOL BUS TRAVEL CERTIFICATE
LICKING VALLEY LOCAL SCHOOL DISTRICT
1379 Licking Valley Road NE, Newark, OH 43055

No. _____

Bus No. _____

Destination _____ Date Granted _____

Date of Trip _____

This is to certify that this trip is in conformity with the rules and regulations as established by the State Department of Education.

Signed:



Superintendent

ISSUE IN DUPLICATE – ORIGINAL to Bus Driver, DUPLICATE for Superintendent's File.
Regulations and Certificate recommended by State Department of Education – Concurred in by Interstate Commerce Commission:
Public Utilities Commission: Bureau of Motor Vehicles: State Highway Patrol.

BUS REQUEST FOR SCHOOL TRIP

Name of Group/Class _____ Person Requesting Trip _____ Building _____ Date Submitted _____
(Must be 7 days advance notice)

Activity Account No. (If applicable) _____

Number of buses needed _____ **Building or Place of Pick Up of Students:** _____
 Number of students _____ _____
 Number of teachers _____ _____
 Number of chaperones _____ _____

Maximum Number of Pupils Per Bus	
Grades K - 3	49
Grades 4 - 8	47
Grades 9 - 12	41

Date of Trip _____ Destination of Trip _____ Departure Time _____ Return Time _____
(Not before 9:00 A.M.) (Not later than 2:00 P.M.)

Stop to Eat: _____ YES _____ NO WHERE _____

Goals of Trip (Use back if more space is needed)

1. _____
2. _____
3. _____

How Do You Plan to Follow Up in the Classroom? (Use back if necessary)

Have you reviewed the "Guidelines for All Trips - Field/Athletic"? _____ Will you be responsible to see these guidelines are followed? _____

How will the trip be financed? _____

Signature of employee who will supervise on bus: _____

Signature of Principal/Athletic Director or Band Director: _____

***I have my own Driver** Print Drivers Name: _____

 (TO BE COMPLETED BY DISTRICT OFFICE)

Date Request Received _____ Superintendent's Approval _____ Trip to be Paid By _____

Price of Fuel per Gallon \$ _____ X Miles _____ = Total \$ _____

Driver Rate \$ _____ X Miles _____ = Total \$ _____

Mileage Cost \$ _____ X Miles _____ = Total \$ _____ Requisition Number _____

 (TO BE COMPLETED BY DRIVER)

Bus No. _____ I.D. _____

Mileage: Start _____ Return _____ Total _____

Time: Start _____ Return _____ Total _____

Any Problems? No _____ Yes _____

COMMENTS: (Use back if more space is needed)

Signature of Driver _____ Print Name of Driver _____

LICKING VALLEY SCHOOLS - LEAVE REQUEST FORM

Name of Employee: _____ Assignment: _____

Date(s) Requested: _____

Reason for Request: _____

Please check appropriate space for leave requested.

PERSONAL LEAVE

If personal leave is requested on the day before or after a holiday, vacation, first scheduled student day or last scheduled student day. The employee (with approval of the building principal or supervisor) must have a substitute scheduled prior to requesting the leave.

PROFESSIONAL LEAVE

It is expected that you will file a written report to the Principal/Supervisor or Superintendent within one week of the meeting.

For what expenses, if any, will you request reimbursement?

SICK LEAVE

If sick leave is requested, employee's submission of this form states that the absence was an authorized use of sick leave as stated by Ohio Law and Board policies. (Falsification is ground for termination of employment.)

O.R.C. 3319.141 Sick Leave says in part: "... Teachers and non-teaching school employees, upon approval of the responsible administrative officer of the school district, may use sick leave for absence due to illness, injury, or death in the employee's immediate family.

... A board of education shall require a teacher or non-teaching school employee to furnish a written statement on forms prescribed by such board to justify the use of sick leave. If medical attention is required, the employee's statement shall list the name and address of the attending physician and the date when he was consulted."

Board policy defines immediate family as father, mother, sister, brother, husband, wife, son, daughter, father-in-law, mother-in-law, daughter-in-law, son-in-law, grandchild, grandparents, or person or child in employee's custody and living in the same household.

IF MEDICAL ATTENTION WAS REQUIRED, LIST THE NAME AND ADDRESS OF THE ATTENDING PHYSICIAN:

Name: _____ Date(s) Consulted: _____

Address: _____

If member of immediate family was involved, please list relationship: _____

BEREAVEMENT DAY (1 per year) for other than immediate family listed above CHARGED AS SICK LEAVE.

VACATION

Leave Request Submitted By: _____ Date: _____

Approved By: _____ Date: _____

Approval Of Superintendent: _____ Date: _____

Comments: _____

LICKING VALLEY LOCAL SCHOOL DISTRICT
TIME AND ABSENCE SHEET

EMPLOYEE _____ PAY ENDING DATE _____

DATE	TIME IN	TIME OUT	HOUR ON DUTY	SICK LEAVE	PERSONAL LEAVE	VACATION	DEDUCT	TOTAL HOURS
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

TOTAL HOURS _____ RATE _____ TOTAL GROSS _____

EMPLOYEE SIGNATURE _____

SUPERVISOR SIGNATURE _____

LICKING VALLEY LOCAL SCHOOL DISTRICT
TRANSPORTATION TIME SHEET

DRIVER'S NAME _____ PAY ENDING DATE _____

DATE	AM TIME/START	AM TIME/END	PM TIME/START	PM TIME/END	AM ROUTE#	PM ROUTE#	TOTAL HRS.
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
					TOTAL HOURS		

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

RATE _____

GROSS _____

LICKING VALLEY LOCAL SCHOOL DISTRICT

NAME _____

PAY ENDING DATE _____

**THIS FORM IS TO BE FILLED OUT EACH PAY PERIOD BY THOSE NON-CERTIFIED
EMPLOYEES WHO DO NOT FILL OUT A REGULAR TIME SHEET**

DAYS ON DUTY (days actually worked)

WEEK 1
WEEK 2

IF YOU WERE ABSENT DURING THE PAY PERIOD, PLEASE FILL OUT THE REASON BELOW AND FILL OUT THE PROPER FORMS:

	DATES	A.M.	P.M.	ALL DAY
PERSONAL ILLNESS				
FAMILY ILLNESS				
DEATH IN FAMILY				
PERSONAL LEAVE				
PROFESSIONAL LEAVE				
JURY DUTY				
VACATION				
MILITARY LEAVE				
DEDUCT				
HOLIDAY				

Total Days Absent This Pay Period _____

Employees Signature

Supervisors Signature

Note: Days on duty and total days absent should equal 10

LICKING VALLEY LOCAL SCHOOL DISTRICT
1379 Licking Valley Road N.E.
Newark, Ohio 43055

JURY DUTY

Must be completed for all jury duty. May include more than one day.

I, _____, have served on

The _____ jury from

_____ to _____.

Date

For this jury duty I received \$ _____ per day for a

Total of \$ _____.

I understand that, I will be paid the difference between my
Usual wages for the day and the amount paid for serving.

To be sure of correct payment, please return this form with
Documentation of amount received for the jury duty within
Five days. You may endorse your jury duty check over to the
Board of Education if you wish.

Date

Signature of Employee

LICKING VALLEY LOCAL SCHOOL DISTRICT
1379 Licking Valley Road NE
Newark, Ohio 43055
Mickie Archer, Transportation Director
archerm@lickingvalley.k12.oh.us
740-763-3775

To the parents/guardians of _____

This letter is being sent home with your child to remind you of the Safety and Conduct rules that students are required to observe while riding the school bus.

STUDENT EXPECTATIONS:

1. Follow drivers directions the first time given.
2. Keep hands, feet, other body parts and objects to yourself and inside the bus at all times.
3. Remain seated while bus is in motion.
4. Students must refrain from eating, chewing gum or drinking on bus.
5. Use respectful language – no teasing, bullying, put downs or foul language.
6. No Fighting
7. No Overt Defiance
8. No Vandalism
9. No Drugs/Alcohol
10. No Weapons
11. No Extreme behavior that results in stopping the bus.
12. No Harassment/Bullying

Your student will also be assigned a Designated Place of Safety that is required by State Law. Your child will be required to stay in the place of safety while waiting for the bus and also in the afternoon when dropped off.

They are required to stay in designated place of safety until the bus has arrived and departed.

The Designated Place of Safety for your child will be:

Please review the rules and the designated place of safety with your child and return this signed letter back to your driver.

Thank-You

Mickie Archer Bus Driver _____ Bus # _____

Signature of Parent/Guardian

LICKING VALLEY SCHOOL BUS MANAGEMENT PLAN

STUDENT EXPECTATIONS:

1. Follow drivers directions the first time given.
2. Keep hands, feet, other body parts and objects to yourself and inside the bus at all times.
3. Remain seated while bus is in motion.
4. Students must refrain from eating, chewing gum or drinking on bus.
5. Use respectful language – no teasing, bullying, put downs or foul language.

ENFORCEMENT:

1. Bus Driver Verbal Warning
2. Moved to a different assigned seat.
3. Parent Contact from driver.
4. Incident report sent to parent from driver.
5. Referral to office Write Up (Administrative Action)

ENCOURAGEMENT:

1. Verbal Praise
2. Stickers
3. Coupons
4. Phone Call Home
5. Free Seating

SEVERE CLAUSE

Immediate referral to the administration and bus suspension will occur for the following:

1. Fighting
2. Overt Defiance
3. Vandalism
4. Drugs/Alcohol
5. Weapons
6. Extreme behavior that results in stopping the bus.
7. Harassment/Bullying

BUS INCIDENT REPORT
Licking Valley Schools
1379 Licking Valley Road
Newark, Ohio 43055
Mickie Archer-Transportation Director
740-763-3775

Students Name _____
Today's Date: _____ Date of Incident: _____
Bus # _____ Drivers Name _____

The purpose of this report is to inform you of an incident on the school bus.

REASON(S) FOR REPORT: _____

Drivers Signature: _____ Date: _____

Parent please sign and return to the driver: _____

Date Returned: _____

Parent Form

**SCHOOL BUS DISCIPLINARY FORM
PRINCIPAL REPORT
LICKING VALLEY LOCAL SCHOOL DISTRICT
1379 LICKING VALLEY ROAD
NEWARK, OHIO 43055**

BUS NUMBER: _____

DRIVER: _____

DATE: _____

DEAR PARENT:

It is a privilege, not a right, to ride a Licking Valley School Bus, and that privilege may be taken away if your student misbehaves and distracts the driver. This is a very serious hazard to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers. Your child has already been warned 4 times before this report was filled out.

Child's Name: _____

Discipline: _____

Driver contacted parent on: _____

Bus Incident Report sent home on:

Principal's Action: _____

Principal's Signature _____

Date: _____

Parent's Signature: _____ **Date:** _____

**LICKING VALLEY LOCAL SCHOOLS
BUS DRIVER EVALUATION FORM**

Driver Name _____ Bus # _____

Date _____ Route Observed _____

O/P – Outstanding Performance A/A – Above Average
A – Acceptable U/A – Unacceptable N/A – Not Applicable

PRE-TRIP INSPECTION	O/P	A/A	A	U/A	N/A
1. Pre trip of Bus and Equipment.					
2. Notifies Mechanic in Writing About Any Problems.					
3. Keeps Copy of Write up on Bus.					

DRIVING SKILLS					
1. Seat Belt Fastened					
2. Proper Steering Posture					
3. Executes Brakes Properly					
4. Performance at Turn-Arounds					
5. RXR Crossing -(15 to 50 FT. Rail)					
A. Silence/Turn off Noise/Window					
B. Turn on Hazards 100 feet Traffic Check					
C. Brake/Gear/Door					
D. Look Twice/ Left & Right					
E. Gear/Door/Brake					
F. Traffic Check/Continue across					
G. Cancel Hazard – 50 feet					
6. Loading of Students					
A. Traffic Check					
B. Warning Lights 300 Feet					
C. Count Students Place of Safety 3 – Times - Approach/At Stop/Getting On					
D. Set Brake-Foot On Service Brake /Bus in Neutral					
E. Gear/Door/Hand Signal					
F. Count Mirrors					

DRIVING SKILLS CONTINUED	O/P	A/A	A	U/A	N/A
G. Traffic Check/Gear/Door/Brake Check Traffic before Moving					
7. Unloading Students					
A. Traffic Check					
B. Warning Lights 300 Feet					
C. Stop/Set Brake/Foot On Service Brake/Bus in Neutral					
D. Open Door/Give Instructions Place of Safety/Count Students Getting off./ Hand Signal					
E. Count Students at Place of Safety					
F. Gear/Count Mirrors/Close Door Brake/Check Traffic Prior to Pulling Out					
8. Speed – School Zone School Property					
9. Does Driver Obey Laws & Regulations					
10. Operates Bus in Safe Manner					
STUDENT RELATED SKILLS					
1. Do Students Have Assigned Seats					
2. Follows Route Schedule/Times					
3. Discharges Students At Assigned Stops					
4. Transports only Authorized Students					
5. Enforces And Follows Discipline Plan					
6. Enforces Bus Rules and Laws/ Also Follows the Rules and Laws Themselves					
7. Maintains Pupil Control					
OTHER RELATED DUTIES					
1. Checks Drivers Board and Mailboxes Before Every Route					
2. Keeps Assigned Bus Clean Inside and Outside					
3. Keeps Assigned Bus Fueled					
4. Uses Good Judgment At All Times					
5. Reports All Accidents Immediately & Files Proper Paperwork					

OTHER RELATED DUTIES CONTINUED	O/P	A/A	A	U/A	N/A
6. Maintains a Positive & Courteous Attitude With All Staff, & Community					
7. Learns And Applies New Ideas					
8. Attendance Shifts Absent _____					
9. Punctual/Dependability					
10. Accepts Criticism or Recognition With a Positive Approach and Attitude					

All things considered, how do you rate this employee in relation to job performance and value to the school system?

Drivers Comments:

Driver Signature: _____

Supervisor Signature: _____

Date: _____

**LICKING VALLEY LOCAL SCHOOLS
BUS AIDE EVALUATION FORM**

Name _____ Bus # _____

Date _____ Route Observed _____

O/P – Outstanding Performance A/A – Above Average
A – Acceptable U/A – Unacceptable N/A – Not Applicable

1. Observes all mandatory safety regulations.					
2. Monitor and or assist the driver in supervising students.					
3. Reports discipline problems to driver.					
4. Helps keep bus clean.					
5. Helps driver keep assigned schedule.					
6. Exercises responsible judgment when on school bus.					
7. Enforces rules and laws on bus.					
8. Promotes a cooperative and professional attitude among staff.					
9. Maintains the high level of confidentiality of students information as is expected of bus drivers.					
10. Maintains a positive and courteous attitude when dealing with parents and community members.					
11. Participation in in-service training as required.					
12. Accepts criticism or recognition gracefully with a positive approach .					
13. Performs other duties as directed by Transportation Director or driver.					
14. Presents positive image of Licking Valley School District to students, parents, and community in general.					
15. Attendance					

All things considered, how do you rate this employee in relation to job performance and value to the school system?

Aides Comments:

Aides Signature: _____

Supervisor Signature: _____

Date: _____

MECHANIC EVALUATION FORM

Form#21

O-Outstanding G-Good S-Satisfactory IN – Improvement Needed UN-Unsatisfactory

	JOB RESPONSIBILITIES	O	G	S	IN	UN
1	To schedule equipment for service and repair work.					
2	To complete repair work from work orders.					
3	To keep accurate records of all maintenance performed on each vehicle in house or sent out work. Keeping all vehicle files updated.					
4	Recommends purchases of supplies and parts to the bus Transportation Director.					
5	Keeps records of all inventory parts.					
6	Is present for State Highway Patrol Inspections					
7	Keeps current and upgrades knowledge relative to bus transportation by attending workshops, using computer.					
8	Presents a good positive public image to the public.					
9	Prepares reports as requested by the Transportation Director.					
10	Is responsible to Transportation Director and Superintendent.					
11	In the event the Transportation Director's absence from the garage will be second in command and responsible to receive radio transmissions from the buses. And receiving telephone calls. Will be responsible to provide aid and suggestions as needed.					

Signatures mean that both parties have met and discussed the evaluation and have received a copy of it.

Date: _____

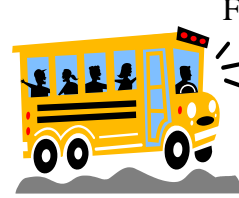
Signature of Employee: _____

Supervisor's Signature: _____

Written comments may be added by either party on back of form if so desired.



Licking Valley Bus Pass



Form# 22

Please allow _____

To ride Bus # _____ instead of Bus # _____

and get off the bus with / or

At: _____ house. The address

Is: _____

Date: _____ Today only: _____ Other: _____

Emergency # _____ Signature: _____

Mileage For Days L.V. Does Not Have School

Date: _____ AM _____ PM _____ Students: C-Tec _____

N.C. _____

Other _____

Bus # _____

Mileage:

Start: _____

Return: _____

Driver's Signature: _____

Mileage For Days L.V. Does Not Have School

Date: _____ AM _____ PM _____ Students: C-Tec _____

N.C. _____

Other _____

Bus # _____

Mileage:

Start: _____

Return: _____

Driver's Signature: _____



Licking Valley Local Schools Bad Weather Bus Pass



Please allow the following children: _____

_____ off the bus

at: _____ . If the

driver feels that the road is too bad to travel. They have my permission to walk to their designated place of safety. You

may contact me at:

Phone _____ . The bus driver may keep this

pass and use it when they feel the road is to hazardous to

run.

Parents Signature: _____

Date: _____



A MESSAGE FROM.....MICKIE ARCHER
TRANSPORTATION DIRECTOR
Licking Valley Local School District
1379 Licking Valley Road N.E.
Newark, Ohio 43055 (740-763-3775)

If you need transportation on _____

Please fill out the following information:

NAME: _____

ADDRESS: _____

Bus # _____ TELEPHONE: _____

SCHOOL THAT I ATTEND _____

A MESSAGE FROM.....MICKIE ARCHER
TRANSPORTATION DIRECTOR
Licking Valley Local School District
1379 Licking Valley Road N.E.
Newark, Ohio 43055 (740-763-3775)

If you need transportation on _____

Please fill out the following information:

NAME: _____

ADDRESS: _____

Bus # _____ TELEPHONE: _____

SCHOOL THAT I ATTEND _____

BUS DRIVER COMPLAINT FORM

_____	AM	PM	
Drivers Name	___	___	Middle/High School
_____	___	___	Elementary
Bus #	Date of Incident	Time of Incident	Other

Complaint Received From: _____

_____	NAME	Phone
___ Student		
___ Parent		
___ Citizen	(Name of person receiving complaint)	

Complaint	Name / Number of Road
Bus running late	_____
Bus running early	_____
Did not Stop at Bus Stop	_____
Driving To Fast	_____
Other	_____

Action Taken:

By affixing my signature to this document, I am stating that I have received a copy, and that I had an opportunity to read its contents, but not necessarily that I agree in total or in part with the contents.

Driver's Comments:

Driver's Signature Date

Supervisor's Signature Date

REPORT OF VIOLATION OF SCHOOL BUS RED LIGHTS

School District Licking Valley Local Date Received _____
 Address _____ Unit Assigned _____
 City, State, Zip _____ Date Completed _____
 Phone _____ Warning Letter Citation

Bus Driver Name _____
 Bus # _____

VIOLATOR INFORMATION

VEHICLE

Vehicle License # _____ State _____
 Vehicle Make _____ Model _____ Color _____
 Unusual Characteristics _____

DRIVER INFORMATION

Bus driver can identify vehicle driver: Yes / No
 (Circle One) Male / Female Young / Middle Aged / Old White / Black / Other
 Other driver characteristics _____

LOCATION OF VIOLATION

Street or Highway _____
 Nearest Cross Street _____
 Name Of City/Village/Township _____
 Direction Of Bus _____ Direction Of Violator _____
 Date Of Violation _____
 Day Of Week _____ Time _____ AM / PM

Traffic	Heavy	Weather	Dry	Light	Day
	Moderate		Raining		Dusk
	Light		Freezing		Dark

Additional information _____

EMERGENCY BUS EVACUATION FORM
(ONLY TO BE CONDUCTED ON SCHOOL PROPERTY)

DATE: _____ TIME _____ A.M. ____ P.M. _____

BUS # _____ NUMBER OF STUDENTS _____

TRIP: MIDDLE SCHOOL/HIGH SCHOOL _____ ELEMENTARY _____

BACK DOOR TIME _____

FRONT DOOR TIME _____

BOTH DOORS _____

WEATHER DATA: APPROXIMATELY _____ F SKY _____

VISIBILITY: _____ ROAD CONDITIONS: _____

PROBLEM AREAS: _____

COMMENTS:

SIGNATURE OF DRIVER

Licking Valley Local School District

1379 Licking Valley Road, N.E. • Newark, OH 43055

740-763-3525 • Fax 740-763-0471

www.lickingvalley.k12.oh.us

Superintendent David Hile
hiled@lickingvalley.k12.oh.us

Treasurer Jo Lynn Torbert
torbertj@lickingvalley.k12.oh.us

LICKING VALLEY SCHOOLS BUS ACCIDENT NOTIFICATION FORM

Dear Parent:

Your child's school bus was involved in a minor accident today.
At the time of the accident, the driver inquired, and your child reported no injuries.

Please check with your child. As sometimes injuries are not readily apparent. If you have any questions concerning the accident, please call my office at 763-3775.
Please call the school office if your child reports any medical problems created by the accident.

Thank-You
Sincerely,

Mickie Archer
Transportation Director

NOTE: If the bus accident caused any student injury, we have attempted to call your home today. If unable to contact you, this letter is to let you know of the accident and request that you monitor your child's behavior this evening.

"Kids are our number one priority"

LICKING VALLEY LOCAL SCHOOL DISTRICT SCHOOL ACCIDENT REPORT FORM

1. School _____

Student/Staff Name _____ Grade _____ Age _____

ACCIDENT INFORMATION

2. A. Time of Accident: _____ A.M. _____ P.M. Date _____

B. Supervised activity? Yes No

C. If yes, person in charge _____

D. NATURE OF INJURY (May be completed after medical examination)

- | | | | |
|-----------------------------------|--------------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Abrasion | <input type="checkbox"/> Concussion | <input type="checkbox"/> Fracture | <input type="checkbox"/> Sprain |
| <input type="checkbox"/> Bruise | <input type="checkbox"/> Cut | <input type="checkbox"/> Laceration | <input type="checkbox"/> Strain |
| <input type="checkbox"/> Burn | <input type="checkbox"/> Dislocation | <input type="checkbox"/> Puncture | <input type="checkbox"/> Other _____ |

E. PART OF BODY INJURED

- | | | | |
|--------------------------------|----------------------------------|------------------------------------|------------------------------------|
| HEAD | TRUNK | ARM | LEGS |
| <input type="checkbox"/> Scalp | <input type="checkbox"/> Chest | <input type="checkbox"/> Shoulder | <input type="checkbox"/> Hip |
| <input type="checkbox"/> Back | <input type="checkbox"/> Abdomen | <input type="checkbox"/> Upper Arm | <input type="checkbox"/> Upper Leg |
| <input type="checkbox"/> Front | <input type="checkbox"/> Back | <input type="checkbox"/> Elbow | <input type="checkbox"/> Knee |
| <input type="checkbox"/> Eyes | | <input type="checkbox"/> Lower Arm | <input type="checkbox"/> Lower Leg |
| <input type="checkbox"/> Nose | | <input type="checkbox"/> Hand | <input type="checkbox"/> Foot |
| <input type="checkbox"/> Mouth | | <input type="checkbox"/> Fingers | <input type="checkbox"/> Toes |
| <input type="checkbox"/> Tooth | | | |
| <input type="checkbox"/> Neck | | | |

F. KIND OF ACCIDENT (check one only)

- | | |
|--|--|
| <input type="checkbox"/> Animal bite or insect bite | <input type="checkbox"/> Struck by auto, bike, etc. |
| <input type="checkbox"/> Collision with student (bump, etc.) | <input type="checkbox"/> Struck by object (swing, etc.) |
| <input type="checkbox"/> Contact with hot or toxic substance | <input type="checkbox"/> Student collided with object (door, etc.) |
| <input type="checkbox"/> Fall or slip | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Fighting | |

G. WHERE ACCIDENT HAPPENED (check one only)

- | | | |
|---|-------------------------------------|--|
| <input type="checkbox"/> Athletic Field | <input type="checkbox"/> Hallway | <input type="checkbox"/> Stairway |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Playground | <input type="checkbox"/> To or from school |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Restroom | <input type="checkbox"/> Vocational Shops and Labs |
| <input type="checkbox"/> Gym | <input type="checkbox"/> School Bus | <input type="checkbox"/> Other _____ |

3. CONTRIBUTING CAUSES

- | | | |
|--|---|---|
| A. ENVIRONMENTAL FACTORS | B. HUMAN FACTORS | C. AGENTS |
| <input type="checkbox"/> Crowding | <input type="checkbox"/> Active game | <input type="checkbox"/> Animal or insect |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Fatigue | <input type="checkbox"/> Electricity |
| <input type="checkbox"/> Drinking fountain | <input type="checkbox"/> Fighting | <input type="checkbox"/> Fire |
| <input type="checkbox"/> Equipment | <input type="checkbox"/> Horseplay | <input type="checkbox"/> Gases |
| <input type="checkbox"/> Floors | <input type="checkbox"/> Lack of training or experience | <input type="checkbox"/> Liquids |
| <input type="checkbox"/> Hard surface | <input type="checkbox"/> Preoccupation | <input type="checkbox"/> Recreation equipment |
| <input type="checkbox"/> Lighting | <input type="checkbox"/> Running | <input type="checkbox"/> Pencil |
| <input type="checkbox"/> No handrail | <input type="checkbox"/> Violation of rules | <input type="checkbox"/> School equipment |
| <input type="checkbox"/> Weather | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Solids |
| <input type="checkbox"/> Other | | <input type="checkbox"/> Student |
| | | <input type="checkbox"/> Vehicle |
| | | <input type="checkbox"/> Other _____ |

4. **ACCIDENT DESCRIPTION**
Describe the accident in your own words. (Please give all details so that this accident report may be used to prevent other similar accidents.)
Please use the back of this form if more space is needed to describe incident and/or action taken.

5. POST ACCIDENT INFORMATION

- A. Was first aid given? Yes No By Whom _____
- B. Was parent or other responsible person notified? Yes No By Whom _____
Time _____ If no, explain _____
- C. Does health record indicate tetanus immunization currently effective? Yes No
- D. Was injured sent home? Yes No If yes, was he accompanied? Yes No
- E. Was injured sent to physician? Yes No Name of physician _____
- F. Was injured sent to hospital emergency room? Yes No Name of hospital _____
- G. Days absent from school or work _____
- H. Days of restricted activity _____

6. ACTION TAKEN TO PREVENT SIMILAR ACCIDENT

- | | |
|---|--|
| 1. INSTRUCTIONAL | 2. POLICY OR CORRECTIVE ACTION |
| <input type="checkbox"/> Discussed at staff meeting | <input type="checkbox"/> Environment changes affected |
| <input type="checkbox"/> Discussed in each class as part of regular instruction | <input type="checkbox"/> Notified school safety committee |
| <input type="checkbox"/> Discussed with parent | <input type="checkbox"/> Safety rules amended to prevent reoccurrence |
| <input type="checkbox"/> Personal instruction given to injured | <input type="checkbox"/> Safety specialist invited to school to assist in safety program |
| <input type="checkbox"/> Personal instruction given to person in charge | <input type="checkbox"/> Suggest closer supervision |
| <input type="checkbox"/> Presented as a subject of assembly program | |
| OTHER | |
| <input type="checkbox"/> No action taken | |

7. _____
Signature Title

Other Witnesses _____

(copy as needed for files)

Hazard Form

This is Bus # _____. I'm reporting the following hazard on my
Route. _____

_____.

The road of the hazard is located at: _____

_____.

This address is as close to the hazard that I can get.

Date: _____

Drivers Signature: _____



**Licking Valley
Local School District
1379 Licking Valley Road
Newark, Ohio 43055**

Date: _____

Parents of: _____

Address at: _____

Licking Valley School would like your permission to utilize your driveway as a school bus turn around. We can not be held responsible for any damage that may occur. And would you please maintain the drive so it can be used safely, removing snow and debris.

We would like to Thank-You for your cooperation in this matter.

Transportation Director

Mickie Archer

Sign: _____

Date: _____

Driver _____ Bus# _____ Mileage _____

Bus Type (Circle One) C T

STEP I. OVERVIEW

- ___ Leaning To One Side
- ___ Hazards
- ___ Leaks
 - ___ Fresh Oil
 - ___ Coolant
 - ___ Fuel

- ___ Air Brake Check
- ___ Storage Tank
- ___ Service Brake
- ___ Low Pressure Light
- ___ Buzzer
- ___ Emergency Spring Brake

- ___ Suspension
- ___ Mounts
- ___ Springs
- ___ U-Bolts
- ___ Shocks
- ___ Air Brakes
- ___ Hoses
- ___ ABS
- ___ Air Chambers
- ___ Slack Adjusters
- ___ Push Rod
- ___ Drums
- ___ Linings

- ___ Spacers
- ___ Bud Type Wheels
- ___ Mud Flaps
- ___ Suspension
- ___ Mounts
- ___ Springs
- ___ Air Bags
- ___ Torsion Springs
- ___ U-Bolts
- ___ Shocks
- ___ Air Bakes
- ___ Hoses
- ___ ABS
- ___ Air Chambers
- ___ Slack Adjusters
- ___ Push Rods
- ___ Drums
- ___ Linings

STEP II. ENGINE COMPARTMENT

- ___ Hood
- ___ Hinges
- ___ Moisture
- ___ Wiring
- ___ Hoses
- ___ Belts
- ___ Oil
- ___ Coolant
- ___ Air Compressor
- ___ Power Steering Fluid
- ___ Power Steering Fluid Pump
- ___ Steering System
 - ___ Steering Shaft
 - ___ Gear Box
 - ___ Hoses
 - ___ Pittman Arm
 - ___ Drag Link
 - ___ Steering Arms
 - ___ Tie Rod
- ___ Alternator
- ___ Water Pump
- ___ Washer Fluid Level
- ___ Turbo Charger

CONTROL PANEL

Indicator Lights & Switches

- ___ Instrument Panel Lights
- ___ Turn Signal Left Right
- ___ Hazard Lights
- ___ High Beams
- ___ Override
- ___ Master Warning Lights
 - ___ Amber
 - ___ Red
- ___ Service Door
- ___ Step Light
- ___ Fans
- ___ Heater
- ___ Defroster
- ___ Dome Lights
- ___ Windshield Washers
- ___ Windshield Wipers
- ___ Noise Suppression Switch
- ___ Radio Check

LIGHTS

- ___ Clearance Lights
 - ___ F S R
- ___ Warning Lights
 - ___ F S R
- ___ Turn Signals
 - ___ Left F S R
 - ___ Right F S R
- ___ Hazard Lights
 - ___ F R
- ___ Head Lights
 - ___ Low Beams
 - ___ High Beams
- ___ Tail Lights
- ___ Brake Lights *
- ___ Back Up Lights *
- ___ Beeper

STEP V. INSIDE - WALKBACK

- ___ Amber Warning Lights
 - ___ F R
- ___ Seats
- ___ Emergency Exits
- ___ Windows
- ___ Roof
- ___ Strobe Light

STEP III. INSIDE CAB

- ___ Entry Check
 - ___ OHSP Sticker

SAFETY EQUIPMENT

- ___ Fire Extinguisher
- ___ Fuses
- ___ Reflectors
- ___ First Aid Kit
- ___ Emer. Assist. Cards
- ___ Body Fluid Kit
- ___ Flashlight
- ___ Windshield
 - ___ Mirrors
 - ___ Visor

STEP IV. WALK-AROUND

BUS BODY

- ___ Damage to Bus
 - ___ Dents
 - ___ Scratches
 - ___ Vandalism
- ___ Mirror Brackets
- ___ Reflectors
 - ___ Reflective Tape
 - ___ F S R
- ___ Emergency Door
- ___ Floor Cleanliness
- ___ Stop Sign
 - ___ Stop Sign Lights
- ___ Crossing Gate
- ___ Wheelchair Access
 - ___ Operate Door
 - ___ Operate Lift

CHASSIS

- ___ Frame
- ___ Air Storage Tanks
 - ___ Air Lines
- ___ Battery Box
- ___ Drive Shaft
- ___ Exhaust System
- ___ Fuel Tank
 - ___ Cage
 - ___ Line
 - ___ Cap

STEP VI. OPERATION INSPECTION

- ___ Driver's Seat
- ___ Seat Belt
- ___ Steering
- ___ Horn
- ___ Parking Brake
- ___ Service Brake
- ___ Engine
- ___ Transmission
- ___ Suspension

GUAGES AND BRAKE CHECK

- ___ Safe Start
 - ___ ABS Light
- ___ Oil
- ___ Fuel
- ___ Ammeter
 - ___ Voltmeter
- ___ Temperature
- ___ Air Pressure

FRONT AXLE

- ___ Tires
 - ___ Inflation
 - ___ Condition
 - ___ Depth
- ___ Rims
- ___ Lugs
- ___ Hub Oil Seal
- ___ Mud Flaps

REAR AXLE

- ___ Tires
 - ___ Inflation
 - ___ Condition
 - ___ Depth
- ___ Rims
- ___ Lugs
- ___ Axle Seals

STEP VII. POST-TRIP INSPECTION

- ___ Set Parking Brake
 - ___ Put in Neutral
- ___ Turn Off all Switches
- ___ Check for Students
 - ___ Check Seats For Damage
 - ___ Check Interior for Cleanliness
- ___ Check Automatic
 - ___ Transmisson Weekly
- ___ Complete Reports

***Engine Off, Key On, Or With A Helper**

F=Front S=Side R=Rear

DRIVERS SIGNATURE REQUIRED _____

A MESSAGE FROM.....MICKIE ARCHER
TRANSPORTATION DIRECTOR
Licking Valley Local School District
1379 Licking Valley Road N.E.
Newark, Ohio 43055 (740-763-3775)

If you need transportation on _____

Please fill out the following information:

NAME: _____

ADDRESS: _____

Bus # _____ TELEPHONE: _____

SCHOOL THAT I ATTEND _____

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