

**Rockingham County Schools
Transportation Department**

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FOREWORD

As a school bus driver for Rockingham County Schools, you have been given the single most important responsibility in education, and that is to safely transport the students in our county. You are the first and the last representative of the Rockingham County School System that many of the students interact with on a daily basis. The school bus driver can set the scene for a more positive learning experience. It is important that the driver understands his or her role as a school bus driver. Transportation safety and efficiency cannot be achieved unless the bus driver assumes a positive attitude as well as the responsibility of being reliable, alert, and cautious in carrying out his or her duties as a school bus driver.

This handbook has been compiled to assist you in carrying out your duties as a school/activity bus driver.



ROCKINGHAM COUNTY SCHOOLS
Transportation Department

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You can access transportation forms on the Rockingham County Schools website. https://www.rock.k12.nc.us/Page/272	

SCHOOL BUS DRIVER JOB DESCRIPTION

General Statement of Duties

Performs duties of transporting students in accordance with Federal State Laws and Local Rules and Regulations and School Board Policy for the Rockingham County School System.

Examples of Work

- a) Drives a school bus safely and professionally
- b) Maintains order and discipline of the students
- c) Completes daily pre and post-trip inspections
- d) Complies with Federal and State Laws as well as Local Rules and Regulations
- e) Participates in training and workshops
- f) Performs other duties that may be assigned
- g) Uses the keypad on the bus to clock in and out
- h) Personally signs the sign-in sheet and completes all required information

Knowledge, Skills, and Abilities

- a) Ability to meet and maintain the legal and physical requirements for North Carolina Schools
- b) Bus certification and local rules
- c) Ability to operate and maneuver a school bus with proficiency
- d) Ability to establish and maintain effective working relationships with students, parents, administrators, and the general public
- e) Ability to exercise good judgement in evaluating situations
- f) Ability to respect students of all ages and deal sensitively with their needs

Education and Experience Requirements

- a) High School Diploma or General Education Diploma (GED)

Special Requirements

- a) Be at least 18 years of age with a minimum of six months driving experience as a licensed driver
- b) Must be able to obtain a Commercial Driver's License (CDL) Class B with P & S endorsements
- c) Must be able to successfully complete a medical examination

Legal Requirements

In order to meet the legal requirements of driving a school bus, you must:

- a) Pass the written examination administered at the conclusion of the school bus driver training by the DMV Driver Education Program Specialist (DEPS)
- b) Possess a good driving record
- c) Satisfactory completion of behind-the-wheel training, including the three skills test in school buses, under the instruction of the DMV Driver Education Program Specialist
- d) Be at least 18 years of age with at least 6 months driving experience as a licensed operator of a motor vehicle
- e) Possess a school bus driver certificate and a valid Commercial Driver's License (CDL) class B with a P & S endorsement
- f) Receive approval from the principal, transportation director, superintendent, and the local Board of Education

In the event a prospective driver shall have his place of residence in another state, he may be certified as a school bus driver if he submits a copy of his driving record from the state in which he is licensed before his initial certification and every six months thereafter. Also, he must notify both his employer and the NC School Bus and Traffic Safety Section within 30 days of a conviction of any moving violation no matter what

type of vehicle he was driving. In addition, the driver must NOT have a conviction of Driving While Impaired (DWI) within the past five years and not more than one DWI conviction ever.

*Please refer to the NC DMV [School Bus Driver's Handbook](https://www.rock.k12.nc.us/transportation) for a complete list of driver requirements. The North Carolina School Bus Handbook is available online at <https://www.rock.k12.nc.us/transportation>. Click on **Employee Information**.*

DOT OFFICE OF DRUG AND ALCOHOL POLICY AND COMPLIANCE NOTICE

The Agricultural Improvement Act of 2018, Pub. L. 115-334, (Farm Bill) removed hemp from the definition of marijuana under the Controlled Substances Act. Under the Farm Bill, hemp derived products containing a concentration of up to 0.3% tetrahydrocannabinol (THC) are not controlled substances. THC is the primary psychoactive component of marijuana. Any product, including "Cannabidiol" (CBD) products, with a concentration of more than 0.3% THC remains classified as marijuana, a Schedule I drug under the Controlled Substances Act.

We have had inquiries about whether the Department of Transportation-regulated safety sensitive employees can use CBD products. Safety-sensitive employees who are subject to drug testing specified under 49 CFR part 40 (Part 40) include: pilots, school bus drivers, truck drivers, train engineers, transit vehicle operators, aircraft maintenance personnel, fire-armed transit security personnel, ship captains, and pipeline emergency response personnel, among others.

It is important for all employers and safety-sensitive employees to know the following:

1. The Department of Transportation requires testing for marijuana and not CBD.
2. The labeling of many CBD products may be misleading because the products could contain higher levels of THC than what the product label states. The Food and Drug Administration (FDA) does not currently certify the levels of THC in CBD products, so there is no Federal oversight to ensure that the labels are accurate. The FDA has cautioned the public that: "Consumers should beware purchasing and using any [CBD] products." The FDA has stated: "It is currently illegal to market CBD by adding it to a food or labeling it as a dietary supplement."* Also, the FDA has issued several warning letters to companies because their products contained more CBD than indicated on the product label. **i
3. The Department of Transportation's Drug and Alcohol Testing Regulation, Part 40, does not authorize the use of Schedule I drugs, including marijuana, for any reason. Furthermore, CBD use is not a legitimate medical explanation for a laboratory-confirmed marijuana positive result. Therefore, Medical Review Officers will verify a drug test confirmed at the appropriate cutoffs as positive, even if an employee claims they only used a CBD product.

It remains unacceptable for any safety-sensitive employee subject to the Department of Transportation's drug testing regulations to use marijuana. Since the use of CBD products could lead to a positive drug test

result, Department of Transportation-regulated safety sensitive employees should exercise caution when considering whether to use CBD products.

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies. This policy and compliance notice is not legally binding in its own right and will not be relied upon by the Department as a separate basis for affirmative enforcement action or other administrative penalty. Conformity with this policy and compliance notice is voluntary only and nonconformity will not affect rights and obligations under existing statutes and regulations. Safety-sensitive employees must continue to comply with the underlying regulatory requirements for drug testing, specified at 49 CFR part 40. February 18, 2020

i * What You Need to Know (And What We're Working to Find Out) About Products Containing Cannabis or Cannabis-derived Compounds, Including CBD: The FDA is working to answer questions about the science, safety, and quality of products containing cannabis and cannabis-derived compounds, particularly CBD."

<https://www.fda.gov/consumers/consumer-updates/what-you-need-know-andwhat-were-working-find-out-about-products-containing-cannabis-or-cannabis> **

<https://www.fda.gov/news-events/public-health-focus/warning-letters-and-test-results-cannabidiolrelated-products>.

FEDERAL DRUG & ALCOHOL TESTING REGULATIONS

The U.S. Department of Transportation (DOT) drug and alcohol testing regulations for Commercial Driver Licensed (CDL) employees are contained in 49 CFR Part 382, and 49 CFR Part 40. These regulations can be found at:

[FMCSA: Home](#)

This brochure summarizes the regulations as they apply to CDL drivers and is intended to better educate drivers about their rights and obligations as participants in a DOT drug and alcohol testing program.

Who Must Be Tested? All CDL drivers operating commercial motor vehicles (CMVs) (greater than 26,000 GVWR, or transporting more than 16 passengers, including the driver, or placarded hazardous materials) on public roadways must be DOT drug and alcohol tested. This applies to any driver required to possess a CDL, including those employed by Federal, State, and local government agencies, “owner operators,” and equivalently licensed drivers from foreign countries. Part-time drivers must also be included in an employer’s drug and alcohol testing program. Drivers who only operate CMVs on private property not open to the public do not require testing.

Required Tests: CDL drivers are subject to each of the following types of tests:

Pre-Employment – New drivers must be drug tested with a negative result before an employer can permit them to operate a CMV on a public road. Alcohol testing is permitted only if it applies to all CDL drivers. If a driver is removed from a random testing pool for more than 30 days, the driver must again be pre-employment tested.

Post-Accident – CDL drivers must be drug and alcohol tested whenever they are involved in a fatal accident or receive a traffic citation resulting from an injury or vehicle-disabling accident. The alcohol test must occur within 8 hours and the drug test must occur within 32 hours.

Random Testing – CDL drivers are subject to unannounced random testing. A driver may be directed to take a drug test even when at home in an off-duty status. Random alcohol testing may only occur when the driver is on-duty or immediately before or after. Once notified to report for random testing, the driver must immediately report to the testing location. A delayed arrival may be considered a refusal (see 49 CFR 40.191), which is equivalent to testing positive.

Reasonable Suspicion – DOT-trained supervisors can direct a driver to be drug or alcohol tested whenever he or she exhibits signs of drug or alcohol abuse. The decision must be based on observations concerning the appearance, behavior, speech, or body odors of the driver.

Return-to-Duty – Return-to-duty tests require “direct observation” as prescribed in 49 CFR 40.67. They are only required after an employee has completed the “return-to-duty” process, before returning to perform a safety sensitive function (i.e., driving CMVs). They may replace the pre-employment test for “positive” tested and “refusal” drivers.

Follow-Up – Follow-up drug and alcohol tests are required as prescribed by the substance abuse professional (SAP) who signs the return-to-duty report. They consist of a minimum of at least six unannounced directly observed tests conducted during the first 12 months following the return-to-duty test. The SAP can prescribe follow-up testing for a maximum of 5 years for drivers who have tested “positive” or “refused to test.” Follow-up testing is in addition to any selections for random testing.

Testing Procedures • Once notified to report for testing, a CDL driver must report to the collection site immediately (For additional information on the collection, please refer to: [Office of Drug & Alcohol Policy & Compliance](#)).

- DOT drug testing only recognizes urinalysis as a valid means for drug testing. If problems are identified, a driver may be required to retest under direct observation. A driver is only permitted three hours to produce a urine specimen. Leaving the collection site before the process has been completed may be declared a “refusal.” In addition, if unable to provide a specimen as required, a driver is subject to the “shy bladder” evaluation that can result as a refusal due to the absence of a medical condition as deemed by the medical review officer (MRO).
- Once tested, the laboratory will report the analysis to a MRO. If the analysis indicates a positive result, the MRO will contact the driver to determine whether there are circumstances that would explain the positive result. If there are none, the MRO will report a positive result to the employer.

Controlled Substances: The regulations require 5-panel testing for the following classes of substances: ■ Marijuana ■ Cocaine ■ Opiates — opium and codeine derivatives ■ Amphetamines and methamphetamines ■ Phencyclidine — PCP

For more information, visit: <https://www.transportation.gov/odapc/part-40-dot-5-panel-notice/>

Consequences: 1. A positive drug test result, an alcohol concentration of .04 or more or a refusal requires the driver to be immediately removed from operating any CMV on public roadways. The employer must provide the driver with a list of acceptable SAPs from which to choose to begin the “return-to-duty” process. This process must be completed before a driver who has tested positive, or refused a drug test, can legally return to driving CMVs for any employer, including an owner operator.

2. The impact of testing positive or refusing to test can be devastating for the driver’s family. It often results in extended periods of unemployment, due to the time necessary to complete the “return-to-duty” process with a qualified SAP and the tendency of employers not to hire drivers with drug or alcohol histories.

3. Even after completing the “return-to-duty” process and finding employment, the additional return-to-duty and follow-up testing often adds increased stress and financial strain on the driver. For additional research and reading on the Federal Motor Carrier Safety Administration’s Drug and Alcohol Testing Regulations, please visit: [Drug & Alcohol Testing Program | FMCSA](#).

Medical and Physical Requirements

Every school bus driver must be strong enough to drive a bus with ease. To drive a school bus, you should be able-bodied and free of physical handicaps. You should not suffer from chronic diseases such as heart trouble, seizure disorders, high or low blood pressure, fainting or dizzy spells, diabetes, or any other physical or mental disability that could reduce driver control, and you must never use narcotics, drugs, or abuse alcoholic beverages. To safely operate a school bus, you must be in good physical condition. When you are very fatigued or have an illness that requires either a prescription medication by a licensed medical practitioner or an over the counter medication that will adversely affect your ability to safely operate a commercial motor vehicle, the school principal should assign a substitute driver. By North Carolina law, every school bus driver must have a valid health certificate. The North Carolina Department of Transportation (NCDOT), Division of Motor Vehicles (DMV), and the NC Department of Human Resources have adopted joint regulations concerning the physical requirements for school bus drivers based on Federal requirements set forth by Federal & State Departments of Transportation.

If during the course of the school year, or prior to the new school year, your physical health changes in a way that would affect your ability to safely operate a school bus, you are prohibited from driving until such a condition is resolved by a physician. Should this be the case, you are to notify the Rockingham County driver Education Specialists and the Rockingham County Schools Transportation Department immediately.

Vision

- **Visual Acuity:** at least 20/40 for each eye and both eyes together, with or without corrective lenses
- **Field of Vision:** at least 70 degrees in the horizontal median of each eye
- **Depth Perception:** demonstrated ability to distinguish colors that pertain to driving and traffic control

Hearing

To operate a school bus, you must have good hearing to distinguish the warning sounds made by vehicle horns, screeching tires, emergency sirens, railroad crossing signals, and train whistles. The ability to hear a whispered voice at five feet is considered adequate. If you use a hearing aid, you should always bring along a spare battery. There should be no device placed in the ear other than a hearing aid.

Reaction Time

Your reaction time is the time that you need to recognize a driving hazard, remove your foot from the accelerator, and engage the brake pedal. Most drivers are required to have a reaction time of about 3 to 4 seconds. The instructor will judge your reaction time during the behind the wheel training.

Illness

You must have no mental or physical illness that interferes with your ability to control and operate a motor vehicle. You must have no established medical history or clinical diagnosis of epilepsy or any other condition, which is most likely to cause loss of consciousness or any loss of ability to control a motor vehicle. In order to operate a commercial motor vehicle, you must not have any mental, nervous, organic, or functional disease or psychiatric disorder likely to interfere with your ability to drive a motor vehicle safely.

If questions arise about a school bus driver's physical condition, the DMV may require the driver, before or after school bus certification, to submit a completed medical report provided by the DMV License Section.

DOT Medical Cards for School Bus Drivers

Beginning January 1, 2018 the N.C. Division of Motor Vehicles School Bus and Traffic Safety will adhere to the North Carolina General Statute 20-37.13(a) Medical Qualifications Standards Applicable to Commercial Drivers-All commercial driver license holders and applicants for a commercial driver's license must meet the medical qualifications set forth in 49 C.F.R. 391.41 and 383.71 regarding medical certification documentation.

All new and renewing school bus drivers will be required to hold a DOT medical card and be certified Non-Excepted Interstate**in SADLS State Automated Driver's License System. New Driver's will not be trained and renewals will be cancelled (upon expiration date) without DOT card* and correct certification in SADLS. The policy only applies to new and renewing school bus drivers, not a school bus driver transferring from one school district to another or post certification training (PCT) for school bus drivers. DOT medical cards are issued for periods of 3 months, 1 year, or 2 years. It will be the responsibility of the DOT medical card holder to renew the card prior to expiration.

Therefore, by January 1, 2021, all school bus and activity bus drivers must hold a DOT medical card* and be certified Non-Excepted Interstate** in SADLS.

The expense for obtaining the DOT medical card will be paid for by the Rockingham County Transportation Department for yellow school bus drivers and substitute drivers. Activity Bus Drivers DOT physicals must be paid for by employees and may be reimbursed by their school with prior approval from school supervisor . BIB is the contracted service that has approved a screening location at UNC Urgent Care in Madison. Bus Driver's will be contacted by the RCS Transportation Department to set up their DOT physical prior to their license expiring. Potential bus driver applicants that successfully pass the bus class must pay upfront for their DOT physical and may be reimbursed after a six month employment commitment to Rockingham County Schools AND they have accepted a permanent route. If an employee has obtained a renewal bus license and is assigned to a permanent bus route, He/she is eligible for reimbursement of the following fees: Driver's License. Employees must fill out the appropriate form and submit the form with a receipt attached to the RCS Transportation Department. [CDL Renewal Reimbursement Form](#) or [New Hire Reimbursement Form](#)

Medical Facts for DOT Medical Exams

At the time of your appointment, you must possess the following information-Primary Care Provider and all other Medical Care Providers along with their name, phone number, and address. You must also provide a complete list of prescribed medications and dosage, past medical history related to cardiac events or heart trouble, debilitated limb injuries, stroke, high blood pressure, diabetes, or sleep apnea. Certain medical conditions may require documentation from your attending physician prior to issuance of the DOT Medical card. Lastly, bring all prescription eyeglasses, contacts and hearing aids.

*If a driver is unable to obtain a DOT medical card, the driver may apply for a waiver. The driver must attempt to obtain the DOT first. No physical requirements to become a school bus driver will change.

**Drivers who obtain waivers will certify Excepted Intrastate.

APPLICATIONS

Rockingham County Schools accepts applications on the state online website.

[Teach NC Education Jobs - Teaching jobs, administrative jobs and support jobs](#) . You may access the state website at <https://www.rock.k12.nc.us/transportation> . Scroll to the bottom of the page and click on

“How to become a Bus Driver for Rockingham County Schools.” If you do not have access to a computer, you may visit one of the Public Libraries in Rockingham County.

A Criminal Records Check and a Driver’s Record Check will be made for each applicant upon completion of an Authority for Release form. All applicants who have not resided in Rockingham County during the previous five years must provide a certified copy of a criminal background check from the Clerk of Court from the county/counties of residence from the previous five years. All applications and related materials shall be submitted to the Rockingham County Schools Personnel Office five days prior to scheduled class work begins.

NOTE: Any false information is grounds for rejection of application or dismissal of an employee.

TRAINING

School bus driver training consists of three days of classroom training and testing, and three days of roadwork training and testing. After the applicant successfully completes the School Bus Driver Training course work and receives a Commercial Driver’s License Class B with the P&S endorsements, the applicant will be legally certified to drive a school bus in Rockingham County. In addition to the requirements listed above, all bus drivers who are certified must attend yearly (Bus Driver Orientation class) a minimum of two (2) hours before they can drive a bus for the Rockingham County School system. In order to maintain your School Bus Driver’s Certification, you must drive a minimum of five (5) times per year or be certified by the NC/DES instructor. Should the occasion arise whereby the NC/DES instructor is not available the Transportation Director/ Assistant Director can assist the NC/DES person in the process. As a driver it would be beneficial to get the required driving time on the bus.

ROUTES

- (a) Superintendents or their designee shall plan bus routes in a way that is designed to conserve fuel and to use the buses efficiently.
- (b) A route may not deviate from a general path of direction for a distance of less than one-half mile and then return to the original path except for groups of 10 or more pupils, unescorted pupils in grades K-3, or Special Education pupils.
- (c) Unless safety is required otherwise, superintendents may not plan bus stops closer than 0.2 miles apart. Each student must be at the designated stop at the time of the bus’ arrival.
- (d) Drivers shall park buses at night and on the weekends in designated locations for security, which lessen opportunities for persons to steal fuel and commit vandalism.
- (e) Service personnel shall maintain buses to ensure maximum fuel economy.
- (f) The superintendent has the responsibility of establishing school bus routes. Rockingham County Schools utilizes TIMS (Transportation Management System) to help in establishing and maintaining school bus routes.
- (g) Each bus is equipped with a GPS device which allows for the monitoring of the bus routes.
- (h) Repeated failure to follow the TD-29 can result in disciplinary action and dismissal.

- (i) Personal/Private Property shall **NOT** be used as a school bus turnaround unless approved by the Rockingham County Schools Transportation Department. Use of personnel/private property is only acceptable in an emergency situation.
- (j) While school bus drivers cannot change the bus route, they are encouraged to make suggestions to improve the transportation system. Recommendations, suggestions, and reason for changing routes are to be forwarded to the TIMS Coordinator. School bus drivers have an obligation to report hazardous situations to the school principal. The route time schedule shall run consistently each day for the safety and convenience of the passengers.
- (k) The TD-29 is a legal binding contract that cannot be changed without prior approval from the TIMS Department.
- (l) If a child does not ride the bus for five (5) consecutive days, the student is taken off of the bus roster. Some students are assigned to the route for both AM & PM, while some may be AM or PM only. This should be taken into account when suggesting that a student be removed from the route.

The law & policies set forth by the state of North Carolina stipulate that every student who receives school bus transportation must be assigned to a specific bus. In Rockingham County, you must notify the school that your child attends in order to have them assigned to a bus. In order to receive funding from the state, students must be assigned to a bus. If a student is at a bus stop and is not assigned to the bus, they may be denied transportation due to a lack of available seats on the bus. Also, if the bus is involved in an accident, all students must be assigned a seating chart in place.

School Bus Driver Renewal

RENEWAL

The NC/DEPS instructor will schedule a time for you to drive in order to be recertified as a school bus driver. After obtaining your state license, you will need to send a clear copy of your permanent license to the RCS Transportation Department. Drivers will be paid for one hour to compensate for renewal. The Finance Department will be notified by the Transportation Department.

Standard Operating Procedures

PRE AND POST-TRIP INSPECTIONS

Every school bus driver (including sub drivers) must complete a pre-trip and post-trip inspection before beginning a bus route, or driving an activity bus. All of the procedures listed below are to be completed during the pre-trip inspection with the exception of # 10. During the post-trip, all procedures are to be completed. If any safety equipment or lights are found to be inoperative, the bus must remain parked and the driver should call to request a mechanic from the bus garage. The driver will also need to note the problem on the Bus Driver Sign-In Sheet.

FRONT OF VEHICLE

- Leaks: puddles of fluid
- Lights: no cracks, clean, operational
- Windshield: no cracks, clean, no obstruction
- Crossing Gate: not damaged, operates properly when stop sign is out
- Passenger and traffic mirrors: present, no cracks, clean and adjusted

FRONT OF WHEELS

- Tires: 4/32 of tread, no recaps or damage, inflated
- Rims: No cracks, clean, no re-welds, no slippage
- Lug Nuts: tightness, all present
- Drums: no cracks
- Hub Oil Seals: no leaks, tight

PASSENGER ENTRANCE

- Door: no cracks, clean, operates freely
- Handrail: secured
- Steps: no loose matting, clear from debris
- Safety Equipment: proper location, all present

INTERIOR OF VEHICLE

- Amber Warning Lights: activated and operational
- Emergency Doors: buzzer working, secure
- Emergency Exits: Buzzer working, secure
- Seats: secured, no broken frames or damage

DRIVER AREA

- SMS: Seat adjusted, mirrors adjusted, seat belt adjusted
- Start Vehicle: Foot brake, park brake, neutral gear
- Front Dash: oil, water, volts, fuel, headlights
- Left Panel: wipers, windshield, stop-sign, heaters/defroster
- Steering Column: play-in-wheel, horn, signals, hazards

AIR BRAKES CHECK (LAB)

- Listen for leaks 120 psi
- Air Alarm: before 60 psi
- Park brake pop-out: before 30 psi
- Park Brake 100 psi

LIGHT CHECK

- Headlights: ON
- Hazard Lights: ON
- Brake Lights: ON
- Ignition key: ON position

(ENGINE IS NOT RUNNING)

- Stop-sign: Activated

REAR WHEELS

- Tires: 2/32 of tread, inflation, no separation, no cuts
- Rims: no cracks or bends, no re-welds, no slippage
- Spacers: present
- Lug Nuts: tight, all present
- Drums: no cracks
- Axle Seals: no leaks, tight

REAR OF VEHICLE

- Lights and reflectors: no cracks, clean, and operational
- Signal and brake lights: no cracks, clean, and operational
- Windows: no cracks, clean
- Lettering: clean, visible
- Emergency Door: opens freely

POST-TRIP PARKING

- Place the gear shift in the neutral position, set the parking brake
- Turn off ALL electrical switches
- Bleed air pressure down to 30 psi or lower with the park brake button control valve
- Close windows, roof vents, and the door
- Sign in sheet

SAFETY PROCEDURES DRIVING GUIDE

Speed Limits

1. Drive at a speed that is safe for conditions
2. School bus 45 MPH
3. Activity Bus 55 MPH
4. School Grounds 10 MPH

Bridges and Overpasses

Observe all posted signs (weight limits & height clearance)

Changing Lanes

1. Check Traffic front and rear
2. Engage signal 300 feet in advance
3. Check mirrors and blind spots
4. Move over slowly and cancel signal

Turns

1. Check traffic front and rear
2. Engage signal 300 feet before turning
3. Slow to 10 MPH at least 50 feet before turning
4. Check traffic (front, rear, and sides)
5. Check clearance while turning, finish turn, and cancel signal

Backing (turning around)

(Forward, turn, right side, left side-road)

1. Check traffic front and rear
2. Engage hazard lights (four-way flashers)
3. Communicate with monitor and blow horn
4. Back slowly with no acceleration
5. Continue to check traffic and monitor

Passenger Stop Procedure

1. Check Traffic
2. Activate amber warning lights 300 feet in advance
3. Make a smooth stop 15 feet short of passengers

4. Keep firm pressure on the brake
5. Follow all RR Crossing and Passenger stop procedures as directed by the state DPS
6. Check traffic
7. Open door (when safe)
8. Count, watch, recount students (AM & PM)
9. Check mirrors from left to right for students and traffic
10. Close door (when safe)
11. Check all mirrors from left to right for students and traffic
12. Proceed slowly while checking for students

Railroad Crossings

1. Check Traffic and turn on hazard lights 300 feet before crossing
2. Stop at least 15 feet but not more than 50 feet from the tracks (stop behind the stop lines)
3. Turn off any accessories that prevent the ability to hear an oncoming train
4. Open door, recheck tracks, and proceed when safe
5. Close door, recheck tracks, and proceed if safe
6. After crossing tracks, turn off hazard lights and close window

Parking on Shoulder

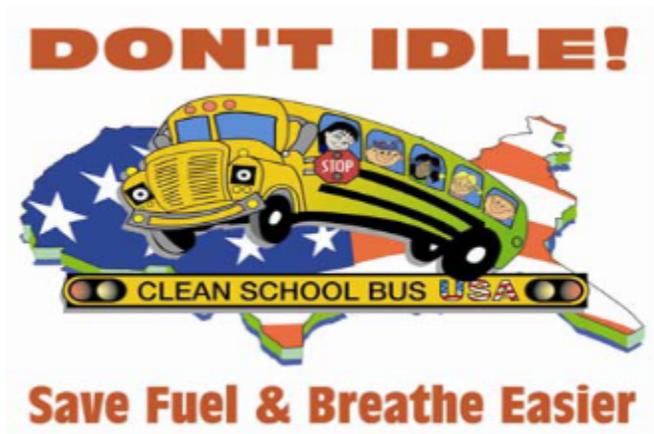
1. Engage right turn signal
2. Check all traffic mirrors and blind spots
3. Slow down and pull off of the road, engage hazard flashers
4. Shift to neutral and set the parking brake

Returning to the Road

1. Shift to drive and release parking brake
2. Check all traffic mirrors and blind spots
3. Turn off hazard lights
4. Signal left
5. Recheck all traffic mirrors and return to road

Parking

1. Shift to "neutral" and set the parking brake
2. Turn off all equipment switches
3. Turn off motor
4. Reduce air tanks down to 30 psi or until button "pops" out
5. Check throughout bus for students and damages



SCHOOL BUS IDLING

On December 12, 2005, the Rockingham County School Board adopted the School Bus Idling Policy. The board recognizes that unnecessary bus idling wastes fuel and financial resources. The board is committed to transporting students on school buses in a manner that is safe and consistent with the board's goal of resource conservation.

The School Bus Idling Policy applies to school buses and activity buses when used to transport students to/from school, extracurricular activities, field trips, and other school-related activities. *(Reference: Board of Education Policy Code: 6306-R)*

SCHOOL BUS IDLING PROCEDURES

A. Idling Times

1. Buses should not idle longer than five (5) minutes
2. The following are considered extraordinary circumstances or circumstances beyond the driver's control for which an exception can be made to the five minute idling rule.
 - a) while waiting in traffic
 - b) while loading/unloading students with special needs, as necessary
 - c) for traffic, safety: or emergency situations
 - d) for maintenance or mechanical inspections or repair
 - e) extreme weather situations
3. To maintain warmth during cold weather, buses should be driven to the school as close to the scheduled pickup time as possible, then turned off while waiting for the students to load.

B. Bus Parking

1. Buses should not park "nose to tail" when it can be avoided
2. Buses should not idle while loading or unloading at school related activities.
3. Buses should not park near building air take systems; unless the school district has determined that alternative parking locations interfere with traffic, impair student safety, or are not cost effective.
4. No bus should run without the driver being within three (3) feet of the bus.

BUS DRIVER SIGN-IN SHEET

Bus drivers and sub drivers shall complete the sign in sheet each morning/afternoon as soon as he or she completes the route and inspects the bus. The driver must complete the inspection and sign the sheet both morning and afternoon. The school is responsible for reporting mechanical problems to the Transportation Department before 9:00 am each day in order for the mechanics to secure the needed parts before leaving the shop. Drivers are instructed to report mechanical problems encountered during the afternoon route/post-trip inspection. In addition to the sign in sheet, the driver should contact the Transportation Department by phone 336-634-3275 to report problems when they are found so that the bus is not delayed for the following Run/Route. The driver may use the phone on the bus to call in to the Transportation Department. In addition, the mechanical problems should be recorded on the sign-in sheet.

RED FLAG PROCEDURE

The Rockingham County Schools Red Flag Procedure was designed to ensure that each driver properly performs the interior portion of the pre-trip and post-trip inspection. This will be accomplished by placing the red flag in the upper window of the rear emergency exit following the post-trip inspection. The flag should be removed during the pre-trip inspection. During bus operation, the red flag should be placed in a secure location, preferably near the driver seat.

The Red Flag Procedure applies to all Rockingham County School bus drivers with the exception of the school buses which are equipped with the "Child Reminder System" 2004 models and newer.

- A. Each time a school bus is parked at the end of a route (morning and afternoon) the driver shall place the provided red flag so as to be visible in the upper window of the rear emergency exit. The placement signifies that the driver has checked the bus for students who may still be on board the bus for any other irregularities, including, but not limited to vandalism on the interior of the bus.
- B. Before moving the bus from the designated area at the beginning of each route. The driver shall remove the flag from the rear window of the bus to a secure location near the driver's seat. The red flag should not be visible to passengers under normal circumstances when secured. The placement signifies that the driver has checked the emergency exits and has made a check of the bus interior to see that it is ready to receive passengers.
- C. Each bus not outfitted with a Child Safety Reminder System shall be equipped with a red flag. Any red flag that is missing should be reported on the sign in sheet at your designated school immediately upon discovery.

*Failure to comply with this procedure will be construed as a failure to complete a proper pre-trip/post-trip inspection and could lead to loss of incentive pay and dismissal

RAILROAD CROSSINGS

Drivers should observe proper procedure at all railroad crossings and advise the Transportation Department if there is a visibility problem. Under no circumstances should a driver cross a railroad crossing if bells, gates, or lights are operating unless directed to do so by Law Enforcement, Railroad Personnel, or School Transportation Personnel.

If alternate routing is available, and crossing railroad tracks can be avoided, discuss this with your principal.

PASSENGER STOPS

Passenger stops shall be in a safe location according to state regulation provided by the North Carolina Department of Public Instruction (DPI). Passenger stops are identified and provided by the TIMS Department. Concerns about safety issues at a bus stop should be reported to your immediate supervisor who will notify the Rockingham County Schools TIMS Department. School bus drivers should avoid confrontation with parents or other individuals at the bus stop. As politely as possible, instruct the individual to contact the school principal with their concerns. If the individual boards the bus or detains the bus, instruct the individual that he/she is in violation of state law and should get off of the bus and allow the bus to continue on with the route. Upon your arrival at the school, report the incident to the school principal. Drivers are not to stop and blow the horn for students to board the bus.

Students are allowed only one AM stop per address and only one PM stop per address. Students not assigned to the bus will be required to present the bus driver with an Everyinfo Bus Pass. Only in the event of an Extreme Emergency a student may get a permission slip from the principal to ride the bus to a stop that they are not assigned to. A driver must follow the TD-29 unless a student fails to ride 5 or more days consecutively. The driver must notify the TIMS Department immediately so that the route may be modified.

ELIGIBLE PASSENGERS

It is the responsibility of the principal to assign passengers to the school bus using Everyinfo. Students who wish to ride the bus must contact the school designee to acquire an Everyinfo Bus Pass to have access to school bus transportation. Individuals who are not enrolled in school as a student (or Preschool students) are not eligible to ride. Drivers are not to transport their own non-school aged children aboard the bus. If assigned by the principal, and approved by the TIMS Department, school employee's children may be eligible to ride the bus to an existing designated stop.

SPECIAL RULES FOR BUS DRIVERS WITH CHILDREN WHO ATTEND ROCKINGHAM COUNTY SCHOOLS

1. Bus routes are set by the TIMS Department staff. Drivers must follow the established bus routes.
2. Bus stops can only be added by the TIMS Department. Only the TIMS staff can designate a bus stop.
3. No child may ride an EC bus unless they are assigned by the Exceptional Children's Department.
4. School age children of bus drivers or substitute drivers may ride the bus to and from school as long as the rules are abided by.

They are as follows:

- No elementary school students may ride a bus with middle or high school students.
- No deviation from the established route is allowed.
- No new bus stop may be added to accommodate the driver's child. If the child is not assigned to the bus and a situation should occur that the bus becomes overloaded, the driver's child would be the first student removed from the bus.

CARE AND CLEANLINESS OF SCHOOL AND ACTIVITY BUSES

It is the goal of the Transportation Department to maintain a fleet of vehicles that are clean, both inside and out. As a driver, it is your responsibility to keep the inside of your bus clean along with the rear windows and lights. The Transportation Department will provide materials to assist you in this responsibility. Keep the driver compartment clear and free of clutter. Nothing labeled "Harmful to Children" may be kept on the bus.

The state will **not** allow:

- De-icer to be kept on the bus
- Tire clubs on the bus
- Any signs or posters to be hung inside the bus
- Containers of any cleaning products to be kept in the school bus

Any sign placed on the bus by the manufacturer or DPI must be visible.

The Transportation Department will supply brooms at the beginning of the school year. Storage of the broom should be along the right front interior wall of the bus, positioned between the seats and the wall of the bus. You may keep a roll of paper towels to use for emergencies.

DISCIPLINE AND OTHER GUIDELINES

DISCIPLINE

The driver, under the supervision of the principal/designee, is in charge of discipline on the school bus. Drivers at each school should be familiar with the discipline procedures of that particular school. Some drivers who serve more than one school may have to familiarize themselves with more than one procedure. Principals have established school discipline policies in accordance with the RCS Board policies. Discipline of students is a personal matter between the driver, the student, and the principal/designee. Drivers are advised not to discuss student discipline matters with those persons not involved in the incident.

Drivers are advised to keep personal records as to the behavior of the students. The driver should record to whom and the date the incident was reported, a brief explanation of the incident, and disciplinary measures that were taken.

VANDALISM

Vandalism occurs while buses are in use as well as when they are parked. School bus drivers are to check the interior of the buses after each trip to determine if the vandalism occurred during the route. If vandalism did occur, report it to the appropriate principal/designee, and record it on the driver sign in sheet.

Failure to report vandalism on a daily basis will result in loss of incentive pay, and habitual behavior of not reporting will result in dismissal.

Sometimes vandalism occurs “after hours”. If you discover vandalism, report it to the Transportation Department immediately. The Transportation Department will notify the proper law enforcement agency.

USE OF PERSONAL ELECTRONIC DEVICES

School Bus Drivers shall not use a mobile telephone or other electronic device, including those with hands-free accessories while operating a moving school bus. Rockingham County Schools has a zero tolerance policy on the use of cellphones while operating a school/activity bus whether the students are on the bus or not. This includes using a school issued phone while driving. Effective December 1, 2007, violation of this section shall be a Class 2 misdemeanor and shall be punishable by a fine of not less than one hundred dollars (\$100.00). In addition, a School Bus Driver certificate shall be cancelled for a period of 1 year if convicted or witnessed by appropriate authorities. (REFERENCE: G.S. 20-137.4 F, G.S. 20-140.6)

Drivers are provided a cellular phone issued by the Transportation Department to be used in the event of an emergency or mechanical problem with the school bus. It is the driver’s responsibility to care for his equipment.

- The phone does have the capabilities to call 911 in an emergency situation and the driver’s designated school.
- Always stop the bus when you need to make a call.
- Be brief and to the point (bus phones are charged by the minute for calls). Use only in an emergency.
- If you receive a call, pull over in a safe location before answering the phone. Implement proper safety procedures. (same as disciplinary procedures)

The cellular phone is not to receive any incoming calls except from the Transportation Department/assigned schools. The phones are pre-programmed to dial the Transportation Department and the driver's designated schools. Any problems with the cellular phone should be reported on the bus driver sign-in sheet immediately.

EMERGENCY PROCEDURES

MECHANICAL BREAKDOWNS

1. Pull the bus as far to the right as safely possible
2. Set the parking brake
3. Remove the key from the ignition, and activate the emergency flashers (4-way flashers).
4. In the case of a fire or unsafe location, evacuate the children from the bus.
5. Account for all pupils aboard the bus
6. Notify the Transportation Department (Use the phone issued to you at the beginning of the school year. Be prepared to give your exact location and a description of the problem).

When the cell phone is not accessible.....

- If there are two older, more responsible students on the bus, send these two students to a nearby house or store to call the Transportation Department
- If there are no students who are capable of this task, flag down a passing motorist and give them the necessary information to call the Transportation Department

NOTE: If the Transportation Department has been called to service a disabled school or activity bus, and the problem has corrected itself, do not leave the area until the Transportation Department has been notified again to let them know that the problem has been corrected.

NOTE: EC buses are to use the bus cell phone to communicate with the RCS Transportation Department, the schools, and 911.

EMERGENCY PLAN

The driver will have a plan in place in the event of an emergency and go over it with the students within **5** days of the beginning of school. Point out to the students the location of the emergency exits in the front and the rear of the bus. Explain where to exit in the case of an emergency.

Suggested Procedures:

- Park the bus as close to the shoulder of the road as possible
- Turn hazard lights on
- Set the parking brake
- Turn off the engine
- Evacuate students as orderly as possible

Remember a bus can be replaced, a student cannot!!

ACCIDENTS

In the event of an accident, school bus drivers are to follow the procedures as listed below:

1. Check the passengers on the bus. Ask if there are any injuries. Observe the passengers for any signs of injury or shock. Administer first aid as needed, if CPR certified.
2. Check the occupants of the other vehicles (if any were involved) for injury or shock. Administer first aid as needed, CPR Certified.
3. Contact **911**. This is the only phone call that you will need to make. **911** personnel will notify the Transportation Department, and we will notify your school.
4. Remain at the accident scene until the investigation is complete (unless the driver requires medical attention).
5. Verify the **seating chart** for the police officer that is investigating the accident. This will save time for both you and the officer.
6. Remember that school accidents are traumatic experiences. Students and parents are usually very concerned and sometimes emotional. Please be patient and mindful of the stress that you and the others are under.

Transportation Department personnel are instructed to do the following in case of an accident:

1. Dispatch garage personnel to the accident scene.
2. Call the school to which the school bus is assigned and notify school personnel of the situation. The school will be notified to be prepared to send a relief driver if necessary.
3. Maintain cell phone contact with the garage until all are clear of the accident scene.

We advise local school personnel to do the following:

1. Dispatch a person from the school to the accident scene.
2. Make certain that the people who are answering the phones are aware of the most current accident information, so that parents can be informed of the condition of their child, as well as any bus delays.
3. If children are injured, have school personnel accompany the children to the medical treatment facility. If several children are injured, children may be taken to multiple facilities so that treatment can be administered as quickly as possible.
4. Be certain that the parents/guardians of any injured children are notified immediately.
5. Have a replacement bus and driver available if needed.
6. Please do not make any statements or comments about liability and responsibility until the investigation is complete.

EVERY ACCIDENT MUST BE REPORTED!

SCHOOL CLOSING AND EARLY DISMISSAL

Schools will be closed when school officials determine that roads are hazardous. Drivers should watch the news and/or listen to local radio stations for announcements about school closings and delays. No announcement means that school will operate on the regular schedule.

If a driver determines that a road is too hazardous, the road should not be traveled and the principal should be notified along with the Transportation Department.

Occasionally school may be dismissed early due to weather or other factors. All drivers are to leave a contact number with the school they are assigned in case of early dismissal or other unscheduled events. *For additional information, please refer to the Rockingham County Schools Employee Handbook.*

TORNADO PREPAREDNESS

The following was shared with NCDPI from the State Transportation Director in Iowa, Terry Voy. It was prepared for their state's bus driver manual.

- 1. What is a tornado?** A tornado is a violently rotating column of air descending from a thunderstorm cloud and touching the ground. It nearly always starts as a funnel shaped rotating extension from a thunderstorm cloud, builds downward to the ground and grows dark as it picks up debris.
- 2. Under what conditions do most tornadoes occur?** Tornadoes form several thousand feet above the earth's surface, usually during warm, humid, unsettled weather, and in conjunction with a severe thunderstorm. They require the presence of layers of air with contrasting characteristics of temperature, moisture, density, and wind flow.
- 3. During what time of day are tornadoes most likely to develop?** Tornadoes are most likely to occur mid-afternoon, generally between 3 and 7 PM. However, there is a chance a tornado may occur at any time day or night.
- 4. What direction does a tornado move?** Tornadoes usually move from southwest to northeast.
- 5. What is the length of a tornado?** Tornadoes generally average about 4 miles, but may reach 300 miles. A tornado traveled 293 miles across Illinois and Indiana on May 26, 1917, and lasted 7 hours and 20 minutes.
- 6. How wide is their path?** It averages about 300 to 400 yards, but tornadoes have cut swaths a mile and more in width.
- 7. How fast does a tornado travel?** Average speed of a tornado is from 25 to 40 miles per hour, but speeds ranging from stationary to 68 miles per hour have been reported.
- 8. Is it true that if it rains there is no chance of a tornado?** No!!! Precipitation associated with the tornado usually occurs first as rain just preceding the storm, frequently with hail, and as a heavy downpour immediately to the left of the tornado's path.
- 9. Can you hear a tornado?** DEFINITELY YES!! A tornado has been described as a roaring, rushing noise, closely approximating that made by a train speeding through a tunnel or over a trestle, or the roar of a group of airplanes.
- 10. What is meant by a "tornado watch?"** A "watch" indicates an area in which atmospheric weather conditions exist from which a tornado could develop. Tornado "watch" bulletins always state that severe thunderstorm activity is also expected. A severe thunderstorm or hail storm is one containing either damaging winds (surface gusts greater than 75 miles per hour) or hailstones at least 3/4 inch in diameter at the surface of the ground or both.

What is meant by "tornado or severe thunderstorm warning?"

A warning is issued when a tornado or severe thunderstorm has been sighted in the area by severe weather spotters or radar.

- 11. What precautions should a school bus driver take when tornado conditions exist?**
 - Abide by local district policy where applicable.
 - Be aware that spring and fall months are most conducive to tornado activity.
 - Severe weather conditions should be discussed with authorized school officials before leaving the school; particularly if the area is under a TORNADO **WATCH**.

- If a **TORNADO WARNING** is in effect, buses should not be loaded, and students should remain in the assigned shelter areas inside of the school building.

12. What should a school bus driver do if a tornado is sighted when on route?

- The driver should be aware of any or all areas along the route, such as caves, basements, and other substantial structures that could be used as a tornado shelter.
- If an adequate shelter area cannot be reached without further endangering the students, a ditch or depression in the immediate vicinity will have to be used. Evacuate the students into the shelter area, being sure that the bus has been positioned far enough, and in a direction, away from the students so that wind will not overturn the bus onto them.
- If a tornado funnel is sighted, it is best to evacuate the students from the bus immediately into an appropriate shelter. Trying to outrun a tornado would not be a wise decision.
- Radios, (AM, FM, or two-way) or other communication equipment should be in operation at all times during threatening weather conditions. Even a portable transistor radio is better than nothing during these threatening conditions.

Reference: <http://www.ncbussafety.org/tornado.html>

Bus Driver Time Keeping System

TIMECARDS

Synovia Time Keeping System Procedures

The Synovia Time Keeping System allows RCS to track bus driver/bus monitor hours electronically while allowing the Transportation Department to run more efficiently.

Procedures

- All drivers and monitors will use the keypad on the bus to clock in/out of the time keeping system.
- If a green light appears at the top left of the keypad after your final entry, then you are clocked into the system. When you clock out, the green light will go away. Should the green light not appear, then you are NOT clocked into the system. Clear the pad and begin your clocking in procedure again.
- In the event that a driver or monitor forgets to clock in/out, your times will be manually entered into the system using the ignition on and off times. Unless a system failure occurs, the time will not factor in the pre and post trip times.

- In the event that a driver and/or monitor cannot clock in/out, they must contact their supervisor immediately in order to be paid for that day. If the driver has questions about the success of their login they should contact their supervisor who has access to the timekeeping system.
- In the event that the system is down and the GPS is not functioning, times will be based on the previous week's route time average.
- Drivers/Monitors are responsible for submitting the required "School Bus Driver Leave Request Form" to their supervisor when requesting to use annual, sick, and/or bonus leave. The supervisor will then turn the form into the school bookkeeper for further processing.
- The time entered on the bus sign-in sheet should reflect the time the bus arrives and unloads students at the school.
- At no time should an employee start their assigned duties until they are clocked in on the bus. Once clocked in, the driver begins the 10 minute pre-trip inspection.
- You are allowed and will be paid up to 10 minutes for your pre and post-trip inspections. This time is not a given and will not be paid automatically. Example: you complete your post-trip inspection within 7 minutes and decide to go ahead and leave. You would not get paid for the full 10 minutes that are allowed to do the inspection. Example: The TD-29 calls for you to depart at 6 am. The driver is allowed to clock in at 5:50am in order to get the 10 minutes for the pre-trip inspection. If the driver clocks in at 5:55am, they would only get paid for 5 minutes.
- Monitors are not paid for pre and post-trip inspections and their times should reflect this. Example: If the driver clocks out at 5 pm, the monitor's clock out time should be 4:50 pm. If the driver clocks in at 6 am, the monitor should clock in at 6:10 am.
- Each year, 1 week before school starts, school principals will have to turn their driver's names and bus assignments to the Transportation Department. If at any time during the school year, a driver changes schools or bus assignment, the Transportation Department will be notified immediately in order to maintain correct database information for the Finance Department.
- While you are on the clock performing your pre and post-trip inspections or time waiting in between trips you are not to leave the school premises, or be out of sight of your bus.
- Never pay another driver "out-of-pocket" to drive for you. This could become a legal nightmare for all persons involved should an accident occur. Never allow someone to clock you in/out of the time keeping system. This could be grounds for dismissal.
- Should your bus have a mechanical failure in route and a spare bus is brought to you then you are to clock out of your regular bus and clock in on the spare bus. Naturally then you would clock out on the spare bus when you return to school. Example: You drive bus number 88. Your bus breaks down and you have to drive a spare bus #99. When you are clocking in, use the number 99 as your route number.
- Pre and post-trip inspections time include, air build up, lights check, any paperwork that needs to be completed, and the cleaning of the bus.

RCS employees, who are employed as classified staff or in dual roles (i.e. Custodian/Bus, Teacher Assistant/Bus, etc.) will be paid for the time they spend renewing their license as part of their TA or Custodian positions. Child Nutrition drivers/monitors will be paid for their time as well as part of their bus position. The driver trainer will have a manual time sheet if the driver is not currently in the system. Community drivers, who are not assigned to a regular bus route, will not be paid for this time.

SUBSTITUTE DRIVERS

Each school may have a different system for acquiring substitute school bus drivers. It is the responsibility of the regular driver and the substitute driver to know the proper procedures and guidelines at the school for which they are driving. A substitute driver must drive at least 5 times per school year to maintain their RCS pocket card.

BENEFITS

Drivers who drive less than 20 hours per week receive no supplemental benefits.

Drivers who drive 20 hours but less than 30 hours per week receive:

- Annual Leave
- Sick Leave
- Holiday Pay

Drivers who drive 30 or more hours per week receive:

- Annual Leave
- Sick Leave
- Holiday Pay
- Disability Insurance
- Health Insurance
- Life Insurance
- Retirement Plan

INCENTIVE PAY

Eligibility for incentive pay is as follows:

- Complete all routes as assigned by the TIMS Department. Failing to follow your TD-29 will result in a loss of incentive pay. Keep all TD-29s up to date and consistent with the Synovia GPS.
- No accidents in which the school bus driver received a citation, or in a case where the State or Rockingham County assumed any financial responsibility (which includes mailboxes, road signs, and mirrors).
- The assigned bus or any replacement bus is kept reasonably clean.
- Reports and requested information are submitted accurately and within the stated time frame.
- Proper use of the inspection flag.
- No cell phone violations
- Clocking in and out on the timekeeping system consistently. Your clock in and out time should include your pre and post-trip inspection time and should be consistent with the GPS times of entering and exiting the parking lot.
- Report vandalism or damages to the bus daily,
- Sign in/out on the TD28-R after each route/run. Be sure to list any mechanical issues or vandalism.
- Route updates including students that need to be added or removed from the route should be sent to Pat Wray in the Transportation Department.

All regular drivers are eligible for incentive pay. The driver will receive (1) one dollar per am and (1) one dollar per PM route daily. \$ 2.00 per day for drivers who drive morning and afternoon.

TOBACCO FREE

On April 17, 2006, the Rockingham County School Board implemented a 100% tobacco free school policy. This policy was announced in April of 2005 and prohibits all tobacco use by everyone, everywhere on campus, at all times-including events after school hours. All persons, including school district personnel, volunteers, and contractors, other persons performing services on behalf of the school district, students, and visitors are prohibited from using any tobacco products at any time.

Locations where tobacco products are NOT allowed include:

1. Any school building
2. Any school facility
3. Any school vehicle
4. On any school grounds including: property that has been leased, borrowed, or otherwise used by the school district for school purposes
5. At any school sponsored or school related activity, including athletic events, on or off school grounds, except for the use of tobacco products for instructional or research purposes

(reference: Board of Education Policy Code 5026/7250)

DRUG-FREE WORKPLACE

Due to the commitment to achieve a drug and alcohol free workplace, it is the policy of the Board of Education that the work environment shall be free of the presence of alcoholic beverages or unlawful controlled substances, and that employees shall perform their job assignment safely, efficiently, and without the adverse influence of alcohol or controlled substances. Therefore, the Board of Education prohibits all employees from possessing, using illegal drugs, and from the use, sale, distribution, or possession of drug paraphernalia. All employees are prohibited from unlawfully possessing, using, manufacturing, dispensing, selling, distributing, or being under the influence of alcohol.

Violation of this policy shall subject an individual to personnel action including, but not limited to termination of employment or the requirement that the employee shall participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by the administration, suspension with or without pay, conditional continuation of employment, or any combination of these enumerated actions.

DRUG AND ALCOHOL TESTING

RCS has a DOT compatible Drug and Alcohol Testing Program. All RCS employees involved in the transportation of students (including all school bus drivers, activity bus drivers and Transportation Department employees) are included in this Drug and Alcohol Testing Program.

Reasons for testing:

1. **PRE-EMPLOYMENT** (controlled substances only)
2. **POST-ACCIDENT DRUG/ALCOHOL**-Post-Accident drug/alcohol testing will take place following an accident where:
 - A life was lost
 - A citation was issued to the RCS employee (as defined above) and personal injury to any person involved requiring immediate medical treatment away from the scene.
 - A citation was issued to the RCS employee (as defined above) and a vehicle is towed.Post-accident alcohol testing should be done within two hours of the accident. If a test cannot be done within eight hours, it should not be done.

Post-accident drug testing should be completed within 32 hours, or not done at all.

3. **RANDOM**

- Unannounced random testing is required on a certain percentage of drivers each year. The random selection process used must ensure that each driver has an equal chance to be tested each time selections are made. RCS uses a computer generated system which uses the employee's social security number for selections. Random testing must take place throughout the year.
- 50% of the total number of drivers must be randomly tested for controlled substances during the year.
- Drivers will be paid from check in time to check out time plus 15 mins travel time to and from school by the Finance Department for their time when selected for random drug/alcohol testing.

4. **REASONABLE SUSPICION**

Testing for reasonable suspicion must be based on:

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

REFUSAL TO BE TESTED

Refusal to test is anytime that you:

- Fail to provide enough breath or saliva for alcohol or urine for controlled substances testing without a valid medical reason, or
- Clearly obstruct the testing process

(Reference: Board of Education Policy 7241)

SEXUAL HARASSMENT

Rockingham County Schools believe that employees and students are entitled to work and study in an environment which is free from sexual harassment. Employees are prohibited from engaging in sexual harassment. If evidence of sexual harassment is established, an employee will be subject to disciplinary action up to and including dismissal.

For additional information, please refer to the Rockingham County Schools Employee Handbook, accessible via the school district's website at www.rock.k12.nc.us .

(Reference: Board of Education Policy 7237)

CODE OF ETHICS

Each employee is instructed to be responsible for both the integrity and the consequences of his or her own actions. The highest standards of honesty, integrity, and fairness must be exhibited by each employee. Employee conduct should be as to project the person's integrity and/or reputation and that of the school system. Employees shall perform their jobs in a competent and ethical manner without violating either the public trust, or applicable laws, policies, or regulations.

(Reference: Board of Education Policy 7237)

OTHER CLASSIFIED STAFF RESPONSIBILITIES

Each classified employee is directly responsible to a designated supervisor. Each employee has a responsibility for the smooth and efficient operation of the school system. The designated supervisor may assign additional responsibilities.

PERSONAL FINANCIAL RESPONSIBILITIES

It is important that each employee be a responsible citizen in the community. This includes prompt payment of tax obligations including property taxes, state, and federal income taxes. When a taxing authority is forced to garnish an employee's wages, it is a poor reflection on the employee and the school system. Incidents of non-payment of taxes may be considered as insubordination and may reflect negatively on future employment opportunities.

REDUCTION IN FORCE

The Board of Education recognizes that circumstances may require a reduction in the number of persons employed by the school system because of district reorganization, decreased enrollment, or decreased or discontinued funding. When circumstances require such a reduction in the workforce, the Board of Education follows the appropriate procedures set forth in its policy.

(Reference: Board of Education Policy 7220)

LIABILITY INSURANCE

The Board of Education's School Professional Legal Liability Insurance Policy covers all employees. Each claim has a limit of liability of \$1,000,000 and aggregate limit of \$1,000,000. The program covers legal liability for an act, error, or omission in services rendered in the discharge of school system duties. The school also carries general liability insurance coverage.

WORKER'S COMPENSATION

All public school employees are entitled to receive workers' compensation under the North Carolina Workers' Compensation Act. Employees must have suffered an accidental injury or contracted an occupational disease in the course of employment to be eligible for a week's earnings for the year prior to the injury, up to a maximum established by the Industrial Commission each year. When an employee is injured on the job he/she must ensure that the immediate supervisor has knowledge of the injury immediately following the accident. A "Notice of Accident to Employer" must be completed by the employee's supervisor and forwarded to the Rockingham County Schools Finance Office within (5) five days. Eligible employees receive the workers' compensation weekly benefit after the required regular waiting period of seven (7) calendar days. It becomes effective on the eighth day of the disability. During the seven day waiting period, the employee may choose to use available sick leave or take leave without pay. If the injury results in disability of more than twenty-one (21) calendar days, the workers' compensation weekly benefit is allowed from the date of the disability.

Compensation benefits are not automatic. A doctor's excuse must be submitted to the Finance Office if the employee wants to receive compensation benefits.

While on workers' compensation leave, an eligible employee continues to accumulate vacation and sick leave if the employee earned such leave while working. Leave days earned while on workers' compensation leave will be added to the employee's leave account upon their return to work. Absences for workers' compensation shall count as part of the Employee's Family and Medical Leave Act (FMLA) entitlement for that year. The school system does not approve claims or make payments for medical bills or compensation. An outside agency is employed to administer this plan. **Workers' compensation claims must never be filed with a health insurance carrier.**

(Reference: The Provisions of the Worker's Compensation Act G.S. 115c-337)

Workers compensation claims must never be filed with a health insurance carrier.

ACTIVITY BUSES

FIELD TRIP OVERVIEW

Definition: A school-sponsored field trip is one that relates directly to the instructional program at the school and is sanctioned by the teacher and principal as one that enhances and/or extends learning opportunities for students. All field trips will be directly related to the instructional program and should meet specific objectives of the year as outlined in the Standard Course of Study for North Carolina.

- Field Trip forms must be completed by the appropriate staff member, and approved by the principal, and submitted into Everyinfo. The form will include a set of objectives to be met by the trip for the principal and Superintendent consideration. There is one assigned person along with the Athletic Director that may call into the garage for questions about field trips. The number to call is 336-634-3275.
- **Transportation for field trips will normally be taken in a school system owned activity bus. Vans of any type are not allowed.**
- Charter Buses should be used when a field trip is planned for an out of state or west of Asheville. This will reduce the wear and tear on the activity buses and reduce the amount of time mechanics are away from Rockingham County.
- Activity Bus drivers must meet the licensing requirements for bus drivers and must be on the approved list for RCS. The driver must have the P and S endorsement on their driver license.
- All overnight trips that are taken on an activity bus must be approved by the principal, as well as the directors of Elementary, Middle, or High School Academics. When the activity bus request is signed and submitted into Everyinfo, the Transportation Department will assign the bus with the understanding that all of the required signatures have been obtained. A newer activity bus is required for overnight trips. This may mean that you will have to travel to a school that is further away than normal to pick up a bus. You will be charged for the extra mileage to pick up the newer bus and then return it to the assigned location.
- Charter Bus trips that are out of state, and/or overnight must be approved by the principal, as well as the directors of Elementary, Middle, and High School Academics, and by Dr. Rodney Shotwell, Superintendent. All Charter Bus requests are to be sent to the Transportation Department (after all required signatures have been obtained) for final approval. Charter Buses must be inspected before they leave for a trip. If you would like for the Director of Transportation to do the inspection, make sure to notate this on the request form. If not notated on the request, you will be responsible for the inspection. In the event that the director is not available, you are responsible for the inspection.

- Overnight field trip requests should be typed and include an agenda, a description of accommodations, objectives, and a budget detailing the source of funding. The Charter Bus Request form is available online on the Transportation website. A list of approved Charter buses is also available.
- All activity bus field trips must have a seating chart in the event of an accident. The Highway Patrol will ask for one immediately following their arrival if there is an accident.

CARE AND CLEANLINESS OF ACTIVITY BUSES

It is the goal of the Transportation Department to maintain a fleet of vehicles that are clean, both inside and out. As a driver, it is your responsibility to keep your bus clean. The Transportation Department will supply brooms at the beginning of the school year. Storage of the broom should be along the right front interior wall of the bus, positioned between the seat and the wall of the bus. You may keep a roll of paper towels for use during emergencies. If you leave a dirty bus, you will be given one chance to clean it. Then, the school will be fined \$100. Do not put on the mileage sheet that the bus is dirty. If you must pick up an activity bus from another school, you are required to return it as soon as you return from your field trip. It is your responsibility to clean the bus before returning it.

EVERY ACCIDENT MUST BE REPORTED!

FIELD TRIP REQUEST STEPS

1. Have the school staff fill out the Trip Request Form
2. Turn the form into the assigned Everyinfo person
3. The assigned person will enter the information into Everyinfo
4. After the trip is approved, the assigned Everyinfo user at each school will print the trip information sheets and give to the teacher or driver

*Trip sheets should be sent to the Transportation Department by courier.

***All trips out of state or overnight must have the superintendent's approval.** Charter Bus request and information can be located on The Rockingham County Schools website:

<https://www.rock.k12.nc.us/transportation>

If you are picking up a bus and find that it is dirty, be sure to call Jessica Isley at Central Office (627-2622) to make a report. Do not put it on the inspection sheet. If you leave the site with the bus, you are then held responsible and must clean the bus before you return it after the trip. A dirty bus falls on the last person who drove.

Do not leave the parking lot if the bus does not have enough fuel! Call the bus garage for instructions. If you leave and go to the school and then call for the fuel truck, your trip may be delayed.

BUS DRIVER & SUB DRIVER GUIDELINES

- I know and will observe all state and local traffic rules, regulations and laws that govern school bus operation and will cooperate and participate in all mandatory conferences and training classes.
- I will not use or allow the use of my bus for any purpose other than that of transporting children to and from school or approved extra transportation needs.
- I will transport only those persons assigned to a route or trip by school administrators.

- I will keep the bus under control at all times.
- I understand the maximum speed limit for school buses is 45 mph(55 mph for activity buses). However, I will observe the posted speed limits, not to exceed 10 mph on school grounds, and use good judgement in unfavorable conditions.
- I will not tamper with the mechanical parts or systems of the school bus. Altering or attempting to alter any of the safety features of the school bus is strictly forbidden.
- I will be in the driver's seat anytime the engine is running (except for when conducting the pre and post trip inspections.)
- I will only drive a school or activity bus when the seat belt is properly fastened.
- I will allow at least 300 feet between my bus and any other bus that I may be following.
- I will not pass another bus going in the same direction which I am traveling.
- I will keep at least 100 feet between my bus and other vehicles at all times except that I may pass slow moving vehicles if the move can be made safely.
- I will refrain from making stops along my route except at points designated for the purpose of taking on or discharging passengers or to turn around. (Stopping at stores is strictly prohibited).
- I will back my bus only when necessary. If possible I will have assistance and will be as safe as possible. I will designate turnarounds if possible.
- I will keep my bus clean for the safety and health of the passengers. Also, I will keep my vehicle mirrors and windows clear and unobstructed so I may have clear vision at all times.
- I will be clean and neat in appearance.
- I will not use or allow the use of tobacco products on the bus.
- I will bring the bus to a complete stop at all railroad crossings and highway intersections, and will proceed with caution when crossing and/or entering the same.
- Under no circumstances will I push or pull a vehicle, nor will I allow my vehicle to be pushed or pulled by another vehicle unless under the supervision of the RCS Transportation Department.
- I will keep the driver's compartment clear of distractions and/or articles that might take my attention from my driving.
- I will submit reports correctly and in a timely fashion.
- I will inspect the bus each day for damaged seats, broken glass, and any damage done to the bus by the passengers or others. In case of such damage, I will report the damage to the principal and record it on the sign-in sheet.
- I will personally **sign in on the Sign-in sheet** on a daily basis, and I will record any mechanical problems and give a daily AM and PM headcount at this time.
- While driving the bus, I will not eat or drink nor will my students be allowed to eat or drink on the school bus.
- I will not allow students to bring items on the bus that will either take up another seat or that cannot be held in the student's lap. Such items as golf clubs, large band instruments, baseball bats, basketballs, baseballs, softballs, fishing rods, glass containers, balloons,

flower arrangements, etc. are not allowed. Also, anything that would affect the bus driver's vision will not be allowed.

- I will not leave my keys in the ignition unless I am performing my pre/post trip inspections.
- Per the Department of Public Instruction (DPI) there shall be no trash cans/boxes etc. located at or near the stairway handrails. Also, if you choose to have a trash can/box, they are to be secured.
- I will not drive a spare bus in lieu of my regular bus unless instructed to do so by the Transportation Department.
- If an accident occurs, I will:
 - 1) Check each of my passengers
 - 2) Check the occupants of the other vehicle
 - 3) Call 911
 - 4) I will **NOT** move the bus until the proper Law Enforcement Officers and the The Transportation Department investigates the accident.
 - 5) I will **NOT** leave the scene of an accident until a representative of the RCS Transportation Department has instructed me to do so.

NOTE: Sometime during the course of the month, you may be asked by a mechanic to assist him in the completion of a 30-day inspection on your bus. The time required of you to do this would be very minimal and accounted for with your present pre and post-trip times.

School	Phone	Address
Bethany Elementary	336-951-2710	271 Bethany Rd., Reidsville
Booker T. Washington SCORE	336-634-3209	419 Moss St., Reidsville
Central Elementary	336-623-8378	435 Stadium Dr., Eden
Dillard Elementary	336-548-2472	810 Cure Dr., Madison
Douglass Elementary	336-623-6521	1130 Center Church Rd., Eden
Draper Elementary	336-635-6541	1719 E. Stadium Dr., Eden
Holmes Middle	336-623-9791	211 N. Pierce St., Eden
Huntsville Elementary	336-427-3266	2020 Sardis Church Rd., Madison
Leaksville Spray Elementary	336-627-7068	415 Highland Dr., Eden
Lincoln Elementary	336-348-2929	2660 Oregon Hill Rd., Ruffin
McMichael High	336-427-5165	6845 NC Hwy 135, Mayodan
Monroeton Elementary	336-634-3280	8081 US Hwy 158, Reidsville
Morehead High	336-627-7731	134 N. Pierce St., Eden
Moss Street Elementary	336-349-5370	419 Moss St., Reidsville
New Vision	336-548-4780	705 NW Ayersville Rd., Madison
Reidsville High	336-349-6361	1901 South Park Dr., Reidsville
Rockingham County High	336-634-3220	180 High School Rd., Reidsville
Rockingham County Middle	336-616-0073	182 High School Rd., Reidsville
South End Elementary	336-349-6085	1307 South Park Dr., Reidsville
Stoneville Elementary	336-445-1999	203 Stone St., Stoneville
Wentworth Elementary	336-634-3250	8806 NC HWY 87, Reidsville
Western Rock Middle	336-548-2168	915 NW Ayersville Rd., Madison
Williamsburg Elementary	336-349-4632	2830 NC Hwy 87, Reidsville

RCS Central Office: 336-627-2600

RCS Transportation: 336-634-3275

NOTES