

Wilson County Schools



Transportation Handbook

WILSON COUNTY SCHOOLS TRANSPORTATION HANDBOOK

INTRODUCTION

As an employee of the Wilson County School System, transportation personnel are bound by the policies and procedures found in, but not limited to:

- Wilson County Schools Board Policy
- Wilson County Schools Handbook for Support Personnel
- Wilson County Schools Accounting Manual
- Wilson County Schools Acceptable Use Policy
- Wilson County Schools Transportation Procedures

Additionally, the procedures in this Transportation Handbook apply to all Wilson County Schools' employees required to hold a Commercial Driver's License.

ACKNOWLEDGMENT OF RECEIPT
TRANSPORTATION HANDBOOK
&
BUS DRIVER AND ATTENDANT ATTENDANCE BONUS PROGRAM

As indicated by my signature below, I hereby acknowledge receipt of a copy of the *Wilson County Schools Transportation Handbook* and a copy of the *Bus Driver and Attendant Attendance Bonus Program*. I understand that it is my responsibility to become familiar with the contents of this handbook, as well as the bonus program requirements.

I further understand and agree to the following:

This handbook represents a summary of some of the more important policies and procedures of the Wilson County Schools Transportation Department. It is not intended, however, to be all inclusive of policies or practices.

My employment will be subject to the provisions contained in this handbook along with any subsequent changes or amendments.

The Wilson County Board of Education retains the sole right to modify, suspend, interpret, or cancel in whole or part, at any time, and with or without notice, any of the published or unpublished personnel policies or practices.

Failure to sign this acknowledgement may result in forfeiture of any bonus payments.

Employee's Name (print or type): _____

Employee's Signature: _____

Title: _____ Date: _____

Witness: _____ Date: _____

Wilson County Schools

Rules and Regulations for Operating a School Bus

1. The driver and/or attendant shall abstain from the use of tobacco products while on the school bus with or without children present. Smoking should only take place in a designated area away from students and is prohibited within 50' of a fuel tank or while dispensing fuel.
2. The driver and attendant must follow the sleeping child/passenger inspection procedure as outlined in the "Sleeping Child Check Procedures". Drivers and attendants are equally responsible for checking the bus according to these procedures.
3. No driver or attendant shall use profane or indecent language or make obscene gestures while students/passengers are present.
4. A driver shall not fuel a bus with passengers in the bus or while the motor is running. The driver will hand pump the fuel with no locking device being used while fuel is dispensing.
5. The drivers shall obey all local, state, and federal laws applicable to the operation of a school bus at railroad crossings.
6. The driver is responsible for ensuring that the vehicle is safe to operate by conducting the proper pre-trip inspections required by laws and regulations and the district. All defects should be properly noted on the Drivers Vehicle Condition Report (DVCR). Any defect which could compromise the safe operation of the vehicle should be reported to a supervisor or maintenance personnel and obtain instructions prior to beginning the route. DVCR sheets with "No Defects" must be turned in at least once per week. DVCR sheets with defects noted must be turned into the maintenance department the same day.
7. The driver shall keep the aisle and emergency exits unobstructed at all times while transporting passengers.
8. The driver shall keep emergency equipment clear and unobstructed at all times.
9. Bus doors shall remain closed while the bus is in motion.
10. The driver shall not use a cell phone while operating a school bus with or without passengers. Only in the event of an emergency shall a driver use a cell phone, but only after bringing the bus to a complete stop in a safe location and setting the parking brake to contact the transportation office or authorities.
11. The driver or attendant shall not physically touch a student unless necessary to protect themselves or another passenger during an assault. Assisting a child with special abilities with securing or proper seating shall be done with the permission of the parent.

12. The driver shall ask for someone to be a spotter when necessary to back up on school property. It shall be the driver's sole responsibility to ascertain the path is clear before moving the vehicle backwards. The driver shall not permit any student to stand outside the bus while backing. If away from the yard and no spotter is available, the driver is to secure the bus, get out, and look before performing the backing.
13. The driver shall wear a seatbelt anytime the bus is in motion.
14. The driver shall be bound by all regulations as prescribed by the U.S. Department of Transportation, Federal Motor Carrier Safety Administration Parts; 40,382,383,387,390-396 and Federal Transit Authority Part 655, as well as any applicable state and local rules and regulations.
15. Transportation employees who test positive for drugs are subject to termination.
16. The driver shall maintain a clean bus at all times. Buses, whether assigned or substitute, shall be thoroughly swept at the end of each run. All windows must be closed, lights in the "off" position, parking brake secured, and checked for sleeping children and personal items left behind.
17. The driver and attendant are required to attend all safety meetings or make up meetings. Safety Meetings are considered a part of an employee's job and the rules regarding tardiness and absences will apply.
18. The driver will report all spills to a supervisor as a result of fueling or adding fluid to a district vehicle.
19. The driver will report to a supervisor immediately any accident or incident occurring while transporting students or causing property damage. Failure to do so will result in disciplinary action up to, and including, termination.
20. The driver must operate his/her vehicle at or below the posted speed limit. The vehicle speed shall be established based on the posted speed limits, weather and road conditions, traffic or any other condition that would warrant operating at a lower speed than what is posted. When traveling Interstate highways, the driver should not operate in the far left lane becoming a road hazard to other vehicles, but should only use that lane for short distances to pass slower moving vehicle. The driver must report any moving violation on or off the job in accordance to FMCSA 383.31.
21. The driver is required to wear an official Wilson County Schools' identification badge at all times on the bus and on any school property in a manner that is easily visible to others.

SLEEPING CHILD CHECK PROCEDURES

It is the responsibility of each driver and attendant to follow without exception, the district procedures for performing the sleeping child/passenger inspection procedures.

Home to School

After unloading at school and before leaving the school property the driver/attendant must walk the inside of the bus to the last seat, look behind and under seats for children/passengers and any personal items left on the bus. After insuring the bus is empty and all personal items have been collected, the driver may continue to the next school or next route. For each school the driver/attendant shall perform the child/passenger inspection procedure.

Anytime the bus is returned to the yard or parking location, the driver shall complete a final inspection for children/passengers and personal items and disarm the electronic child check reminder. The driver will notify dispatch that the bus is clear before exiting the bus.

School to Home

After the last stop or drop off from each school and before going to the next school the driver shall pull the bus over out of traffic, activate the four way hazard flashers, secure the bus and walk the inside of the bus to the last seat, looking behind and under seats for children/passenger and personal items left on the bus.

When the school to home route is completed and returning to the yard or parking location, the driver will perform a final inspection as mentioned above for children/passengers and personal items left on the bus and disarm the electronic child check reminder. The driver will notify dispatch that the bus is clear before exiting the bus.

Charter, Sports Trips, and Field Trips

After unloading at each destination the driver will walk the inside of the bus to the last seat, looking behind and under each seat for children/passengers and any personal items left on the bus. The driver will be satisfied that there are no children/passengers on the bus before exiting the bus. The driver is responsible for child/passenger checks even if chaperones/teachers/coaches are accompanying the students.

COMPENSATION/SALARY, BENEFITS, AND TRAINING

Please refer to the Wilson County Schools Handbook for Support Personnel for general payroll and benefits information.

In addition to the information in the Wilson County Schools Handbook for Support Personnel, additional information and procedures for Transportation Employees are as follows:

WCS Transportation has established a salary schedule for all transportation employees. Please refer to www.wcschools.com for a copy of this salary schedule.

Compensation

In addition to the salary schedule, the following items are also compensated:

- Stockpile days scheduled **after** the first student day of the school year;
- A maximum of eight (8) inclement weather days;
- Required meetings:
 - Kick-Off Meeting – four (4) hours per year
 - Safety Meeting – four (4) hours per year
 - State In-Service – four (4) hours per year
 - State Inspection – one (1) hour per year
- Field trips (conditions apply). Please refer to the salary schedule for field trip rates.
- An annual attendance bonus program allows employees to earn up to \$900 per year for excellent attendance. (Refer to Bus Driver and Attendant Attendance Bonus Program.)

Benefits

Employees working more than 30 hours per week are considered full-time and are eligible to receive benefits as described in the Handbook for Support Personnel.

Bonuses and paid holidays are subject to county policies, and prorated for employees not completing a full school year of service.

Transportation employees who are also employed as a teacher or teacher assistant will accrue sick days for both positions. A record of these sick days will be kept separately and shall not be interchangeable. If such an employee is absent from both the teaching job and the transportation job, the employee will use a sick day from each position. Likewise, if absent from only one of the jobs, the sick day will be deducted from that job, but not from the other.

Routes

All routes are awarded an estimated time of completion using the Edulog routing software. Thirty (30) minutes per day is added to cover, pre-trip and post-trip inspections, fueling, write-ups, etc. Hours worked are calculated using these times.

Notwithstanding the previous statement, all routes pay a minimum of four and one half (4.5) hours per day with sub drivers also receiving a minimum of four and one half (4.5) hours per day. However, additional work may be assigned, without additional pay, up to the total of four and one half (4.5) hours.

Route time adjustments will not be made until it is verified that the four and one half (4.5) hour minimum is surpassed.

Reduction in route times can be made at any time during the school year and all routes will be re-evaluated over the summer break for the next school year.

Training

The Wilson County School System may offer CDL training to new employees. Anyone so trained by the school system must agree to remain in the employ of the WCS Transportation Department for at least one (1) calendar year. Failure to satisfy this requirement shall result in the employee reimbursing the school system in an amount equal to three (3) months salary. If the employee fails to reimburse the school system within forty-five (45) days after leaving employ, legal action may be taken to recover the amount of funds due the school system, plus legal fees.

TEMPORARY RE-EMPLOYMENT OF RETIRED PERSONNEL (TCRS)

The Tennessee Consolidated Retirement System (TCRS) allows for the temporary employment of retired members. However, this re-employment must not exceed one half (½) the amount of time that the member worked **before** retirement. A full time employee working 240 days prior to retirement would be allowed to work only 120 days **after** retirement without suspension of retirement benefits.

Since transportation employees do not work a full day, this is calculated by dividing the time for a full day as a bus driver in half. If a full day is five (5) hours, a retired employee could only work the equivalent of two and one half (2 ½) hours per day without jeopardizing his/her retirement. Calculating 36 weeks (180 days) in a school year, this would be a total of 450 hours within a twelve month period that a retired member could work and still draw retirement from TCRS. Our twelve month period runs from July 1 until June 30 of any given year.

Holidays, Stockpile Days, Other Paid Days

Any days paid (such as holidays, stockpile days, inclement weather days, etc.) count as part of the paid time. Even if those days are paid at half the normal day, they count as part of the total time allotted.

Suspension of Retirement Benefits

Members of TCRS may suspend their membership with no penalty. They must write a letter to the Retirement Division of TCRS requesting that their benefits be suspended. During the time of suspension, no retirement benefit will be paid and any benefit which would have been paid is forfeited.

At any time, a member may reinstate the retirement benefit upon written notice to the Retirement Division. Payments would then resume in the amount that was previously being sent to the retiree. If the retiree stops his/her retirement for more than three (3) years in order to work full time, TCRS will recalculate the benefit amount to see if the additional years of work have added to the benefit.

Paperwork

The retiree and the Wilson County School System must complete and sign the Temporary Employment Report form and return it to TCRS before the employment begins. The Director of Transportation must complete a portion of this form relative to the number of hours worked per day prior to retirement and the number of hours to be worked per day after retirement.

ATTENDANCE POLICY

Excessive absenteeism and/or tardiness can create a safety and service level that is unacceptable to our parents, students and fellow employees. All employees must work together as a team to ensure that a safe, high quality education is provided. Accordingly, this Attendance Policy outlines the consequences associated with excessive absenteeism and/or tardiness.

General

Drivers and/or attendants (employees) should make every effort to schedule appointments and other personal business around their assigned shift(s). All requests for time off must be approved in advance and the request must be received by their supervisor at least 48 hours prior to the date requested. Failure to do so may result in the assessment of points as defined later in this policy.

Employees must notify their supervisor if they are not going to be on time or if they are going to be absent. This must be done at least 30 minutes before their scheduled start time so that a replacement can be assigned to cover their duties. Calls to a supervisor can be made the night before or in the morning, **after** 5:30 A.M.

An employee must notify his/her supervisor as stated previously or they will be absent from work, unless otherwise instructed by the supervisor. Late reporting of five (5) to fifteen (15) minutes may be counted as an absence. Late reporting of more than 15 minutes may be counted as a “no call, no show.” Further definitions of these unexcused absences are outlined later in this policy.

If an **employee’s illness** is more than **three (3)** consecutive work days, the supervisor may request a written statement from their doctor. The school system reserves the discretion to request proof of illness for an absence of **less** than three (3) days.

In cases where a doctor’s statement is requested, a doctor’s release may also be requested by their supervisor before an employee can be permitted to return to work. If a supervisor makes this request and the employee fails to obtain one, he/she will be sent home without pay until a statement is received. Failure to comply within **three (3)** days may subject the employee to discipline up to and including termination. No employee will be terminated because of hospitalization or who has a verifiable illness that prevents them from working.

An employee that fails to report to work for **three (3)** consecutive days without proper advance notice to their supervisor or dispatch may be subject to discipline up to and including termination.

Court appearances will not be grounds for termination. All appearances must be documented and notice must be given of impending time off **48 hours** in advance of the time requested.

Required safety meetings are a part of the job and employees are paid for attending. However, rules regarding absences and tardies do apply.

Any unpaid absence, the day before or the day after a holiday, or any portion thereof, will result in forfeiture of pay for that particular holiday.

Definitions

Absenteeism is defined as “any failure to be at work or remain at work as scheduled, regardless of the reason.” The following forms of leave are approved in advance and are not considered an absence for purposes of this policy:

- Disciplinary or Administrative Time Off
- District Required Training
- Prenatal/Postnatal Leave with Approved Leave of Absence Request
- Court Appearance for District Business
- Jury Duty
- Posted Holidays
- Job Related Accident or Injury
- Military Leave
- Accrued Sick/Personal (Approved)
- Approved Extended Leave of Absence Request

Absence

An absence is an occurrence whereby an employee reports off work in accordance with the established call-in time requirements. An absence due to illness relates to “one reason” only, and applies to consecutive days.

Tardy

A tardy is an occurrence whereby an employee reports to work **0 to 5** minutes after his/her start time. A late reporting of **more than five (5)** minutes and up to **fifteen (15)** minutes may be counted as an absence. A lateness of **more than fifteen (15)** minutes may be counted as “no call, no show.” The route/assignment may be covered after five (5) minutes.

No Call, No Show

A “no show, no call” is an occurrence whereby an employee fails to report for scheduled shift and fails to notify his/her supervisor or dispatch at least **fifteen (15)** minutes after report time.

All absences, tardies, and no call/no shows will be reflected on the employee’s official attendance record.

Exceptions:

All tardies and/or absences occurring on a day that the school system declares as a weather emergency will not be counted as an occurrence. However, every effort should be made to arrive in a timely fashion.

Consequences

The consequences associated with the Attendance Policy are based upon the traditional school calendar covering the 12 month period from July 1 to June 30. Attendance will be tracked during this period according to the preceding definitions with the following consequences:

Schedule of Points

Tardy - Less than 5 minutes.....	1/2 Point
Tardy - If route is covered.....	1 Point
Absence (half day, missed route).....	1 Point
Absence (full day or missed charter).....	2 Points
No Call, No Show.....	5 Points

12-Month Period July 1 - June 30

<u>Points Accrued</u>	<u>Action</u>
7.....	Verbal Warning
9.....	Written Warning
12.....	Day Suspension
15.....	Termination

Management reserves the right to accelerate the consequences in the preceding schedule up to and including termination.

Employees are encouraged to keep track of their attendance record. Written notification will be provided to the employee whenever points have been assessed. Employees nearing the maximum number of points allowed will be counseled by their supervisor.

Employees begin each school year with zero points. Accumulated points are not carried over between school years.

In some extreme situations, there are circumstances which may cause the employee to be unable to notify the company. These circumstances are taken into consideration before points are assessed and discipline administered.

Summer School - Attendance is critical for summer programs. An employee who accrues more than **twelve (12)** points during the regular school year may not be eligible for summer work.

BUS DRIVER AND ATTENDANT ATTENDANCE BONUS PROGRAM

Purpose

To maintain safety by keeping the same staff on any one route on a daily basis. The Bus Driver and Attendant Attendance Bonus Program is an incentive to encourage drivers and attendants to: (1) schedule appointments and other personal activities around their responsibility to their students, and (2) be present to carry out their daily assigned duties.

Scope

The Bus Driver and Attendant Attendance Bonus Program consists of a bonus for excellent attendance. It is for bus drivers and attendants who meet attendance guidelines as stated below for one (1) full school year.

Awards Eligibility

Eligible drivers or attendants must be employees in good standing, at the close of the bonus period to be eligible.

An eligible driver or attendant cannot miss any assigned school student days except for days of **excused absence** as detailed below. A driver or attendant who is absent for reasons not listed as an **excused absence** will lose a portion of his/her full bonus amount and will not be eligible for the maximum payout amount.

Eligible drivers and attendants must be employed at the end of the school year to qualify for any portion of the attendance bonus.

A driver or attendant employed after the school year starts will be eligible to receive a prorated portion of the attendance bonus for the number of days employed, minus any unexcused absences.

Attendance at each safety meeting, kick-off meeting, or state in-service (or satisfactory alternative) is mandatory and is considered an assigned work day.

Excused Absences

In order to maintain the integrity of the program, absences for court appearances (for district business only), jury duty, or military duty (up to 15 days per year), are considered to be absences outside the employee's control and therefore are **excused**. The use of an accrued sick/personal day, with proper notification, is also an **excused** absence.

An **excused** absence as defined above will **not** disqualify the employee from the annual award. Other absences which may be exempt from the Attendance Policy are not **excused** for purposes

of this bonus program. Leave procedures are addressed in the Wilson County Schools Support Staff Handbook, including details on documenting absences and verifying the legitimacy of the absences.

Annual Program Administration

The **Attendance Bonus Program** payout will be given for working a full school year, meeting the attendance criteria as stated. The bonus year will begin on the first day of the new school year and continue through the end of the same school year.

A new employee who has worked for less than a whole school year may receive a prorated bonus if the payout criteria are met. The prorated amount is calculated as follows:

$$\$900.00 \text{ (maximum bonus amount)} \div \# \text{ student days} \times \# \text{ days worked} + \text{excused days}$$

Pay Provisions

Eligible drivers and attendants must be available and work the entire bonus period.

The Bus Drivers and Attendants Attendance Bonus will be paid at one time at the end of the school year. Drivers and attendants with unexcused absences recorded for the school year will have their bonus prorated to deduct the unexcused days and will receive a prorated portion.

Drivers and attendants with less than a full school year with Wilson County Schools will receive a prorated portion as calculated by the formula previously given.

Maximum Bonus Amount: \$900.00

APPENDIX A

TRANSPORTATION EMPLOYEE PERFORMANCE EVALUATION

Employee Name: _____

Assignment: _____

Location: _____

Evaluation Date: _____

APPEARANCE: overall appearance in connection with the type work involved; dresses appropriately	5	Extremely neat, clean, dresses appropriately
	4	Takes special care in personal dress and appearance
	3	Generally neat, clean, and properly dressed
	2	Sometimes untidy, careless about appearance
	1	Untidy and careless about appearance
BUS CLEANLINESS: Bus used is swept thoroughly after each run. All windows closed after each route. Debris and spills are cleaned up immediately.	10	Extremely neat and clean.
	8	Bus is generally clean and swept after each run
	6	Bus is generally swept and cleaned on occasion.
	3	Bus untidy, cleanliness needs improvement.
	1	Bus generally is unclean & is not swept.
JUDGMENT: demonstrates proper judgment in decision-making	10	Displays outstanding ability to apply sound reason
	8	Uses good common sense; most decisions workable
	6	Judgment dependable on routine matters
	3	Poor judgment; decisions often unsound
	1	Jumps to conclusions; often makes costly errors
ATTITUDE: ability to work in harmony with supervisor and co-workers; congenial, cooperative	10	Exceptionally cooperative; inspires high morale
	8	Very tactful and obliging; sets good example
	6	Usually congenial and helpful; good team player
	3	Inclined to resist authority and opposes new ideas
	1	Often tactless and quarrelsome; causes friction
ATTENDANCE: prompt in reporting for assignments; observes time schedules of others	10	Consistently punctual and on the job
	8	Prompt; seldom absent
	6	Occasionally late/absent; reports absence in advance
	3	Frequently late or absent
	1	Habitually late or absent
KNOWLEDGE OF JOB: understands all phases of assignment necessary for full job performance	15	Excellent understanding of duties; requires few directions
	12	Good overall knowledge of duties; needs little direction
	9	Acceptable knowledge of duties; needs some direction
	5	Limited knowledge of job
	1	Only minimum knowledge of job
STUDENT MANAGEMENT: Knowledge of rules, use of voice, consistency, follows through, proper interaction	15	Outstanding student management skills
	12	Good student management, seldom needs help
	9	Needs help with students.
	5	Student management needs to be improved
	1	Does not manage students well.

RADIO USAGE- Uses radio only when needed, keeps usage short and to the point, calls in before and after routes.	15	Very professional. Uses only when needed. Always calls in before/after route.
	12	Rarely uses radio. Tries to keep it short. Calls in before/after route.
	9	Occasionally calls for assistance on the radio. Usually calls in before/after routes.
	5	Needs improvement to keep usage short and/or for emergencies only. Rarely calls in before/after routes
	1	Misuses and/or ties up radio. Unnecessary use of radio. Does not call in before /after routes.
DEPENDABILITY: reliable; follows instructions; carries out assigned tasks with minimum supervision	15	Extremely reliable, conscientious, and industrious
	12	Requires minimum supervision; prompt and accurate
	9	Generally reliable; attentive to work
	5	Somewhat reliable; requires frequent follow-up
	1	Requires close, constant supervision; is undependable
RESPONSIBILITY: acts responsibly; able to discern right from wrong	15	Exceptionally responsible; willing to carry out duties
	12	Accepts responsibility without reservation
	9	Accepts responsibility for duties as assigned
	5	Reluctant to accept responsibility
	1	Does not accept responsibility

PERFORMANCE FACTORS:				PERFORMANCE RATING:		
<i>Record numerical score for each factor.</i>				<i>Record total numerical score as appropriate.</i>		
Appearance		Bus Cleanliness		Outstanding	(109 – 120)	
Judgment		Attitude		Above Satisfactory	(91 – 108)	
Attendance		Knowledge of Job		Satisfactory	(61 – 90)	
Student Mgmt.		Radio Usage		Conditional	(41 – 60)	
Dependability		Responsibility		Unsatisfactory	(10 – 40)	
Add all factor scores for:						
Total Numerical Score				Overall Performance Rating		

Signatures:

Evaluator's Signature

Evaluator's Title

Date

Employee's Signature

Date

(Employee's signature indicates only that he/she is familiar with the contents of this evaluation and does not necessarily signify acceptance or agreement. The employee is free to make any comments on a separate sheet of paper to be attached to this evaluation.)

Evaluator's Comments: