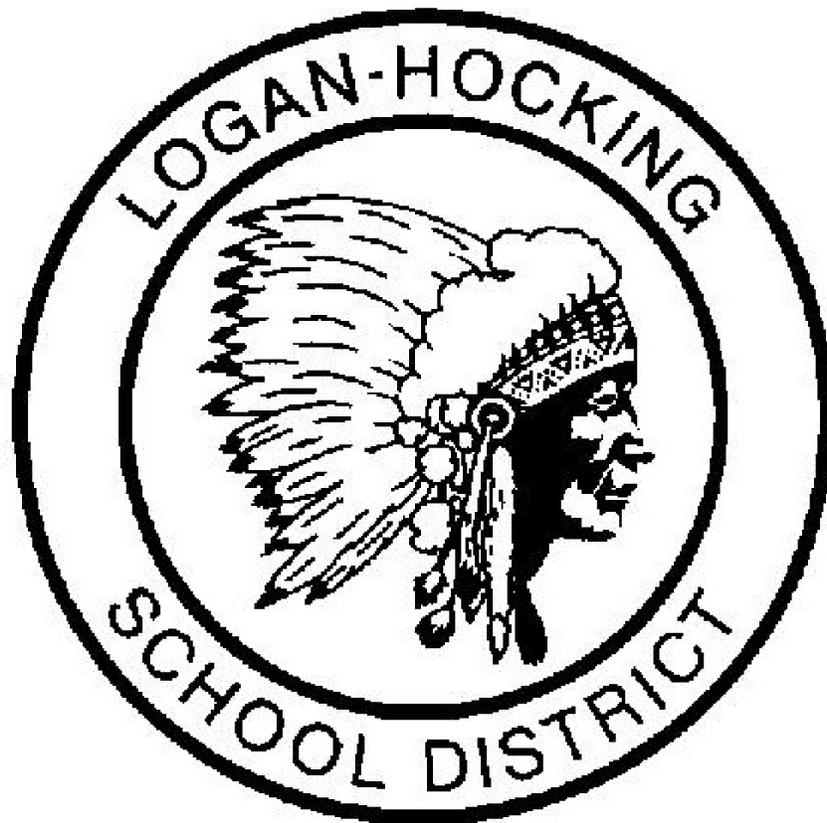


LOGAN-HOCKING LOCAL SCHOOL DISTRICT



Transportation Department Handbook 2022-2023

Adopted 2012
Revised 2014
Revised 2015
Revised 2016
Revised 2017
Revised 2018
Revised 2021
Revised 2022

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Purpose Statement

It is the purpose of this document to provide general guidelines and standards for staff members working in the Logan-Hocking School District Transportation Department. These standards and guidelines are necessary to accomplish the mission of our department, which is to provide service for the students in our county.

The success or failure of any Board's transportation department depends upon the professionalism and good judgment of its drivers. Where regulations and guidelines do not exist, each individual must make their own best decisions based on providing the best safety and service to our students.

Any set of guidelines must be considered dynamic—as such—there must be room for change and revision. As issues arise, it may become beneficial to add sections to this handbook, revise sections, and possibly delete sections.

This document is intended to cover the daily operating procedures that allow our department to operate effectively and efficiently.

Introduction

Transportation is one of the most vital parts of the entire system. School bus drivers and school buses are the most frequent reminder of the school's presence in the community. The yellow school bus is the only visible sign of education to a great many people. You, as the drivers, are a very important link in the chain between our system and the public.

In many cases, the child's first impression of school depends a great deal on the bus driver. The first experience of the day for the child is the school bus ride and their relationship with a bus driver. This certainly points to the important obligations of the school bus driver.

School bus drivers have the greatest opportunity of all school personnel to help the student who rides a bus learn how to live with his neighbors. The driver can influence the attitude of the student with regard to driving, safety, and fair play in all phases of life.

Public relations are for everyone connected with the system. We must work together and be aware of our responsibility to the public. The job of a school bus driver has both dignity and responsibility, and gives each driver the opportunity of being an ambassador of good public relations.

Transportation Policy

The intent or purpose of the Board's Policies and Procedures is to ensure a safe, uniform, economical, and efficient transportation operation and to reduce and prevent, to the greatest extent possible, death or injury to the individuals enrolled who are utilizing the Board's transportation system.

The Board's transportation system shall be governed by the Ohio Pupil Transportation Operation and Safety Rules (3301-83-02 through 3301-83-20). Board policies and procedures are intended to be in compliance with these rules and the interpretation the same.

Policies and procedures, in addition to these rules, may be developed to supplement the aforementioned rules and/or address situations that are unique to the Logan-Hocking School District transportation system, and the transportation needs of the individuals enrolled in the Logan-Hocking School District.

It shall be the responsibility of the superintendent, the transportation director, bus driver, sub driver, and any other individual responsible for transporting individuals enrolled or participating in Logan-Hocking School District programs or sponsored activities to be familiar with the rules and policies governing the Logan-Hocking School District transportation system.

What Is A Bus Driver?

- A bus driver is a person who smiles in the morning and smiles in the evening and eats Roloids in between.
- A bus driver gets there when nobody else can—he/she finds houses that don't exist and children with no names.
- He/she dries tears, dispels fears, and finds lost notebooks.
- A school bus driver has eyes in the back of his/her head and hears every word that is said, even in sign language.
- He/she separates the meek from the mighty, the timid from the bold, and gives reassuring nods to anxious mothers' standing at the end of their lanes.
- A bus driver is the epitome of patience and perfection of skills; he/she also has a good understanding of human nature and Mother Nature.
- A bus driver leaves before daylight and returns after dark (in the wintertime), and communes with the elements. He/she has a grudging friendship with the glaring sun, the beating rain and driving snow. And he/she knows all about dust and the geological formation of gravel.
- He/she is immune to noise.
- His/her favorite color is yellow.
- A bus driver's worst apprehension involves five-year-olds with motion sickness—especially in the winter when the windows are closed and the heater is on.
- A bus driver knows all the school songs and pep cheers. His/her vocabulary is always up-to-date.
- He/she can read maps.
- To be a school bus driver, a person must be able to memorize the telephone number of the office, the supervisor, the secretary, and the mechanic.
- Sometimes a bus driver gets tired—but seldom mad—and always, most faithfully he/she gets there.
- Many people set their clocks by a bus driver's schedule—many mothers set out for a second cup of coffee.
- A bus driver sits at the helm of a six to seven ton, \$60,000.00 machine, loaded with 9 to 65 units of the most precious cargo on God's green earth—our children.

General Responsibilities

- School bus drivers are directly responsible to the transportation director.
- School bus drivers are responsible for the safe and efficient transportation of students and maintaining discipline on the bus.
- School bus drivers are responsible for promoting good public relations by their appearance, attitude, conversation, and the appearance of their bus.
- Drivers are expected to drive their route every day.
- Drivers are required to complete reports, enrollment cards, accident forms, fuel slips, work orders, leave forms, time sheets, and other reports requested by the Transportation Director. Reports must be submitted in a timely manner.
- Drivers must be aware of and conform to all State Laws and Regulations, Logan-Hocking School District policies, and Logan-Hocking School District Transportation Department procedures.
- Drivers must maintain a current Commercial Driver's License with school bus and passenger endorsements.
- Drivers must be insurable by school district insurance policy.
- Periodically the Board may designate early dismissals or a delayed start of the school day. Since the primary responsibility of each driver is to complete their routing assignments, drivers will be expected to drive their routes on these occurrences.

Mandatory Reporting
Ohio Revised Code Statute of Law
ORC {2151.42.1} & 2151.421

Duty to report child abuse or neglect; investigation and follow up procedures.

(A)(1)(a) No person described in division (A)(1)(b) of this section who is acting in an official or professional capacity and knows, or has reasonable cause to suspect based on facts that would cause a reasonable person in a similar position to suspect, that a child under eighteen years of age or a mentally retarded, developmentally disabled, or physically impaired child under twenty-one years of age has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the child shall fail to immediately report that knowledge or reasonable cause to suspect to the entity or persons specified in this division.

Computer/On-Line Services

(Acceptable Use and Internet Safety)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for noneducational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices

and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices that maintain a running log of internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and internet access during the school year must read the acceptable use and internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. The District reserves the right to amend policies and regulations as necessary throughout the school year. Users are notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet and software programs off

District property. All users using platforms established for e-learning regardless of whether the student or employee is using a personal or District provided device must be used in accordance with the standards for conduct outlined in this policy and the accompanying regulation. Users in violation of this policy or the accompanying regulation may be subject to discipline.

Last Revised January 25, 2021

Family Educational Rights and Privacy Act (FERPA)

Logan-Hocking Local School District

Annual Notice of Student Education Record Privacy and Disclosure of School Directory Information

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

1. To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested.
2. To request that a school correct records believed to be inaccurate or misleading, the request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination.
3. To control disclosure of their child's personally identifiable information from their education record, parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an officer of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility.

Directory Information is defined as:

Student's name	Student's date and place of birth	Participation in officially recognized activities and sports	Student's achievement awards or honors
Student's weight and height, if a member of an athletic team	Major field of study	Dates of attendance ("from and to" dates of enrollment)	Date of graduation

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released.

Examples of school publications are:

- A playbill or program showing your child's role in a drama or music production
- The annual school yearbook
- Honor roll or other recognition lists published at school or in newspapers (may include name and/or picture)
- Sports statistics listed in programs, such as football which may include height and weight of team members

Two federal laws require school districts that receive assistance under the No Child Left Behind Act of 2001 to provide military recruiters, upon request, with three Directory Information categories – names, addresses, and telephone listings – unless parents have notified the district that they do not want their child's information disclosed without prior written consent.

If you do not want the district to disclose Directory Information about your child without your prior written consent, you must notify the district in writing.

District Registrar
2019 East Front Street
Logan, OH 43138

4. File a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

COPYRIGHT

The Board conforms to existing federal copyright laws and maintains the highest ethical standards in the use of copyrighted materials for instructional purposes.

The Board encourages its staff to enrich the learning programs by making proper use of supplementary materials. It is the responsibility of the staff to abide by the copying procedures and obey the requirements of Federal law. Under no circumstances may employees of the District violate copyright requirements in order to perform their duties properly. The Board is not responsible for any violations of the Copyright Act by its employees.

The Copyright Act affects all employees because it sets guidelines regarding the duplication and use of all copyrighted materials – print, nonprint, music, computer software and others. The Superintendent is responsible for disseminating the guidelines for duplication and use of copyrighted materials to all employees.

Any employee who is uncertain as to whether the use or reproducing of copyrighted materials complies with federal guidelines or is permissible under Federal law shall contact the Superintendent/designee.

Last Revised June 17, 2019

DESIGNATION OF TITLE IX COORDINATOR

The following individual has been designated to serve as the District's Title IX Coordinator. Such Coordinator is authorized to coordinate the District's efforts to comply with its responsibilities under Title IX.

Christy A. Bosch

Assistant Superintendent

(740) 385-8517 (Extension: 30002)

2019 East Front Street, Logan, Ohio 43138

cbosch@lhsd.k12.oh.us

NOTIFICATION OF POLICY

The District does not discriminate on the basis of sex in its education program or activities, including admission and employment, and is required by Title IX and its implementing regulations not to discriminate in such a manner. Inquiries about the applicability of Title IX and its implementing regulations to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

NOTIFICATION OF GRIEVANCE PROCEDURE

The District has adopted a grievance procedure to provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by Title IX and its implementing regulations. This procedure describes how to report or file a complaint of sex discrimination, how to report or file a complaint of sexual harassment, and how the District will respond.

The District's Policy and Procedures can be found at www.lhsd.k12.oh.us under the quicklink tab labeled "Title XI Training Materials, Policies & Procedures."

Sexual Harassment

The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Title: Christy Bosch
Office address: 2019 E. Front Street, Logan, OH 43138
Email: cbosch@lhsd.k12.oh.us
Phone number: 740-385-8517 Ext. 30002

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for investigation.

Retaliation Prohibited

The District prohibits intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation. It is not considered retaliation if the District imposes a punishment under a zero-tolerance policy that always imposes the same punishment for conduct regardless of the circumstances.

Confidentiality

The District must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

Notice Requirements

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the District will respond. The District also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

Training Requirements

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to

conduct an investigation and grievance process including hearings, appeals and informal resolution processes, when applicable, and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The District also ensures that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment and are made publicly available on the District's website.

Conflict of Interest and Bias

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Determination of Responsibility

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for alleged conduct. A determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation in accordance with the process outlined in the accompanying regulation. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

Adopted August 24, 2020

HAZING AND BULLYING

(Harassment, Intimidation and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders

of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered. When employees have actual knowledge that the behavior is sexual harassment, they must contact the Title IX Coordinator.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students and by November 30 annually reports to the Ohio Department of Education compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

Last Revised August 24, 2020

DRIVERS RESPONSIBILITIES

Vehicle Related

- Perform pre-trip and post-trip inspections according to the Ohio Revised Code (copy in manual). Document on work order any defects and turn into the Mechanics. (copy of work order in manual).
- Defects should be repaired before the bus leaves the lot. Any out of service items **must** be repaired before the bus may be used.
- In cold weather plug the bus into the electrical outlet when instructed by the supervisor or mechanics. Hang extension cords on the fence to protect from damage and keep plug's off ground.
- At no time should a bus idle more than 5 minutes with the following exceptions:
Temperatures below 45 degrees max idle 15 minutes.
Temperatures below 15 degrees max idle 20 minutes.
Buses should be put on high idle during morning warm up.
- Check fuel in the vehicle to make sure you have enough fuel to run the route.
- Add necessary fluids as needed.
- Keep the vehicle clean of all clutter and dirt, inside and outside.
- Inform Mechanic when vehicle scheduled preventive maintenance is needed.
- Leave the vehicle at the Transportation Facility for maintenance when the mechanic schedules it. You will take a spare vehicle if available.
- Use radio for official business only.
- Do not use students' names over the radio for disciplinary issues.
- Maintain assigned seats for students and turn in a seating chart to the Transportation Supervisor beginning the third week of the school year. Update these charts as needed.
- Do not drink or eat in vehicle while running route.
- No tobacco use on bus.

- Do not change route without authorization.
- When issuing a discipline card, turn into proper authority.
- Maintain fair and impartial discipline on bus.
- Do not grab student except to protect other students.
- Stop at all scheduled stops on route.
- Report to the Transportation Department any road not traveled and the reason why.
- On the PM Route do not let any student off at another stop other than the assigned stop. If unable to run the road, radio Transportation Department for assistance.
- Do not let any student on your bus that is not assigned to your route without a school pass.

Drivers Accident Procedures

- The driver must report all accidents immediately to Transportation Department.
- Do not move vehicle until cleared by proper personnel.
- Use accident kit to fill out all needed documents.
- Do a post-accident drug/alcohol test as required by the Federal Government.
- Give a statement only to Law Enforcement Agency.
- Never admit wrongdoing in an accident.

Driving Responsibilities

- Arrive to work on time.
- If you are going to miss work, notify Supervisor one and one half (1-1/2) hours before start time.
- Come to work alert and prepared.
- Drive vehicle in safe and courteous manner.

- On a one-lane road pull as far to right as possible and stop to let the other vehicle go around you.
- Never let any person on the bus that is not authorized.
- Use seat belt at all times.
- Never move bus with entrance door open.
- Do not travel over five (5) miles one way on a trip event for personal use.
- Cell phone use while driving, when loading or unloading students, or anytime students are on board is strictly prohibited, except in an extreme emergency.
- Do not refuse to transport a student or remove a student from the bus unless you have received the proper verification.
- Report for drug and alcohol testing in timely manner.
- Maintain a professional attitude at all times. Do not argue with students, parents, or other drivers.
- If a student brings a weapon of any kind on a bus, radio Transportation Department and state what they have (knife, gun, bullets, bomb). Remain calm while we notify the proper authorities.

DRIVERS APPEARANCE

Drivers are responsible for being dressed and groomed in a manner that reflects good taste and will not detract or interfere with the education environment, instructional program, general morale, or image of the school. Dress does influence the behavior and attitude of the student body.

- Hairstyles that are disruptive or are a safety hazard are prohibited. No spikes or accessories with points protruding.
- No bare midriffs. If bibs are worn, the torso must be covered with a shirt. No fishnet shirts or muscle shirts without layered shirts over or under.
- No underwear is to be visible, including tops with spaghetti straps, bra straps showing or underwear showing above pants. It is acceptable for additional layers of clothing to be worn to cover underwear.
- No suggestive or obscene slogans are permitted. This includes beer, cigarettes or drug.

- Paraphernalia or killing or suggestive slogans on clothing.
- No short shorts or tight biker shorts are permitted. Short shorts refer to any shorts where underwear and buttocks are visible and create a disturbance.
- Footwear must be worn at all times.
- No pajamas or sleepwear or boxer shorts.
- Chains that are long and can interfere with safety or cause damage to personal property are not permitted. This includes no long chains hanging from the waist, no apparent dog collars or sharp points around the neck or wrist.

All questions with regard to dress code will be handled individually by administration.

VEHICLE RESPONSIBILITIES

Pre-trip Inspections

- Pre-trip inspections are required to be completed daily before the bus is removed from the bus lot. This inspection must be documented each day by electronic device (i.e. Zonar tablet) or on preprinted pre-trip form.
- Many different procedures are acceptable, as long as each driver remembers to check all the necessary items. It is **not** possible to make a thorough inspection without doing a complete vehicle walk-around.
- Items that must be checked include the following: See “Appendix A”

Post-trip Inspections

- Post-trip inspections are required after each route. Drivers must walk all the way to the back door to check each seat position as part of this inspection.
- A post-trip inspection should include checking for: sleeping or leftover students, fresh seat damage, and general condition of the bus. The bus must be stored ready to run the next route.

Refueling

- Drivers are responsible for refueling their bus as needed. No bus should be parked with less than 1/2 tank of fuel at the end of the workday.

Cleaning of Vehicles

- Each driver is responsible to maintain and operate a clean vehicle. The dash, floor, windshield, driver's side window, rear windows, door windows, and all mirrors must be clean and usable at all times.
- If the Transportation Supervisor instructs driver to clean their bus more than two (2) times, this will invoke discipline procedures.
- Any time the Ohio State Patrol writes up a bus for cleanliness this will also invoke discipline procedures.

Miscellaneous

- The doors of the school bus shall be kept closed while the bus is in motion.
- The driver shall be the sole operator of the entrance door.

Keys

- No keys are to be left in buses when the driver is not in the bus.
- Keys must be returned to keyboard when done with route, and placed in key secure box after trips, except when bus is parked at Transportation Facility during normal operational hours.

Spare Bus Assignments

- Spare buses must be cleaned after each route.

Use of School Buses

- School buses may only be used for routes or approved field trips.

Mechanical Problems/Breakdowns

- Mechanical problems must be reported in writing on the forms provided (see "Appendix B"). (This includes defects found by the driver during pre-trip and post-trip inspections.)

- In the event of a vehicle breakdown on a route, contact the bus garage for instruction. If your vehicle stalls or quits running, and after having contacted the garage you are able to restart it, do not move your vehicle until you make contact with the garage again, unless the bus is in an unsafe location. If the bus is in an unsafe location, move the bus to the closest safe place and contact the garage.

Engine Guidelines

- When starting a cold engine, start the engine but do not race the engine until the oil pressure has come up. After the oil pressure is in the operating range, the engine may be advanced to a fast idle between 1000 and 1500 RPMS. Check the voltage gauge to make certain that the needle is close to 14 volts. It may be necessary to temporarily race the engine before the gauge moves up.
- Headlights, student warning lights, and dome lights should be left off while bus is idling. See page 18 for bus idling guidelines.

SCHOOL ROUTE RESPONSIBILITIES

Routes and Documentation

- The driver must follow the approved route sheet. The driver is to stop at all designated stops at the times assigned.
- Routes may not be changed without prior approval from the transportation office.
- An up-to-date and accurate copy of the route sheet must be maintained on the bus at all times, and must be the same as the route sheet on file in the transportation office.

Student Stops

- After discharging students, the bus may not move until all the discharged students are safely on their residence side of the road.
- **NO STUDENTS MAY BE IN THE ROADWAY.**
- Students must be instructed to cross in front of the bus, and at the driver's signal. (This procedure is detailed in the ODE State Guidelines.)
- When stops are designated at routing turn-around points, the bus driver must pick up students then turn around if it is a pickup stop, or turn around then unload if it is a drop off stop. The bus should not be backed when students are off the bus.

Use of Flasher Lights

- The warning lights must be used properly for each stop. The yellow lights are to be activated approximately 300 feet prior to the stop and the red lights activated when the door is open. The door must be kept open with the red lights activated until the students are safely on the residence side of the street.
- No bus shall pass any other school bus that is stopped with the red lights activated. Student warning lights may not be activated while loading or unloading on school grounds.

Watches

- State regulations require each school bus driver to have a timepiece, and to operate on an approved time schedule.

Loading and Unloading

- Students are to remain seated until the bus is completely stopped. Drivers are responsible for student instruction and disciplinary referrals for students who do not comply.
- Drivers must be on **the vehicle** any time that students are **present, except handicapped busses and in case of an emergency.**
- **In the event of an emergency and the driver needs to exit the vehicle, the vehicle should be parked in a safe place on a level grade if possible, the brake must be set, the engine must be turned off and the keys removed. If there is a responsible student available, ask them to move to the front of the vehicle and watch the driver's compartment. The driver should alert someone by radio of the emergency before leaving the vehicle to address the emergency.**
- All buses are to be at their first P.M. loading point five (5) minutes before dismissal time.
- Buses are not to pass other buses that are loading or unloading.
- Student warning lights must be used anytime students are being loaded or unloaded, except on school grounds.

Student Guideline

- If student is misbehaving, instruct them in a calm voice what behavior you want. If needed repeat up to three times while using a calm but firm voice.
- If student does not respond after you have followed step 1, then issue a discipline card. Only mark what applies, do not go into what you think should be done with student.
- If you have a student that is causing disruptive behavior that is causing the danger of life for other students, radio Transportation Department. We will meet the bus and take the student off of the bus and take him/her to the location needed.
- You, as a driver, cannot put or let a student off at any stop other than their assigned stop.
- No student including those 18 years of age or older, may get off of a bus wherever they want without a pass.
- Students may have CD/tape player or game boy with headset playing on bus.
- Student must not cause disruption and must use headset.
- No stereo type (ghetto box style) permitted.
- Toys brought onto bus must remain in backpack.
- If toy is taken out of backpack:
 - First offense: toy will be taken away & then given back to student at school/ home stop and instructed not to remove from pack again.
 - Following offenses: repeat action taken for first offense and issue discipline card.

Authorized and Unauthorized Passengers

- State regulations dictate who can and cannot be transported on school buses. There is no allowance for local school districts to vary from this.
- Students not enrolled in Logan Hocking School District may not be transported without prior approval from the Transportation Director.

Backing and Turn-Arounds

- State operating regulations prohibit backing of school buses on school grounds when students are present.
- When possible and practical, turn-arounds shall be avoided. However, avoiding all turn-arounds is not possible. State regulations and safety procedures mandate the following when turn-arounds occur at designated bus stops:
 - When turn-arounds must occur at a pick up/bus stop, the students shall be picked up, and then the driver shall turn the bus around.
 - When turn-arounds must occur at a drop off bus stop, the driver shall turn the bus around, and then unload the students.
 - Whenever possible, the bus driver shall back the bus into a side street to complete the turn-around. Buses should not be pulled into side streets and backed out into a through street.

LICENSE AND TRAINING

Commercial Driver's License

- It is the responsibility of each school bus driver to maintain a current and valid CDL. If your license expires, you will not be able to drive a bus until it is renewed. You may renew your license up to 30 days before the expiration date at any Driver's License Station.

Traffic Violations and License Suspensions

- OCR 3327.10 (D) states: No person employed as a driver of a school bus who is convicted of a traffic violation or who has had his driver's license suspended or revoked shall drive a school or motor van until he has filed a written notice of such convictions, suspension, or revocation as follows:
 - If he is employed under division (a) of this section (this includes school bus drivers) such notice shall be filed with the superintendent, or a person designated by the superintendent of the school district for which he drives a school bus as an employee under contract.
- In summary: if you receive a citation, suspension, or revocation of your license, you may not drive a school bus until you file written notice with the Transportation Director.

In-Service Training

- All drivers, substitute and regular, are required to attend the annual in-service training program scheduled by the Transportation Department.
- Other in-services may be scheduled periodically, and will be identified as either optional or mandatory.

PERSONNEL

Reporting for Work

- Bus drivers are to report for duty as assigned each morning with 15 minutes time to pre-trip their bus and prepare it for route service.
- Each driver is expected to report for duty as assigned. If a driver is unable to drive his/her route for whatever reason, the Transportation Director must be notified as described below.
- Failure to call in or report for duty as assigned may result in the students not being picked up on time, and is neglect of duty, in which case disciplinary action may be taken.
- In case it is necessary for any driver to report an emergency absence, including personal and/or sick leave, the following procedure should be used:
 - For morning absences: Call the Transportation Director one and one half (1-1/2) hours before scheduled work. If you know of the absence the evening before, you may call the Transportation Director prior to 9:00 P.M.
 - For afternoon absences: Notify the transportation office staff prior to 12:01 P.M.

Sick Leave

- Under normal circumstances employees must report in **daily** if they will **not** be working. The assumption is that employees will be at work unless they call in.
- The employee is required to submit sick leave through the AESOP system. A doctor's excuse is needed for absence of three (3) or more days.

Personal Leave

- Personal leave should be requested at least five (5) days in advance. The request must be submitted on the AESOP system.

Other Leaves

- Other leaves must be requested in writing, and in advance. These requests should be submitted to the Transportation Office. Employees will be notified if their request will be approved or not.
- Bus drivers have been hired to run bus routes. The expectation is that a driver shall be available to run the route. Only under special circumstances, will employees be allowed to take time off without pay. Only three (3) dock days are permitted per school year unless authorized by the Superintendent.

EMERGENCY PROCEDURES

Inclement Weather

- Schools will be open every scheduled day unless other notification is given. Transportation staff should be prepared to run in less than ideal conditions. Drivers should come to work in time to clear windshields and prepare their buses for transportation service prior to regular route starting times.
- If school is delayed or closed the local radio and TV stations will be notified, and the district all call system will be utilized as well. All staff are responsible for keeping phone numbers updated in order to receive calls from system.
- The employee automated phone call system will also be initiated if there is a change in the regular schedule.
- If a road is unsafe to travel, in the bus driver's judgement due to weather conditions, the driver must notify the transportation department of the road(s) not traveled.

Tornado/Severe Storm Procedures

- When a tornado approaches, immediate action must be taken to prevent loss of lives. As a school employee responsible for the safety of students, you should be aware of what to do in this situation.

- Weather warning definitions:
 - **Watch:** Climatic conditions are favorable for a tornado or severe storm to develop.
 - **Warning:** A tornado or severe storm has been spotted locally. Sirens will sound.
- Transportation Actions:
 - In a watch, we will continue to operate on a regular schedule. The transportation office will continue to monitor weather-warning services, and will advise drivers via radio if the situation changes.
 - If a warning is declared that affects our area, we will stop transporting students and move to safe locations. If students have not yet been released to the buses, they will be kept in their safe locations. If students have not yet been released to the buses, they will be kept in their buildings. If you have students on your bus, they need to be returned to the nearest school building. You should accompany the students into the safe location. Take your first aid kit with you.
- Accountability is vital. Notify the Transportation Office of your location. Use the radio if possible, or phone call if necessary. You need to make every effort to notify the Transportation Office of your location.
- If it becomes necessary for you to evacuate your bus, take your student roster with you. As soon as possible, go through the roster and identify which students you have with you.

Emergency Medical and Accident Information

- Every bus should have emergency and accident information on the bus. Checking for this must be part of your daily pre-trip inspection.
- This information must include:
 - Emergency Assistance Card
 - Blank student seating chart
 - Emergency phone numbers
 - Pencil

Bus Accidents (not reportable to Department of Motor Vehicles)

- Any contact of a school bus with another vehicle or fixed object that results in damage to either, or it is reasonably anticipated that the driver of the bus may be implicated as a cause or factor in an accident, must be reported to the transportation office. The driver will be asked to complete a written report on the incident.

Vehicle Accident Procedure

- Stop immediately, as close to the scene as safely possible.
- Check for injuries, both on and off the bus.
- Notify the transportation office or base immediately.
- The transportation office will notify the law enforcement.
- Open your accident packet and get information as follows:
 - Get name and age of all students.
 - Get all other driver's information as listed on the blank form provided.
 - Fill out your information on the form provided and give to the other driver or police officer.
- Do not move vehicles or leave the scene unless required for safety reasons or you are instructed by a law enforcement officer or district administrator.
- Do not discuss fault or details of accident with anyone other than law enforcement or district administration.
- Following any bus accident, the driver must report to the Transportation Office to complete the accident documentation and insurance reports.

FIELD TRIP PROCEDURES

- Field trips will be assigned on a rotational basis, to any regular driver interested in driving.
- Drivers must have the field trip form with them on the bus during the trip. After the trip the driver must complete and return the trip form with the proper information to the transportation office.
- Drivers must complete a pre-trip inspection prior to leaving the lot for a field trip.
- Busses must be at the assigned pickup at least five (5) minutes prior to the scheduled pick-up time. Drivers should obtain directions for their destinations prior to arriving at the pick-up point.
- Drivers are expected to drop off and pick up their groups as close to their destination as possible. For example, when unloading in a school parking lot, you should drop off and pick up as close to the building entrance as possible. This is especially true at night, or during inclement weather.
- If you use a bus different from the one you normally drive, it is your responsibility to see that the bus is clean and ready for a school run the next school day.
- When on a field trip you will normally have a chaperone or coach with you. Although the driver is responsible for order on the bus, ask the chaperone or coach to assist.
- When multiple buses are assigned to the same trip, drivers should travel together.
- Drivers must perform Non-Routine Bus Trip Instructions for Passengers as per OAC 3301-83-16 and ORC 4511.76 (c) (see "Appendix C").

GUIDELINES FOR USE OF TWO-WAY RADIOS

- The radio installed in each bus has been provided by the school district to assist in providing safe and efficient service for the students. Used properly, this radio can make your job easier and safer.
- The FCC has issued a license to operate a radio station. This license requires strict adherence to FCC rules.

- All employees should remember that our radios operate on an open frequency. In addition to bus drivers and students on other buses, maintenance staff, district administrators and anyone with a scanner tuned into our channel may hear transmissions.
- General use guidelines:
 - Listen to the radio before you begin speaking. Do not begin speaking until the channel is clear.
 - When you need to speak, depress the microphone button, and then wait 1/2 seconds before you speak.
 - Speak slowly and distinctly. The microphone needs to be 1-2 inches from your mouth to work properly. Do not shout into microphone that is still in its hang-up bracket.
 - Return the microphone to its bracket when you are done speaking. Leaving microphones out leads to inadvertent keying which shuts down the radio for the entire department.
 - Adjust the volume to a comfortable level that you can hear.
 - YOUR RADIO MUST BE LEFT TURNED ON. Do not operate your vehicle with the radio turned off.
 - RADIOS ARE ONLY TO BE USED FOR SCHOOL BUSINESS. Personal messages do not belong on the radios, and are also a violation of our FCC license.
 - DO NOT USE STUDENT NAMES ON THE RADIO UNLESS ABSOLUTELY NECESSARY. IF NECESSARY USE ONLY THE STUDENTS FIRST NAME AND POSSIBLY THE LAST INITIAL.
 - The radios should be used to report the following types of problems:
 - Accidents or emergencies
 - Routes running more than 15 minutes late
 - Breakdowns or mechanical difficulties
 - Other problems that can not wait until the driver is back at the bus lot

- DO NOT PLACE BEVERAGE ON THE RADIO. Moisture in these radios ruins them. THIS SHOULD NOT BE AN ISSUE BECAUSE EATING AND DRINKING ON SCHOOL BUSES WHILE OPERATING IS PROHIBITED.
- If your radio is not functioning properly write it up on a maintenance form.
- Do not use the radio for communications that can be made at other times or places.
- Do not use the radio to check the status of students regarding pick-ups if you are on time.

DRIVING RESPONSIBILITIES

Speed and Road Conditions

- No school bus shall be operated at a speed in excess of the safe and legal speed for the driving conditions prevailing.

Daytime Driving

- When driving in daytime, maintain a constant awareness of your surroundings. Standard following distance should be five (5) seconds.

Nighttime Driving

- Visibility is greatly reduced at night, and even more so when weather is not optimum. Do not overdrive your headlights. Following distance should be increased to six (6) seconds.

MISCELLANEOUS

Policy

- State Law requires no tobacco use on school property. This includes Board operated buildings, structures, and vehicles.

Personal Radios

- Drivers may not wear headphone type radios while the bus is in operation. Prior approval from the mechanic on location is needed before a radio can be installed in a school bus.

Mailboxes

- Drivers must check their mailboxes for messages and route adjustments each day. No one may put items in mailboxes without approval from the Transportation Supervisor.

Buses Taken Home

- Buses may be taken home between the morning and afternoon shift if 1) it is no more than 2 miles round trip from the buses normal path of travel and 2) there is a safe and adequate place to park the bus, to be determined by the transportation supervisor.

SPECIAL NEEDS EQUIPMENT

Wheelchairs and Lifts

- All electric wheelchairs are to have the power drive disengaged before the chair is put on the wheelchair lift to board the bus, the power drive will not be re-engaged until the wheelchair is off the lift platform. **The exception to this will be any student the driver feels is capable of safely driving onto the lift by themselves. As soon as the chair is on the lift it will be disengaged and not be re-engaged until the chair is back on the lift ready to exit the platform.**
- The bus driver is the only person who is to operate the lift.
- All wheelchairs are to be properly secured with the four tie-down system. The points should be as high as possible on the frame of the chair and never be tied to the wheel of the X-bracing under the chair. There should be a 60-degree angle in relation to the tie-down point on the wheelchair and the floor of the bus. All forward facing tie-down systems have an additional 3 tie-down points that must be properly secured also.
- Always check the wheelchair brakes to ensure that they are set, before transporting the students.

Harnesses

- Harnesses will be checked daily by drivers to ensure proper application.

Malfunctioning Railroad Crossing Signals

- According to (L.A.C. 3301-83-12A-2A) the driver of a school bus which has stopped at any railroad track or tracks where there is in operation any flashing red lights and/or bell shall not proceed across such track unless by authorization from a law enforcement officer, flag person or school employee authorized to do so by local law enforcement officials.

**Logan-Hocking Local Schools
Logan, Ohio**

JOB DESCRIPTION

TITLE: BUS DRIVER

QUALIFICATIONS: This position requires the person:

- I. Meet all requirements of the Ohio Department of Education, and District Board of Education Policy.
 - a. Be 21 years old with a minimum of two years driving experience
 - b. Possess either a high school diploma or GED
 - c. Being physically qualified (rule 3301-83-07 of the Administrative Code)
 - d. Completion of semi-annual driver record checks through the Ohio Department of Education for which records shall be maintained by the employer and/or school district for a minimum of six years. School bus drivers with any of the following shall be disqualified from operating a school bus:
 1. More than six points last two years
 2. A conviction of driving while under the influence of alcohol and/or a controlled substance during the last ten years
 3. Two (or more) serious traffic violations, as defined in divisions II of section 4506.1 of the Revised Code, during the past two years, or
 4. Any railroad crossing violation during the past year
 - e. Holding school bus driver certification from O.D.E. and Logan-Hocking School District
 - f. Completing pre-service and in-service training (rule 3301-83-10 of Administrative Code)
 - g. Lift/drag students from inside of the bus to outside of the bus through emergency door
 - h. Physical capability of safely and appropriately lifting and managing preschool and special needs children when necessary
 - i. Participation in drug and alcohol testing as mandated by the federal motor carrier safety administration (FMCSA) pursuant to 49 C.F.R.382 (January 2007). Individuals who refuse to participate testing are disqualified from operating a school bus
 - j. To maintain eligibility of insurance coverage of the school district fleet insurance carrier
 - k. Must have good attendance.

REPORTS TO: Transportation Supervisor

TIME SCHEDULE: As required by route.

PERFORMANCE RESPONSIBILITIES:

II. General Duties Include:

- a. Drive buses punctually on regularly scheduled routes.
- b. Drive on approved non-routine/extracurricular trips as required.
- c. Maintain clean bus.
- d. Inspect bus as required by Ohio Pupil Transportation Operation and Safety Rules and document on form provided.
- e. Report bus defects to mechanics on work order form.
- f. Obey all traffic laws.
- g. Develop and enforce student-seating chart.
- h. Maintain and report all discipline incidents in an appropriate manner.
- i. Assist as needed with handicapped students.
- j. Promote positive public relations.
- k. Operate bus only for approved school functions.
- l. Report all accidents and complete all required reports.
- m. Request service for vehicle at least two (2) days in advance of the scheduled maintenance.
- n. Transport only authorized students to and from Board approved bus stops and routes.
- o. Fuel vehicle as required by operational regulations.
- p. Maintain over a half tank of fuel when parking vehicle after route.
- q. Perform student check and check bus condition following each route.
- r. Perform any other duties and regulations requested and required to expedite the transportation program.
- s. Other duties as assigned by Transportation Supervisor.

Revised: April 1, 2022

**Logan-Hocking Local Schools
Logan, Ohio**

JOB DESCRIPTION

TITLE: BUS DRIVER- MULTI-HANDICAPPED BUS

QUALIFICATIONS: This position requires the person:

I. Meet all requirements of the Ohio Department of Education and District Board of Education Policy.

- a. Be 21 years old with a minimum of two years driving experience
- b. Possess either a high school diploma or GED
- c. Being physically qualified (rule 3301-83-07 of the Administrative Code)
- d. Completion of semi-annual driver record checks through the Ohio Department of Education for which records shall be maintained by the employer and/or school district for a minimum of six years. School bus drivers with any of the following shall be disqualified from operating a school bus:
 1. More than six points last two years
 2. A conviction of driving while under the influence of alcohol and/or a controlled substance during the last ten years
 3. Two (or more) serious traffic violations, as defined in divisions II of section 4506.1 of the Revised Code, during the past two years, or
 4. Any railroad crossing violation during the past year
- e. Holding school bus driver certification from O.D.E. and Logan-Hocking School District
- f. Completing pre-service and in-service training (rule 3301-83-10 of Administrative Code)
- g. Lift/drag students from inside of the bus to outside of the bus through emergency door.
- h. Physical capability of safely and appropriately lifting and managing preschool and special needs children when necessary.
- i. Participation in drug and alcohol testing as mandated by the federal motor carrier safety administration (FMCSA) pursuant to 49 C.F.R.382 (January 2007). Individuals who refuse to participate in testing are disqualified from operating a school bus
- j. To maintain eligibility of insurance coverage of the school district fleet insurance carrier
- k. Must have good attendance.

REPORTS TO: Transportation Supervisor

TIME SCHEDULE: As required by the route.

PERFORMANCE RESPONSIBILITIES:

II. General Duties Include:

- a. Drive buses punctually on regularly scheduled routes
- b. Drive on approved non-routine/extracurricular trips as required.
- c. Maintain a clean bus
- d. Inspect bus as required by Ohio Pupil Transportation Operation and Safety Rules and document on a form provided.
- e. Report bus defects to mechanics on the work order form.
- f. Obey all traffic laws.
- g. Develop and enforce student-seating chart.
- h. Maintain and report all discipline incidents in an appropriate manner.
- j. Operate the wheelchair lift.
- k. Secure wheelchairs for transporting (requires bending, manipulating a tie-down device(s), pushing/pulling wheelchair.
- l. Assist students out of wheelchairs and into bus seats.
- m. Assist as needed with handicapped students.
- n. Promote positive public relations.
- o. Operate buses only for approved school functions.
- p. Report all accidents and complete all required reports.
- q. Request service for vehicle at least two (2) days in advance of the scheduled maintenance.
- r. Transport only authorized students to and from Board approved bus stops and routes.
- s. Fuel vehicle as required by operational regulations.
- t. Maintain over a half tank of fuel when parking vehicle after route.
- u. Perform student check and check bus condition following each route.
- v. Perform any other duties and regulations requested and required to expedite the transportation program.
- w. Other duties as assigned by Transportation Supervisor Revised: 1/2013 April 1, 2022

Revised: April 1, 2022