Our Mission:
To provide safe, efficient, and customer-friendly transportation for Albemarle County students.

Our Vision:
Transportation is a support service to the schools and significantly adds value to the education of the students of Albemarle County by providing physically and emotionally safe transportation to and from both school and school-related events. This is accomplished in a
manner that is also safe for employees and in a culture that values employee engagement. Service must be provided in a manner which efficiently utilizes County resources.

**Table of Contents**

**Organization of Transportation Services**

**Director’s Message**

**Section A: Personnel Practices**
1. Supervisory Chain
2. Probationary Period
3. Annual Employee Performance Evaluation
4. Disciplinary Action Guidelines
5. Resigning in Good Standing

**Section B: Employment / Employee Responsibilities**
1. Physical Qualifications for School Bus Drivers & Car Drivers
2. Driving Records for Applicants (Bus & Car) & New Hires with only Private School Experience
3. Absences from Work: Planned & Unplanned
4. Attendance Policy
5. Attire & Personal Habits
6. Pre/In-Service Training
7. Identification Badge
8. Transporting Your Child, Grandchild & Children from Other Counties
9. Drug & Alcohol Testing
10. School Closing, Delayed Opening & Early Dismissal
11. Guidelines for Reporting a Workplace Injury
12. Transportation Employees Working for Other Departments
13. Transportation Advisory Committee Guidelines

**Section C: Operations / Safety**
1. Pre-Trip Inspections
2. Post-Trip Inspections
3. Maintenance of the School Bus & Car
4. Cleaning the School Bus & Car
5. Radio Usage
6. Reporting a Vehicle Accident
7. Emergency Situations and Returning Students to School
8. Break Downs
9. Decorating County Vehicles
10. Speed Limits for the School Bus
11. Railroad Crossings
12. Backing the School Bus
13. Chains
14. Seatbelts
15. Passenger Entry Door
16. Student Stops
17. Loading & Unloading Students
18. Following Distance for a School Bus
19. Driving on School Grounds
20. Ridership Maximum Load
21. Cell Phones
22. Emergency Evacuation Drills
23. Video Cameras & Viewing Videos
24. A School Bus Passing another School Bus
25. A Vehicle Passing a Stopped School Bus
26. Vandalism
27. Extreme Weather Conditions
28. Winter Storm Parking Procedures
29. Emergency Vehicles
30. Safe Driving Awards
31. Safety Committee
32. Passenger Illness or Injury
33. Viral GI Response Procedures
34. Firearms, Weapons & Explosives
35. Restricted Substance Protocol
36. Bus Strobe Light Usage
37. Bus Equipment
38. VDOT Request Procedures
39. Child Reminder Safety Switch
40. Students Transporting Personal Belongings

Section D: Efficiency / Customer Service
1. Assignment of New & Spare School Buses
2. Assignment of Drivers & Assistants to Routes
3. Parking Locations and Vehicle Liability
4. Fueling County Vehicles
5. Returning a Spare School Bus
6. Personal Equipment
7. Bus Routes
8. Manifests and Rerouting
9. Summer School Routes
10. Bus Idling Guidelines
11. Authorized Use of County Vehicles
12. Field & Athletic Trips
13. Charter Bus Procedures
14. Insurance
15. Vehicle Preventive Maintenance
16. Bathroom Use for Drivers at Schools

Section E: Pay Practices
1. Pay Practices
2. Tablet Equipment Agreement
3. FAQs & Troubleshooting
4. Transportation Rewards Program
5. Travel for Professional Development, Expense Reimbursement, On-Call, and Call-back Time

Section F: Student Conduct on School Buses
1. Student Conduct & Discipline
2. Suspension of Riding Privileges
3. Responding to a Fight on the School Bus

Section G: Related School Board Policies

Section H: Forms and Documents
1. Alternate Bus Stop Request
2. Car Driver Daily Pre-Trip
3. Monthly Pre-Trip Form
4. Pre-Trip Safety Inspection Step By Step, Pg 2
6. School Bus Transportation Agreement
7. Student Conduct Form
8. Leave Report
9. Accident/Incident Report
10. Driver Report Defect in School Buses
11. Vehicle Passing Stopped School Buses
12. Report of Student Injury
13. Route Change Request
14. Spare Bus Checkout/In
15. Parking a School Board Vehicle
16. Field Trip Athletic Trip Request
17. Requests to Transport Children/Grandchildren
18. Employee Personal Data Form
19. Emergency Contact and Drivers Treat
20. Transportation Daily Time Sheet
21. Administration of Epi-Pen and First Aid for Choking
22. Video Form
23. VDOT Request
Transportation Services Organizational Chart

Director's Message
Dear Transportation Team:

It is my goal and belief that the standards outlined in this manual will aid you in achieving the guidelines set forth to be a successful employee in the Transportation Department. As you embark upon reviewing the guidelines and standards in this manual, I ask that you remain mindful of the Department’s “Mission & Vision.”

**Our Mission:**
To provide safe, efficient and customer-friendly transportation for Albemarle County students.

**Our Vision:**
Transportation is a support service to the schools and significantly adds value to the education of the students of Albemarle County by providing physically and emotionally safe transportation to and from both school and school-related events. This is accomplished in a manner that is also safe for employees and in a culture that values employee engagement. Service must be provided in a manner which efficiently utilizes County resources.

1. To accomplish this, a partnership between parents, school administration, the community, and you as the employee is necessary for the success of all our students. A partnership with you will assist in establishing a community of learners among our students.

The School Division’s vision is for all learners to believe in their power to embrace learning, to excel, and to own their own future. My expectation of ALL Transportation employees is similar:

- To believe in your power to embrace continued learning for ongoing successful performance;
- To excel;
- And to own your own future career in Transportation Services.

In return, my commitment to you as a “LEADER” is to lead with trust; without fear of conflict; without avoidance of accountability; and to work to achieve results. With your support and working together as a “team,” we can and will provide safe, efficient, and customer-friendly transportation for Albemarle County students, while achieving success for you as a Transportation employee.

With Warm Regards & Belief in Your Successful Performance, Jim

Foley, Director
Section A: Personnel Practices

A-1: Supervisory Chain
Following the supervisory chain provides an effective and essential communication process. All employees need to communicate effectively both up and down the supervisory chain. Every effort will be made to allow your supervisor at the lowest level in the chain to try and resolve your issues, concerns or questions. The supervisory chain starts with the Lead Driver for drivers and assistants.

Employees should utilize the Organizational Chart for Transportation Services on page 4 for assistance in determining their chain of command within the Department.

Each supervisor has an open-door policy to address employee concerns. It is the expectation in Transportation Services that each supervisor is given an opportunity to solve your problem before you move to the next supervisor in the chain.

Although personnel in the Dispatch and Transportation Analysis and Planning offices are not in your supervisory chain, they may be able to answer many of your operational questions.

A-2: Probationary Period (ACPS Policy GCN-R)
Classified employees appointed to regular positions in transportation serve a probationary period of six months after original appointment or promotion to another position. The probationary period is a trial period. It is used for closely observing the employee’s work, for obtaining the most effective adjustment of a new employee to his or her position, and for separating a new employee or demoting an existing employee during the first six months following a promotion, if performance does not meet the required standards. New employees can expect their work performance to be closely monitored during their probationary period. An employee’s immediate supervisor will complete the probationary evaluation and make a recommendation regarding the probationary employee’s continued employment as a regular employee. It should be noted that summer months are not included in the probationary period for 10-month employees. Probationary employees have no right of formal grievance appeal, except in cases of discrimination, as allowed for in County policy.
All transportation employees are evaluated on the performance of their duties. The purpose of the annual performance evaluation procedure is to provide a mechanism through which employees can annually receive formal recognition for a job well done and/or constructive feedback to improve job performance.

The evaluation procedure is also intended to improve the rapport between employees, school administrators, and supervisors; familiarize employees with the formal relationships between supervisory channels; provide additional information to assist in making objective employment decisions; and document long-term performance trends. It is expected that supervisors will discuss performance with employees throughout the school year. Information covered on annual evaluations should not be unexpected by employees.

All employees will be evaluated each year by their direct supervisor, and evaluations are approved by next level supervisors, based on the chain of command. School administrators may provide input into driver and assistant evaluations as well.

When an employee does not agree with his or her evaluation, the following procedure should be used:

I. The appeal must be made to the supervisor conducting the evaluation.
II. If not satisfied with the supervisor’s decision, the driver or assistant may appeal to the next level supervisor listed in the chain of command outlined on the organizational chart.
III. If not satisfied with the outcome, the employee may write a rebuttal describing the points of disagreement. This rebuttal should be sent to the Department of Human Resources for placement in the official personnel file, and a copy should be sent to the Director of Transportation Services.

An appeal does not guarantee that changes will be made to the evaluation.

Disciplinary action is the process for dealing with job-related behavior that does not meet expected and communicated performance standards. When such situations arise, an employee’s supervisor may recommend that an employee receive disciplinary action. This section has been developed to establish the disciplinary procedures applicable to employees. Employees will comply with all state, local, and federal laws; Virginia Department of Education regulations; Albemarle County School Board policies; the Department of Transportation Services procedures, policies and rules; as well as a supervisor’s verbal and written instructions. Any violations will be grounds for disciplinary action, up to and including dismissal.

Employees should understand that these are guidelines and not standards. The Director of Transportation Services reserves the right to recommend/impose disciplinary action that is consistent with the facts surrounding the specific incident, experience of the driver or assistant, and the extenuating circumstances. After weighing the factors listed above, a supervisor may choose to meet with an employee informally to
reinforce expectations. A memo or “letter of counseling” may be issued by the supervisor as a means of following up and documenting the meeting and its outcome. Such memos are retained in Transportation, and they are not placed in the employee’s official personnel record, located in Human Resources.

Disciplinary action will be taken in private, by the employee’s immediate supervisor and will normally be progressive depending upon the seriousness of the infraction:

Types of disciplinary actions are:

1. Oral reprimand
2. Written reprimand
3. Suspension with pay—used for investigative purposes
4. Suspension without pay—School Board has exclusive authority to impose, once a hearing is conducted. Hearing required if requested by employee. Employee must continue to receive all pay unless and until Board imposes suspension (§22.1-315, §22.1-313, §22.1-311)

Standards of Conduct enumerated in School Board Policy GBC must be observed by all ACPS employees. Below are examples of specific violations, related to these standards, which could occur in Transportation and may trigger disciplinary action:

**Pay Violations**
- Failure to submit punch adjustment form.
- Failure to sync pocket clock data.
- Deliberately submitting a fraudulent time and/or leave report.

**Conviction Violations**
- Criminal Conviction or Arrest. *ACPS Policy GCDA-Page 1 & 2*
  In the event that any employee, whether full-time or part-time, probationary or non-probationary, is arrested, summonsed, or charged with a criminal violation of any kind, whether misdemeanor or felony (including traffic infractions), the employee is required to report such arrest promptly to the employee’s supervisor or department head within one (1) business day unless mitigating circumstances exist. This reporting requirement applies regardless of whether such arrest has occurred on-duty or off-duty. Failure to comply with this GCDA reporting requirement shall be grounds for disciplinary action, up to and including termination. In addition, all employees shall have the continuing duty to notify the Albemarle County Public Schools of any arrest or criminal conviction that occurs subsequent to being hired by the County.
- Conviction of a felony.
- Conviction of reckless driving while operating a county or private vehicle.
- Conviction of two moving violations within a (12)-month period while operating a county or private vehicle.
- Conviction of using, possessing or distributing illegal drugs or controlled substances at any time.
• Conviction by a court or observed by transportation services personnel (or recorded by GPS) of speeding or other moving violation while operating a county vehicle.
• Fighting with a student unless in self-defense
• Physical abuse of a student
• Verbal mistreatment of a student for any reason
• Leaving a bus unattended in non-emergency situations with students on board.
• Failure to report student injuries occurring on school bus.
• Allowing unauthorized students to ride the bus Pulling away from a stop before students are seated or slamming on breaks
• Failure to check the interior of the bus after any run resulting in a student being left alone on board.
• Sexual misconduct and/or harassment towards a student or employee.

Employee Behavior Violations

• Use of profanity.
• Violation of dress code.
• Failure to report absences before required times.
• Improper call-in (See Attendance Protocol).
• Failure to comply with supervisor’s verbal or written instructions.
• Willfully or negligently falsifying any records such as, but not limited to, vouchers, reports, insurance, time records, leave records, or other official documents.
• Willfully or negligently making false verbal statements.
• Threatening or coercing employees or supervisors.
• Smoking on any school board property or in any vehicle leased, owned or rented by the School Board.
• Failure to properly report an accident (see Section C-6).
• Changing routes, bus stops or making unauthorized stops to pick-up/discharge students without prior approval.
• Being discourteous to school board employees, parents, or the general public.
• Starting the route late/arriving to school late, consequently causing the route to be late. (See Attendance Protocol).
• Failure to keep appointment for annual physical.
• Unauthorized use of your or another employee’s pin number.
• Unacceptable/unsatisfactory attendance.
• Illegally/maliciously tampering with school board property.
• Failure to attend required meetings.

(Written requests to be excused from mandatory meetings will be considered on a case-by-case basis.)
• Deliberately allowing an unauthorized passenger onto a bus with or without students on board.
• Physical contact with a student which may be construed as discipline. Employees are only allowed to touch a student to quell a disturbance or remove a student from the scene of a disturbance which threatens physical injury to persons or damage to property; to prevent a student from inflicting physical harm to themselves; for self-defense or the defense of others; or to obtain possession of
weapons or other dangerous objects or controlled substances or paraphernalia which are upon the person of the student or within their control. (Ref: ACPS Policy JGA)

Firearm, Illegal Substances Violations (See Section C: 32 Firearms, Weapons, Explosives.)
- Possession or use of firearms, weapons, explosives or pepper sprays while on school board property including in a county vehicle. (A pocket knife with a blade of three inches or more in length is considered a weapon.)
- Using or being in possession of alcohol, illegal drugs or controlled substances while on duty.
- Reporting to work under the influence of alcohol, illegal drugs or controlled substances.
- Testing positive for alcohol or a controlled substance while on duty.
  - Engaging in any attempt to obstruct the drug or alcohol testing process or refusal to comply with the drug and alcohol testing process to include:
    - Failure to provide an adequate urine sample for drug testing without a valid medical explanation.
    - Failure to provide adequate breath for testing without a valid medical explanation.
    - Failure to report directly to the appropriate testing location once called for a random drug test.

Vehicle Violations
- Suspension of CDL.
- Driving with suspended or expired license/CDL.
- Driving without driver’s license in your possession.
- Use of a County vehicle for unauthorized purposes.
- Failure to maintain a clean County vehicle.
- Deliberately falsifying a report, document or bus schedule.
- Driving after taking prescription or non-prescription medication when such medicine could impair the driver’s ability to operate a bus or perform other related duties.
- Texting or other operations with an electronic device (including pocket clock) on bus unless safely parked.
- Using a cellular phone, earphones or any other hands-free device while operating a bus with or without students on board. (See Appendix III-Cell Phone Policy.)
- Failure to properly secure vehicle when parking (may include depleting the air brakes, setting parking brake, and locking doors). Failure to promptly report any significant mechanical or safety defect (brakes, steering, traffic warning lights, etc.), and continuing on the route.
- Leaving the scene of an accident before being released by the appropriate Department of Transportation Services’ supervisor and/or police department.
- Involvement in two (2) or more preventable accidents or incidents in a twelve (12)-month period.
- Involvement in a very serious preventable accident or incident.
- Failure to properly use the child reminder safety switch.
- Failure to report an inoperative child reminder safety switch.

General Violations
• Improper use of the two-way radio.
• Failure to adhere to 4,700-mile or 45 school day due date (whichever comes first) limit for preventive maintenance.
• Driving with an expired state inspection sticker.
• Failure to monitor fuel level resulting in a late route or running out of fuel.
• Failure to conduct and appropriately document required daily pre-trip and post-trip inspections.
• Deliberately allowing an unauthorized passenger onto a transportation vehicle.
• Traffic violations recorded by cameras subject to fine- (driver is to pay fine).
• Allowing any unlicensed person, especially an under-aged minor, to drive or control the ignition of a county vehicle (except in the case of extreme emergency).

Violation of rules and regulations not otherwise specified herein; or conduct which threatens the safety of students or brings disrepute upon the Transportation Department.

Any action for which a written warning or reprimand might be otherwise imposed, could result in more severe disciplinary action if it is for repetitive or multiple offenses.

**A-5: Resigning in Good Standing (ACPS Policy GCP)**

**Procedure for Compliance for Termination of Employment (Reference: GCP Page 1)**

“Resignation: Resignation is a voluntary separation from employment on the part of an employee for any reason. Normally an employee shall submit a formal letter of resignation to his immediate supervisor at least two weeks prior to the effective date. This letter will be forwarded to the Director of Human Resources for inclusion in the personnel file.”

Employee Resigning in Poor Standing: Employees who choose not to follow the above guideline when resigning will risk the chance of not being re-hired if deciding to seek employment with the Department in the future.

If the former employee elects to apply for employment with ACPS, the applicant’s file must be reviewed by the Operations Manager and Organizational Development Specialist to verify that the driver is eligible to return as a school bus driver. The decision to rehire is a joint decision between Human Resources and Transportation Services.

I. If rehired, the driver must complete a new application and complete any training deemed appropriate.

II. Upon successful completion of the above steps, the driver will have lowest priority for route assignment and will serve as a substitute if no open routes are available.

III. The applicant will be placed in a supervised period of probation.
Section B: Employment / Employee Responsibilities

Conditions of Employment

I. Drivers must comply with their Contract for Transportation Services. (See Appendix - Contract)

II. An employee who remains absent from their duties for more than five (5) consecutive days without contact with his/her supervisor or who abandons employment without resigning or giving notice of quitting will be deemed to have voluntarily severed his/her employment as of the last day that he/she worked.

B-1: Physical Qualification for School Bus & Car Drivers

B-1.1 Physical Requirements
No persons shall drive a school bus unless they are physically qualified to do so and have submitted a School Bus Driver’s Application and Physician’s Certificate form signed and dated by the County’s physician or licensed nurse practitioner for the applicable employment period.

An adopted procedure for Automobile Drivers/ Transportation Assistants mandates all automobile drivers and transportation assistants to undergo an entry level physical by the County’s approved physician for employment.

Physician’s Certificate
All County employees who operate a school bus must furnish annually, a certificate signed and dated by a licensed physician or nurse practitioner stating that the applicant is, from the observation of the physician, mentally and physically capable of driving a school bus. This physical is required of new drivers upon receipt of the Commercial Driver’s License and before Phase II of behind-the-wheel training. The cost of this physical will be paid by Transportation Services if administered by a provider approved by the school system.

Clearance Procedure
The signed Physician’s Certificate will be provided to the Administrative Team in the Transportation Office. The Administrative staff member reviews each form and forwards any form that indicates a “red flag” to the Transportation Operations Manager.

B-1.2 Prescription Drugs: Reference School Board Policy GBEA
Employees should make sure that their physician is aware that they transport students or perform other safety-sensitive functions when prescribing medication. Employees must be certain that the medication will not negatively affect their ability to safely operate the vehicle or perform assigned duties. All medications should be listed on the annual physical report. Employees must notify their supervisor immediately if they begin to take new or additional prescription drugs that may impact their ability to
perform assigned duties. The employee must include a letter from a physician stating that use of the medication does not conflict with their assigned duties.

Employees must also be aware that certain over-the-counter drugs can affect their ability to perform assigned duties. Drivers must carefully read the warning labels on all medications. Any questions concerning the potential effects of over-the-counter drugs must be discussed with their supervisor.

B-1.3 Medical History Documentation
All employees shall bring medical history documentation to include a list of current medications from their personal care physician or other specialists to their annual physical exam appointments. Employees shall also have in their possession, if applicable, serviceable eye glasses, functional hearing aids, or other personal medical equipment necessary to perform their duties.

B-2: Driving Records for Applicants (Bus & Car)

B-2.1 Driving Record Restrictions
A person may not drive a school bus or other passenger vehicle to transport students if within the preceding 12 months the person has been:

   a. convicted of two or more moving traffic violations in any vehicle; or
   b. required to attend a driver improvement clinic by the Commissioner of the Division of Motor Vehicles.

A person may not drive a school bus or other passenger vehicle to transport students if within the preceding 5 years the person has been:

   a. convicted of reckless driving
   b. convicted of driving under the influence of alcohol or illegal drugs

An adopted procedure for Automobile Drivers (Car) and School Bus Drivers: DMV Transcripts must indicate a balance between zero (0) and plus five (+5) and you must maintain positive points for continued eligibility of employment.

B-2.2 DMV Transcripts and Driving Eligibility

Balance below zero is unacceptable for continued employment as an automobile driver or school bus driver. However, the employee will be required to attend a Driver Improvement Clinic, at his/her own expense, to improve their driving record. Satisfactory completion of this clinic will award the driver five positive points on his/her driving record, bringing the record to acceptable standards in most cases.

B-2.3 Review of DMV Transcript Driving Records

The Assistant Director of Transportation or his/her designee will request driving transcripts for all personnel who operate a school bus or car from the DMV. The Assistant Director of Transportation or
his/her designee is responsible for reviewing all such records and determining the eligibility of each operator to drive a school bus or car. Throughout the remainder of the year, DMV will send to the Assistant Director of Transportation or his/her designee, driving transcripts for all school bus operators who have any convictions, suspensions, or any other changes to their driving record. This includes notification of license suspensions due to failure to maintain insurance or personal vehicles.

**B-2.4 Reporting Citations**

If an employee receives a traffic citation, summons or warrant in a county or personal vehicle, he/she must notify their immediate supervisor within (1) business day. All reports relating to a school bus or car driver must be forwarded to the Transportation Operations Manager.

**B-2.5 New Hires with only Private School Experience**

a. Any private school bus driver with a B/P/S endorsement must go through VDOE training unless they prove that they received it previously. They are not required to pass another DMV/Third Party test.

b. We will not train drivers for private entities (schools, churches, etc.).

**B-3: Absences from Work: Planned & Unplanned**

*Reference: School Board Policy GCC*

**B-3.1 Employee Responsibility**

Transportation employees are responsible for notifying their immediate supervisor, as soon as possible, regarding a short-notice, unplanned absence. Drivers and assistants are to submit a leave report through the Lead Driver to the Transportation Operations Manager for approval in advance of a planned absence. All such notifications shall include a description of the driver’s assignment(s) (i.e. all specifics of route assignment), the reason for the absence, and the length of time involved, if known. No voice mail, email, or text messages will be honored. Lead Drivers must notify Dispatch and affected Lead Drivers. Dispatch will include the Transportation Services Manager on the distribution list for all AM/PM dispatch logs as well as provide other written notification to the Transportation Services Manager of all driver call-offs. **Call off Procedure**: Driver/Assistant should contact Primary Lead Driver first, if he/she can not be contacted, they should call secondary Lead Driver, if no contact made, call Dispatch.

Once the leave slip is received, the Operations Manager reviews the leave slip. Operational constraints are considered as well as the purpose of the leave. If not approved, the Operations Manager will send the leave slip back with reasons for disapproval or asking for clarification. Once approved, the leave slip is logged into an absence tracking spreadsheet and then given to dispatch personnel for entry on the dispatch logs for substitute assignment. Dispatch personnel will place an approved copy of the leave slip in the Lead Driver’s distribution box to advise the employee that the leave is approved. Employees may not take off until they receive an approved copy of their leave request. If they have questions, they or the
Lead Driver may contact the Operations Manager or dispatch personnel for the status of their leave request.

**B-3.2 Assignment of Relief or Substitute Drivers and Assistants**

The Dispatch Office will assign all relief or substitute drivers and assistants to replace drivers and assistants who are absent. Under no circumstances will a school bus driver make arrangements for a substitute driver or make arrangements with other drivers to cover runs without the approval of the Dispatch Office.

**B-3.3 Morning Routes**

All drivers and assistants must call their Lead Driver between 5:15AM - 5:30 AM in order to request a short-notice, unplanned absence. Lead Drivers must call the Dispatch Office by 5:45 AM to report such absences. Exceptions may be made in emergency situations.

**B-3.4 Afternoon Routes**

All drivers and assistants must call their Lead driver between 12:15PM - 12:30 PM in order to request a short-notice, unplanned absence. Lead Drivers must call the Dispatch Office by 12:45 PM to report such absences. Exceptions may be made in emergency situations.

**B-3.5 Supplemental Assignments**

All drivers and assistants must notify their immediate supervisor of any supplemental assignments, i.e. mid-day runs, PM activity runs, and field/athletic trips that require substitutes due to their unplanned absence.

**B-4: Attendance Policy**

Employee attendance has a significant impact on Transportation efficiency and performance. Ten-month employees such as Drivers and Assistants that are absent must be replaced by substitutes that are not as familiar with the students or route. This can lead to difficulties with student behavior management and timeliness. Absences by 12-month office and shop staff also result in reduced department productivity and customer service.

The purpose of this document is to clarify attendance expectations and departmental procedures related to attendance and leave. It is understood that there are times when employees need to miss work. However, minimizing unplanned absences and planning absences in advance whenever possible will enable the department to meet customer service expectations.

**Employee Responsibilities**

Each employee has the following responsibilities regarding their attendance:
1. Maintain an acceptable attendance record.
2. Know their attendance record.
3. Contact their supervisor as far in advance as possible regarding the need for time off from work, whether tardy or absent. A minimum of five work days advance notice is required for planned absences using sick, annual, comp or unpaid leave.
4. Drivers and Assistants must notify their Lead Driver regarding unplanned absences from 5:15 to 5:30 AM for morning routes and from 12:15 to 12:30 PM for afternoon routes.
5. Drivers and Assistants must notify Dispatch and their Lead Driver as soon as possible regarding unplanned tardiness issues (e.g. personal vehicle problems, oversleeping, etc.).
6. Fill out the appropriate paperwork the first day of work following an unplanned absence.
7. Drivers and Assistants must strive to start every route on time every day.
8. Comply with School Board Policy if a specific case is not covered in this Protocol.

Management Responsibilities

The Albemarle County School Board holds the Transportation Department Management staff accountable to:

1. Approve or deny requests for leave in a timely manner.
2. Investigate absences as appropriate.
3. Impose reasonable disciplinary action for abuse of leave privileges.

Exceptions to these guidelines may be granted by the Director. To do so, the employee must present a written request to the Director explaining the need for an exception at the time that the need for leave is known.

Types of Leave

Ten- and Twelve-month employees are eligible to take paid leave as follows:

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>12-month</th>
<th>10-month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick Leave</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Annual Leave</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Holiday</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Immediate Family Bereavement as Sick Leave</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Immediate Family Illness as Sick Leave</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Compensatory Time</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Emergency (natural or man-made disasters)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Jury Duty (paid, not taken as Leave)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Subpoenaed Personal Court Time as Annual Leave</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Subpoenaed Personal Court Time as Sick Leave</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
1 Annual leave time taken from sick leave (GCC AP Page 4)
2 Immediate Family – per School Board policy, immediate family is the employee’s or employee’s spouse’s children, parents, siblings, or grandparents (GCC AP Page 2). See note above on exception procedure.
3 Subpoenaed court time may be covered by annual leave, comp time or unpaid leave for 12-month employees and by sick leave, comp time, or unpaid leave for 10-month employees. However, 10-month employees are subject to the five day maximum annual usage of sick leave for absences other than sick. Awarding Planned Absences

Planning absences in advance is encouraged. A planned absence is defined as an absence that is requested at least five working days prior to the first day of absence (e.g. leave for Thursday morning must be requested by close of business the previous Thursday). As noted above, all employees are allowed either:

- Annual leave (12-month employees)
- Sick leave used as annual leave (10-month employees) up to a maximum of two full days (4 half days) per school year.

Approved planned absences will not be tracked towards attendance standards. The number of planned absences allowed on a given day will be limited to meet operational commitments. Requests should be submitted as far in advance as possible to insure that the leave is approved. Leave requests for the following school year cannot be submitted until the last week of school of the current school year. All leave requests submitted between the last week of school of the current school year and the first day of school of the upcoming school year will be filed and will not be approved until the first day of school. These leave requests will be awarded based on (in order):

1. Attendance record
2. Performance
3. Years of service

Note: Operational needs and/or other circumstances may override the three awarding criteria listed above.

Planned absences requested after the first day of school will be awarded on a first come, first served basis. Leave during the first ten days or last 5 days of school is discouraged for Drivers and Assistants.

Tracking Attendance

Employees are responsible for maintaining an acceptable attendance record. To that end, the number of unplanned absences (absences requested less than five working days in advance) will be tracked to ensure that employees comply with the attendance standard. Certain absences will not be tracked against the departmental standard. These include:
1. Planned absences requested and approved more than five days in advance
2. FML-compliant absences for which the proper doctor’s paperwork has been submitted to Transportation (even if ineligible for FML coverage)
3. Bereavement for immediate family (see “Types of Leave” page 2)
4. Jury duty
5. Subpoenaed for County legal matter
6. Workman’s compensation
7. Fulfilling other duties, as approved or assigned by the Department (i.e. conducting or receiving training)

All other absences will be tracked including:

1. Absent with proper call-in (less than two full working days advance notice regardless of whether sick, annual, compensatory, jury duty, or personal court time leave) 2. Absent with improper call-in.
3. Absent without call-in
4. Absent five or more days without call-in (considered resigned).

Failure to meet County or departmental attendance expectations or procedures may result in disciplinary action. Individual attendance records and circumstances will be evaluated on a case-by-case basis in accordance with the School Board Leave Policy (GCC) and departmental standards.

**B-5: Attire & Personal Habits**

**B-5.1 Attire and Appearance**

Transportation employees must be neatly dressed while performing their duties. Employees without an assigned uniform should be attired in regular and conservative street clothes. The following items must not be worn: short shorts or skirts/dresses (no shorter than mid-thigh), tank tops (straps on tank top shirts must be two finger-widths at a minimum), muscle shirts, no low cut tops or halter tops. Sleeveless shirts are acceptable as long as undergarments are not visible. Attire should not contain anything related to drugs, alcohol, tobacco, or any lewd language, or a controversial or political cause or issue.

Clothing that could interfere with the operation of the brake, accelerator, or any other equipment shall not be worn. Drivers and assistants must wear low heeled, slip resistant shoes.

The following footwear must not be worn: platform shoes, shoes with open toes or loose backs, and flipflops. Employees should have hair neatly combed and follow proper personal hygiene.

**B-5.2 Personal Habits**
Transportation employees will not drink alcohol while on duty and refrain from using illegal drugs. Employees must not use tobacco products in Transportation’s vehicles, within 20 feet of county vehicles, or on school board property. Additionally, employees must refrain from using profanity while on duty.

**B-6: Pre/In-Service Training**

Per Department of Education regulations, in-service training (at least two hours before opening of schools and at least two hours during the second half of the school year) devoted to improving the skills, attitudes, and knowledge including orientation to maximize benefits of using safety programs and safety components shall be provided to all school bus drivers. The Virginia Department of Education doesn’t mandate in-service training for Assistants; however, as a practice of the Department, Transportation requires the same in-service hours training for all trained and licensed personnel, including Assistants and Special Needs Car Drivers

**B-7: Identification Badge**

All Transportation employees must wear an identification (ID) badge (issued by Human Resources) while on ACPS property. Employees who have not received, have lost, or have a damaged ID badge will contact the Human Resources Department.

When wearing the badge, employees should clip the badge to their clothing in a way that the neck cord and badge do not create a snagging hazard while performing their duties. The badge must be easily visible and void of any distractions at all times. ID badges are not to be left in vehicle at any time.

**B-8: Transporting Your Child/Grandchild/Ward**

Drivers and assistants may be allowed to take their children, grandchildren, and wards (children for whom the driver is a legal guardian) on their bus route with them. This will be considered if there are available seats on the bus. The driver may be accompanied by a total of no more than three pre-school age children.

It is the responsibility of the driver or assistant to fill out an application requesting approval for this benefit with the names, relationship, and ages of all such children. This form will be filed at the Transportation Office (See appendix “Request for Approval to Transport Student(s)”), and employees must complete a new permission form to bring these children with them every year.

Permission is also required when a driver’s children/grandchildren/wards ride with the employee for a portion of the route and then transfer to another driver who takes them to school. These arrangements are not to be discussed on the two-way radio, except in cases of emergencies or mechanical breakdowns.

These children must always be under the driver’s control and never left alone. Employees must control their children/grandchildren/wards’ behavior and safety at all times while on the bus or ACPS property. The driver or assistant’s preschool children/grandchildren/wards are required to abide by all laws, rules
and regulations pertaining to school-age passengers. Regardless of age, the driver’s children/grandchildren/wards must not disturb, bother, or harass pupils riding the bus, and must not be a distraction to the employee carrying out their work duties (especially driving).

The driver or assistant must provide (at their expense) age appropriate restraining devices when transporting non-school-aged children/grandchildren/wards. Such devices must be placed near the front of the bus, so that the children/grandchildren/ward is under the driver’s direct supervision and control. School bus drivers or assistants are not to take their pre-school children/grandchildren/wards on the bus if they have any signs or symptoms of a communicable disease. In addition, the driver or assistant must state on the “Request to Transport a Child/Grandchild” form whether or not they required a seat belt on their assigned bus to secure any special equipment.

Employees are to accompany their pre-school children/grandchildren/wards wherever they go on ACPS property, and ensure their children/grandchildren/wards are not left alone on the bus or in the bus parking lot at any time. On Special Needs buses, the Transportation assistant will not be responsible for the control and behavior of the driver’s children/grandchildren/wards. The children/grandchildren/wards’ personal items are to be kept secured and out of the aisle. If an infant’s diaper needs to be changed, the driver should seek proper facilities to change the infant’s diaper. At no time are soiled diapers to be left in a refuse receptacle on a bus or in an outside storage compartment. This is a benefit provided to the school bus drivers and assistants of Albemarle County. Failure to comply with these procedures will result in the loss of this privilege.

The following guidelines must be met in order to consider the request: (see Appendix)

1. Must be the driver’s or assistant’s children/grandchildren/wards.
2. The children/grandchildren/wards must follow the rules of the bus and Albemarle County Public Schools.
3. Space must be available on the bus.
4. The driver or assistant is responsible for the behavior on the bus.
5. The driver’s or assistant’s children/grandchildren/wards must not correct other students on the bus.
6. Prior written approval must be obtained from the Operations Manager before children/grandchildren/wards can be transported.
7. Parent/grandparent/guardian should make alternative arrangements for transportation of children/grandchildren/wards on days of planned service appointments. Accommodations to transport children/grandchildren/wards (seatbelts, CE White seat) may not be met with the spare bus.
8. Driver’s or assistant’s children/grandchildren/wards will be allowed to attend celebratory events with the employee (luncheons, picnic, corn hole). However, alternate arrangements for the supervision of children/grandchildren/wards must be made when the driver attends meetings, classes, training, forums, or other events which require the full attention of all attendees. Children/grandchildren/wards that do not require supervision may be allowed to remain in acceptable areas of VMF outside of the meeting location. Children/grandchildren/wards attending the Road-e-o that require supervision must be supervised the entire time and must remain in a safe area. If an employee is uncertain if their children/grandchildren/wards will be allowed to attend an event, they should ask their supervisor at least 2 business days in advance of the event.
9. When fueling gasoline vehicles, all passengers must exit the vehicle and remain in a safe location until fueling has been completed.

10. When fueling diesel vehicles, driver’s and assistant’s children/grandchildren/wards must be: a. Secured in a car seat and/or
    b. Seated on the bus with one wheel chocked on both sides of the wheel.

Fueling with home-to-school students on board is prohibited.

11. The parent/grandparent/guardian must complete and sign the Statement of Understanding. (See Appendix)

Special circumstances will be considered on a case-by-case basis.

**B- 9: Drug & Alcohol Testing Reference School Board Policy GBEA**

**B-9.1 Random Testing**

Albemarle County Public Schools employs a private company to administer their mandatory random drug and alcohol-testing program required by Federal Law. The company is provided a list of all CDL holders, and they randomly select drivers to be called for testing several times each year. The Federal Motor Carrier Safety Administration (FMCSA) requirement is to test 50% of drivers for illegal drugs and 25% of drivers for alcohol during the school year. Additionally, drivers of other passenger vehicles who transport students are required to submit to random drug and alcohol testing. If a driver is off work due to illness, vacation, leave of absence, injury, or for any other reason, for more than 30 calendar days, his/her name will be removed from the random pool, and prior to returning to driving the pre-duty testing provisions shall apply.

For each test given, the contractor arrives with a list of drivers to be tested. On the day of the test, the Dispatch office contacts those drivers that are selected. Once the driver is called, he/she must report immediately to the testing location, as directed. At the testing site, the employee needs to have his/her driver’s license for identification. Once at the site the driver must remain until the test is complete. The employee should be sure that he/she keeps track of his specimen at the site, and sign and initial all paperwork with the lab technicians when done. Two copies of the Custody Control form will be provided to the employee.

After the specimen is collected, it is then sent to the lab for testing. The lab tests a “split specimen,” in case something happens to one of the vials, the specimen tests positive, or there is a problem with the specimen. If the specimen tests positive, the driver will be contacted by the Medical Review Officer (MRO) doctor at SMI for further evaluation. Drivers have the right to request testing of the second split specimen if the first specimen tests positive.

**B-9.2 Post-Accident Testing**

A School Bus Driver involved in a vehicular accident in his school board vehicle that results in the employee receiving a citation, or with either a vehicle being towed, or a person transferred to the hospital, will be required to submit to drug and alcohol testing within two hours of their release from the accident.
scene. Post-accident drug testing must also be initiated in any accident that involves a human fatality. A transportation representative must accompany the employee to the testing site, once released by emergency services personnel.

**B-9.3 NON-CDL Testing**

The above guidelines are mandated for ALL license drivers who drive a county vehicle to transport students.

**B-9.4 Reasonable Suspicion/Cause**

Any employee of the School Division who suspects that an employee is under the influence of drugs or alcohol, is obligated to immediately report such suspicion to a supervisor (Lead Driver) or a manager in the Transportation Office.

An employee may be required to be tested if a Transportation Supervisor has reasonable cause to suspect that the person may be using drugs and or alcohol. A Transportation representative must accompany the employee to the testing provider.

Albemarle County Public Schools uses the testing provider below for post-accident and reasonable cause collection purposes:

- First Med

1. Reasonable suspicion may be based upon, but not limited to, the following: specific observation of actual use or possession of alcohol, illegal drugs, drug paraphernalia or prescription drugs; physical symptoms or having used those substances such as uncommon speech or body odors; observation of abnormal conduct or erratic behavior; or the receipt of information when the nature of the information suggests that the source was reliable and credible.

2. Upon reasonable suspicion of a violation of this regulation, the employee may be tested for alcohol, illegal drugs or prescription drugs that adversely affect an employee’s ability to perform his/her job. A Transportation Supervisor will determine reasonable cause and contact an HR representative. If reasonable suspicion is determined, the employee may be required to submit to testing as directed. Without supervisor approval, an employee will not ingest any substance during the period prior to testing.

3. An employee directed to submit to alcohol or drug testing shall be informed of the reason(s) for the test and the fact that refusal to submit to testing constitutes failure to obey a direct order and is grounds for dismissal. The supervisor and/or HR representative shall document the information communicated to the employee and the evidence which constituted reasonable suspicion. At the employee’s request, a copy of such documentation will be provided to the employee by the Department of Human Resources.
4. All testing at a designated medical facility will be administered by an official in accordance with established medical standards. For example, Drug testing will be performed using chain of custody procedures along with confirmation testing and other safeguards. The alcohol test shall not be performed more than eight (8) hours after the determination for reasonable suspicion. Whenever an alcohol test is not administered within the first two (2) hours upon determination of reasonable suspicion, a record will be maintained which documents the reason(s) for the delay and how long the delay lasted.

B-9.5 Testing Procedures

1. For controlled substances testing, employees report to a specified test location where a urine sample is collected and subject to the split sample testing procedure. If the employee is unable to provide the specified quantity of urine, the employee will be instructed to drink no more than 40 ounces of fluid and wait up to three (3) hours to provide another sample. If a complete sample still cannot be provided, the Medical Review Officer (MRO) will refer the employee for a medical evaluation to determine if the inability to provide a specimen in genuine or constitutes a refusal to test and then report the findings in writing to the Department of Human Resources.

2. Strict chain of custody procedures will be followed as the samples are forwarded to the laboratory. If the primary specimen is verified positive, the MRO will notify the employee who can request that the split specimen be tested at the employer’s expense at a different Department of Health and Human Services’ certified laboratory. The employee must make the request within 72 hours of notification by the MRO. If result of the test of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, the MRO shall cancel the original test results.

3. Upon learning that the MRO is attempting to contact the employee, the employee must respond by calling the MRO within 24 hours of receipt of notification to call or be in violation of this regulation.

4. If the employee does not contact the MRO within the 72 hours as required, the employee may present information to the MRO documenting a legitimate explanation for the employee’s failure to contact the MRO within 72 hours. The MRO may determine to honor the employee’s request to test the split specimen. The MRO’s decision to permit further testing is final. Test results shall be confidential and will be reported directed to the employee, the Department of Human Resources, or Designee, and upon request, to the U.S. Department of Transportation in the case of drivers of commercial motor vehicles. If the test results are positive, the results will be reviewed by the Director of Human Resources who will in turn notify the employing school principal/department head/designee to determine what action would be appropriate.

B-10: School Closing, Delayed Opening & Early Dismissal

B-10.1 Closing of School Prior to the Beginning of the School Day or Delayed Opening

Employees must ensure the Transportation office has current phone numbers and/or email addresses to receive notification of changes in school schedule. The Director of Transportation issues phone calls and email notification of changes through the Division’s “Blackboard Connect” mass notification system.
Employees can also listen to local news reports or call 296-5886 (Inclement Weather line) to determine the daily schedule.

**B-10.2 Closing of School during the School Day (Early Dismissal)**

Drivers and assistants should make themselves available to be notified for possible early dismissal. The Transportation office will issue phone calls and email notification of early dismissal changes through the Division’s “Blackboard Connect” mass notification system. Dispatch will also provide early dismissal information on the two-way radio system.

**B-11: Guidelines for Reporting a Workplace Injury**

Employees who are injured on the job MUST report the injury to their supervisor immediately, and the paperwork below must be completed and turned in, either to your supervisor or to the Transportation Office Associate, within 24 hours following the injury.

- In the event of an emergency, please go to the nearest Emergency Room
- Notify your supervisor of injury
- Complete a First Report of Accident (Office Associate)
- Sign the Panel of Physicians Form, the Office Associate will return the signed copy to HR for your medical file.

If medical care is needed during off duty hours, or over the weekend, you MUST notify your supervisor immediately.

You must report your work status to your Supervisor or Lead Driver immediately after the visit with the doctor.

The Supervisor or Lead Driver must report the work status to a Key Leader immediately.

Supervisors will be required to complete an investigation into the circumstances surrounding the incident that caused the injury within 48 hours.

If there is no need for medical treatment and no time is missed from work, your supervisor will contact you within 48 hours to complete an investigation of the incident.

If there is a need for medical treatment, you will only be eligible for reimbursement if you are seen by a doctor on the approved panel of physicians AND if your claim is ultimately approved by Sedgwick, the Workers Comp Administrator.

If you miss time from work, your supervisor is responsible for tracking the amount of time missed, and reporting it to Human Resources.

If you miss more than four (4) workdays, you (or your supervisor) must notify Traci Brooks in Human Resources to start the Family Medical Leave (FML) application process.

- All doctor’s notes must be submitted to the insurance company. First Med automatically does this. If you see a different doctor, they must fax a copy of the doctor’s note to the insurance company. You must also provide a copy to HR, which will be kept in your medical file.

The School Division insurance carrier is Sedgwick.
**B-12: Transportation Employees Working for Other Departments**

Transportation employees working for other departments should follow this procedure:

1. Consult your most recent Duty Assignment Sheet to determine your base hours. This information may also be supplied by the Transportation Payroll Department. Contact the other department (Child Nutrition, Building Services) to discuss the details of the job.
2. The Transportation employee may work the following hours per week at the other job:
   a. Five-day work week: 40 - (base hours x 5)
   b. Other work weeks: 40 – (base hours x work days in the week)
   c. For example, in a five-day work week, a Transportation employee with 6.0 base hours may work 40 – (6 x 5) = 10 hours per week. In a four-day work week, the same employee may work 40 – (6 x 4) = 16 hours
3. Regardless of where the Transportation employee works, they must get approval to work overtime in advance from their supervisor on a weekly basis.
4. If the Transportation employee works at or below the allowed hours per week for the other department, Transportation will pay all overtime work during that week.
5. If the Transportation employee is asked to work by the other department more than the allowed hours per week, the other department will pay overtime for the hours over the allowed weekly hours if overtime occurs that week.
6. At no time should work in another department interfere with the duties listed on the Transportation employee’s Duty Assignment Sheet.
7. If a Transportation employee’s base hours change, they must notify the other department as soon as they know.
8. All overtime should be paid at the rate determined by the FLSA-compliant “Blended Rate” calculator.
9. Transportation to and from the other job must be in the employee’s personal vehicle and driving time is unpaid.
10. At no time should the employee be on two clocks.

**B-13: Transportation Advisory Committee Guidelines**

**Purpose**

The Transportation Advisory Committee (TAC) will serve as a forum for employee feedback and to engage employees with the process of making decisions that impact the operation of the Department. The functions of the TAC will include:

- Review proposed changes to procedures outlined in the Transportation Department’s Operations Manual.
- Provide a structured venue for suggestions, concerns, and questions from staff regarding policies, procedures, and field-based operations.
As an advisory committee, the TAC will not be charged with making departmental decisions, rather it will provide employee input to the Key Leader group prior and subsequent to decisions being made. Discussions regarding specific aspects of compensation, benefits, and working conditions will be referred to the appropriate Key Leader for action.

**Committee Structure**

Each work group within Transportation will be represented on the committee. The total membership of the committee will be 11 members, with 9 field-based employees and 2 VMF staff members. A Key Leader will serve as facilitator for each meeting, as well as serving as a liaison from the committee to the Key Leader group.

The breakdown of representation shall be as follows:

- One second floor VMF staff member
- One first floor VMF staff member
- Three representatives from the Northern Feeder Pattern
- Three representatives from the Southern Feeder Pattern
- Three representatives from the Western Feeder Pattern
- One of the nine feeder pattern representatives will be a SPED, Activity, and Relief Driver

**Role of Representatives**

The representation on the committee will be “virtual representation”, in which the committee member is able to represent an entire group (the feeder pattern), rather than a specific subset of the group (Lead Drivers, Assistants, Special Needs, etc). Therefore, any employee working in a feeder pattern may approach any representative of their feeder pattern. Likewise, VMF representatives will support all of the employees of the floor that they are representing. This style of representation will provide more diversity to the committee and more opportunities for participation. Representatives may also expect to receive feedback from members of both the Safety Committee and the Employee Engagement Committee.

**Terms of Representatives**

Representatives will be selected for two-year terms for the committee, with the understanding the schedules and availability are subject to change. Half of the committee will be replaced each year.

**Criteria for Selection of Representatives**

In order to ensure the highest caliber of representation for all employees, a set of basic eligibility requirements has been established. Representatives to the committee must:

- Have received at least an overall rating of “3” or Successfully Meets Expectations on his or her most recent Annual Performance Review.
• Have an acceptable attendance record (not more than 4% unplanned absences during the last year).
• Have at least one year of experience working with Albemarle County Public Schools Transportation Department.

**Selection Process**

Given that representatives to the committee will be representing their peers and coworkers, it is important for those individuals to have an opportunity for engagement with the process of selecting the representatives. Therefore, the following process will be followed for selecting representatives to the committee:

• The Key Leader in charge will establish a timeframe for the selection process.
• Nominations will be accepted from the field for representatives. ○ Key Leader will verify that nominees meet eligibility requirements.
• If more than 3 nominees have been identified from an area, the Key Leader will meet with the Area Transportation Supervisor from that Feeder Pattern to narrow the nominees down to three representatives, based on the following considerations:
  ○ Route schedule of the nominee.
  ○ Other commitments to committees, etc, within the Department.

These considerations are factored into the process of selecting nominees in order to maximize the availability of committee representatives to those who they represent and to maximize opportunities for participation on various committees within the Department. Additionally, brief interviews may be conducted to complete final selection of committee representatives, if needed.

**Administrative Review Notice:**

The Key Leaders of the Transportation Department reserve the right to replace committee members, but utilizing the selection process described above, if circumstances arise that prevent the employee from meeting the requirements of the committee.

---

**Section C: Operations / Safety**

**C-1: Pre-Trip Inspections**

The pre-trip inspection must be performed once daily for each vehicle before transporting students. The Pre-Trip Inspection Form must be properly completed, up to date, and kept on the bus readily available for review by local, state, and federal authorities. This form must be submitted at the end of the month.
to the Lead Driver, so that it can be placed on file in the Transportation Department. (See appendix Daily & Monthly Pre-Trip Form) (Bus & Car)

An additional inspection (5 minutes) is mandatory if a bus has been parked between driving missions and not under the observation or custody of a Transportation employee. The bus should be checked for security, safety, and operational reasons and no formal record is required with the exception of clocking in and out for pay purposes. At a minimum, drivers must:

- Check for vandalism
- Check for body damage
- Check tires
- Verify that outside compartments are secure
- Test all lights to make sure they are all working

When a driver has a mechanical issue resulting in the shop bringing them a replacement bus, the driver must conduct and document a pre-trip inspection before transporting students on the replacement bus. The mechanic will check the replacement bus before leaving VMF to ensure that the bus is serviceable. The mechanic will also be available to assist the driver with student management while the driver performs a pre-trip inspection of the replacement bus. The pre-trip inspection will be documented on a daily or monthly pre-trip form. All drivers shall carry extra forms. If the original bus is broken down in an unsafe location, the driver shall contact Dispatch for police assistance.

**C-2: Post-Trip Inspections**

At the end of each driving session the driver must perform the following duties:

1. Make sure bus is in neutral and set the parking brake
2. Confirm that no student(s) are left on board
3. Inspect for cleanliness, and sweep interior of bus and empty trash containers as needed (under code for cleaning)
4. Close all windows and air vents
5. Check bus for any vandalism
6. Lock emergency exits as applicable
7. Close and lock all external bus storage doors. If any external bus storage doors are not lockable, the contents must be inspected during every post trip.

After each elementary route, and each middle and high school route, the driver will check bus for any remaining students or items/objects that have been left behind as soon as possible. The driver must walk down the aisle to the rear of the bus and check under all seats after each and every route.
C-3: Maintenance of the School Bus and Car

Buses/cars shall be carefully inspected by a mechanic before beginning transportation on assigned school routes in the fall and at stated intervals during the school session, no less frequently than once every 45 school days or 4700 miles, as indicated by Shop personnel. Such inspection shall be recorded on the form prescribed by the State Board of Education.

Drivers should contact Shop via telephone to set an appointment for preventive maintenance, based on information provided on the vehicle’s service sticker. The driver may bring their bus/ cars to the school bus shop for normal maintenance on the date scheduled by the school bus shop personnel. The driver must report all defective equipment in writing, upon discovery of the defective equipment, to the bus shop and bring the bus / car in for repair.

C-4: Cleaning the School Bus and Car

It is the responsibility of the driver to keep the bus/car clean at all times. The automated bus wash at the VMF annex, the wash pad on the exterior, and the enclosed wash bay at VMF are available for washing the exterior and cleaning the interior of the bus. The interior of the bus/car/van (including ceiling, floor, and seats) must be kept clean, and free of debris, trash, bottles, clothing, etc. The lettering, lights, and reflectors must be clean and visible. Paper, pencils, and other objects should be kept off the heaters as these may cause damage if they fall into the fan motors. There are now two cleaning guidelines; one at the end of the school year and a second at the beginning. The emphasis is now a thorough cleaning at the beginning of the year as outlined below. The primary reasons are; 1. Busses will be utilized over the summer for various school activities. Moving the most detailed cleaning to the beginning of the year prevents driver disappointments during bus distribution where a bus may not be in pristine condition. 2. Busses that sit over the summer accumulate dust and other contaminants. Moving the thorough cleaning to the beginning of the school year ensures the bus is ready for students on the first day of school and prevents the driver from two intense cleanings. Drivers who wish to continue to do a deep cleaning at the end of the school year may continue to do so. However, this does not eliminate the deep cleaning requirement prior to the beginning of the school year. Drivers need to understand that busses are used throughout the summer for various programs. There is no guarantee they will get their bus back in the same condition as when they turned it in.

Bus Wash at Vehicle Maintenance Facility (Bay 1) Procedures are as follows:

- The wash bay is reserved between the hours of 8:00 – 11:00 AM for the Spare Bus Fleet busses that are being turned in that day and busses being turned in for service. During these hours there is a maximum time limit of 15 minutes for busses to be in this bay. This is to ensure all busses being turned in have the opportunity to wash the exterior of the bus.
- In the event a bus is in the bay when you approach the wash bay, put your bus number on the white board outside the bay. Proceed to Albemarle High School parking lot to wait for the wash bay to
free up. It is the driver in the wash bay’s responsibility to call the next waiting bus to let them know the wash bay is open. DO NOT PARK IN THE VMF PARKING AREA BEHIND THE BUILDING TO WAIT FOR THE BAY TO OPEN UP. This creates a safety hazard by impeding traffic flow around the building.

• Once you enter into the wash bay, removed your bus number from the white board and repeat the process above until all buses have rotated through.

• After 11:00AM the wash bay is open to regular busses. The **Maximum time allowed then moves to 30 minutes** to ensure all that need this wash facility have access. We ask that drivers be courteous with regard to time and continue to use the white board process as outlined above.

**Housekeeping Items:**

It is everyone’s responsibility to maintain the cleanliness and organization of the wash bay facilities. Transportation provides supplies needed to clean your bus. We ask that you help maintain the wash bay by following these guidelines.

• Mop buckets, mops and brushes are provided. Please return them to their designated location after use-clean.
  o Mop buckets are staged on the corrugated mat against the wall- please return them to this location empty and rinsed for the next user.
  o Brushes are staged in the cabinet in the corner of the wash bay.
  o Mops are hung on the wall after use, washed and rinsed for the next user.

• All trash/debris needs to be deposited in the trashcan. Please take a quick moment to pick up any trash on the wash bay floor.

• Do not sweep your bus/vehicle directly into the wash bay. Collect debris from sweeping and use a dustpan to deposit in the trash can.

**Automatic Wash Bay:**

The automatic wash bay is not subject to the Spare Bus cleaning hours. However, please follow the following guidelines for use.

• Please limit use to an “as necessary basis”. Daily washes are not normally required unless your route is on non-paved roads and dust prevents visibility out the back windows.

• Please wait approximately 5 minutes from the exit time of the last vehicle before you enter the wash. This allows time for the recycle pumps to refill the tank. Doing this will prevent the wash bay from timing out before you get through and also keep the wash bay active. Failure to follow this procedure will cause the unit to shut down and force a reset.

• Follow the light direction once in the wash bay. Once you get the green light (after moving inside the wash), please move forward at a consistent speed. **Do not prolong the time in the wash bay as this will drain the water reserve and again, force the system to time out/shut down. There is a maximum 4-minute wash time per wash.** After that time, if a vehicle is in the wash bay, it will shut down and require a manual reset. Please note the flashing red lights at the end of the wash indicate the wash is complete and you should exit the wash bay.
• Busses are allowed to use the wash wand on the outside of the facility to clean both inside and outside of the bus ONLY if detergent that flows through the wash wand is used. The wastewater from this wash goes directly into our storm water runoff. Use of any chemical or cleaner other than that which is dispensed through the wash wand is a violation to our storm water management ordinance.

• You are allowed to mop your bus outside the automatic wash bay only if using the water and soap dispensed from the outside wash wand. Water may then be discarded in the drain on the outside wash pad.

• All trash/debris needs to be deposited in the trashcan. Please take a quick moment to pick up any trash on the wash bay floor.

• Do not sweep your bus/vehicle directly into the wash bay. Collect debris from sweeping and use a dustpan to deposit in the trash can.

• You are encouraged to use the vacuum at the wash bay for cleaning the inside of your bus. Use only the two reserved spaces in front of the vacuum for parking
  o Remove all large debris from bus floors/seats by hand prior to vacuuming to prevent clogging the hose.
  o Carefully unwrap the hose from the hanger and extend through the length of the bus. Turn the vacuum on and proceed to vacuum. There is a timer switch installed that allows the vacuum to run for 5 minutes. This is to prevent the unit from being accidentally left on and burning up the motors.
  o When finished, carefully coil the hose being careful not to kink it and reinstall on the hanger for next user.

• If using stay dry for small spills, sweep it up and deposit contaminated material in bucket located in weatherproof box located at the fuel island. Do not leave stay dry on the ground.

End of Year Bus Cleaning Guideline.

When turning your bus in at the end of the school year, follow the process below.

1. Run the bus through the automatic wash.
2. Sweep and mop the floors. Pressure washer use is not allowed inside the bus. The interior of the bus, including floors must be completely dry at turn in.
3. Remove all trash, and personal items.
4. All stickers, magnets and any writing must be removed from the inside of your bus.
5. Ensure bus/van/car is full of fuel.
6. Lead drivers will inspect the bus before it is relocated and parked at VMF.
7. Remove all restraints, harnesses and hookups, car seats, all wheel chair equipment and return to the shop window or designated location.
8. Prepare a defect form, include current mileage and a list of all repairs that are needed. If no repairs are needed, fill out a defect with bus number and current mileage. WE MUST receive a defect sheet from every vehicle as it is turned.
9. All cleaning products, air fresheners, de-icers, and chemicals must be removed from the vehicle.

*Due to safety regulations, please refrain from climbing or standing in the engine compartment or on top of the tires to clean your bus.

C-5: Radio Usage

The purpose of the two-way radio is to provide necessary and work-related communication between the Transportation Department, bus drivers and assistants. Lead Drivers may have a secondary radio on their bus to communicate with school personnel. These radios must be hand held radios and are only to be used while safely parked. These radios are supplied at the discretion of the school and must be stored if the bus is not safely parked (hand held radios can fall and become a hazard under gas/brake pedal or as a projectile). The radio will allow the bus driver to report issues involving their assigned students, the transportation operation, the school system operation, and to assist the general public. The system will allow the Transportation Office to dispatch support personnel and vehicles to assist bus drivers having mechanical difficulties, accidents or other problems. The two-way radio system is also used to deliver messages and special assignments to bus drivers and assistants, and to support temporary communication needs when an individual school’s telephones are out of service. **Non-essential communication is not allowed.**

Any questions or problems pertaining to the proper use of the radio shall be directed to the employee’s supervisor. Problems or questions regarding radio repair or maintenance shall be directed to the bus shop.

Radio Courtesy

Except in the case of emergency, the driver should make sure other users of the radio frequency have completed their transmissions before attempting to use the radio. This will prevent drivers and dispatch from talking over one another, which may result in missed communication.

Drivers and assistants will use the words “Code Red” when there is an emergency. This will signal all other radio users to yield to your transmission. Major vehicle accidents, fires, student injuries requiring medical attention, and other similar matters should all be considered for “Code Red” transmissions.
C-6: Reporting a Vehicle Accident/Incident and Investigation Plan

C-6.1 Reporting a Vehicle Accident/Incident

All drivers will immediately notify dispatch anytime their vehicle comes in contact with another object. If dispatch is closed, driver will notify the on-call shop personnel. The driver should have all information ready before reporting an accident/incident. The driver needs to provide the facts listed below.

1. What is the location of the accident/incident? Give nearest intersection if possible.
2. How many vehicles are involved?
3. Are there any injuries?
4. Are there any School Board vehicles involved?
5. Are the police needed?
6. Description of vehicle (car, pickup truck, bus, tractor-trailer, etc.)
7. Are there any leaking fluids?

When the Transportation Staff learns of an out-of-county violation resulting in an accident, they will attempt to obtain the accident report. (See appendix – Driver’s Collision Report) An ACPS Department of Transportation Accident Report will be submitted by the driver within 24 hours or the next working day for any vehicle accident/incident. Forms must be fully completed.

C-6.2 Purpose

The Accident/Incident Reporting and Investigation Plan recommends methods and practices for reporting and investigating accidents and incidents. This written plan is to provide a means to deal with all workplace accidents/incidents in a standardized way and demonstrate the Transportation Department compliance with OSHA regulations, Workman’s Compensation laws, and the Virginia School Bus Safe Driving Awards program.

The committee does not decide whether a Workman’s Compensation claim is awarded. This is determined by Sedgewick, the County’s Workman’s Compensation insurance administrator. The committee’s intent is to review the claim for preventative measures actions.

C-6.3 Administrative Duties
The Safety Committee is responsible for developing and maintaining the Accident/Incident Reporting and Investigation Plan. In addition, the committee is solely responsible for all facets of these plans and has full authority to make necessary decisions to ensure success. Safety Committee members are qualified, through appropriate training and experience, to administer and oversee the Accident/Incident Reporting and Investigation Plan and to conduct Investigations.

C-6.4 Accident/Incident Reporting Procedures

Accident (damage over $1,500) (must be reported to the Department of Education-DOE)

Incident (anything under $1,500)

Accident reporting procedures include the following:

- Call or radio Dispatch
  (NOTE: If the bus shop is your first point of contact, you are still required to call Dispatch)
- Report the location of the accident and vehicle number
- Report whether a bus or van is needed to continue the route
- Secure vehicle
  - Secure Bus:
    Set parking brake
    Put in neutral
    If remaining on the bus, turn key to accessory position to allow the camera to remain on. When leaving the bus, turn ignition off and remove key. When re-entering the bus, insert key and turn to accessory position (this will enable camera).
  - If necessary, activate the four-way emergency flashers
  - Display appropriate warning devices
  - Per DOE, if at all possible, do not move the bus after an accident unless told to do so by law enforcement personnel. The accident position is important for investigating and for reconstructing the accident. In addition, the emergency responders will know the exact location of the accident/incident.
- Identify students on board at time of accident and what school(s) they attend. ALL drivers are to have an updated manifest in vehicle. Please SECURE this information.
- Survey all individuals involved in the accident for extent of injuries and whether the ambulance is needed
- Keep all students in the vehicle unless safety conditions warrant their removal. If evacuation is necessary, remove children to a safe location at least 100 feet away from the vehicle. (Per DOE Driver Training Curriculum, Accidents and Emergencies)
- Administer critical first aid (based upon your knowledge and ability)
- Recruit assistance from approaching vehicles if necessary
- Do not move vehicle unless instructed by a supervisor or police officer to do so
- Do not admit guilt or fault

36
• Make no statements to the media or bystanders (state the following: you need to call the communication’s officer at 1-434-972-4049
• Give information to investigating police officers and school officials only
• If the conditions listed below apply, the driver is to be transported by the Emergency Responder to approved facility for drug/alcohol testing

NOTE: Post-Accident for Drivers (CMV/CDL): While on duty, a driver of a commercial motor vehicle who is involved in an accident must be tested for alcohol and controlled substances as soon as is practical following an accident. Post-accident testing will be required if:
  o The accident involved a fatality
  o The driver receives a citation under state or local law for a moving traffic violation arising from an accident and one of the following applies:
    ✦ Injury requiring medical treatment away from the scene
    ✦ One or more vehicles having to be towed from the scene
    ✦ Deemed necessary by management (If management deems necessary, you must use the non-DOT form (RED form)

Every reasonable effort will be made to administer an alcohol test within two (2) hours of the accident. If a test is not performed within eight (8) hours following the accident, efforts to test will stop. Controlled substance testing will stop if not performed within twenty-four (24) hours following the accident.

NOTE: The requirement above is Federal law for commercial drivers; however, testing is mandated for ALL employees transporting students, whether by bus or car/van.

At the scene of the accident, adults may ask for custody of a student. The Driver, Responder, or Key Leader must verify the identity of the adult and that he or she is authorized to take custody of the student by the manifest or by contacting dispatch.

No Damage to Vehicle or Property

• Call or radio Dispatch (NOTE: If the bus shop is your first point of contact, you are still required to call Dispatch)
• Dispatch calls the Emergency Responder
• The Emergency Responder(s) will ask the driver the following questions:
  o Any damage to the bus or property
  o Are there students on board
  o Are there any injuries
  o What is your location
  o Any other vehicle involved
    o Are you in a safe location to assess the damage, if any
    o Once the driver has confirmed no damage to vehicle or property the Emergency Responder will advise driver to continue with the route, and bring the bus in to be check that day or the next business day.

Emergency Responder will report to an accident scene for the following reasons:
Accident Investigation Process:

Thorough investigations are needed to determine the cause of accidents and incidents, where they take place, and any trends that might be developing. Such identification is critical to preventing and controlling hazards as well as potential accidents. For all accident/incident investigations, the Safety Committee will perform the following duties:

- Investigate any accident/incident
  - The investigator will review the employee’s accident/incident report
  - The investigator will provide the employee another opportunity via phone or meeting to affirm the written statement and provide additional information, if necessary, before it is presented to the safety committee.
- Investigate any “near miss” scenarios to determine whether the employee took all possible measures to prevent an accident.

Report all accidents/incidents to the supervisor. The supervisor is responsible for taking appropriate follow-up action. This includes getting medical attention for the injured, completing an investigation report, and recommending or implementing appropriate corrective actions.

Preventive Action:

The Safety Committee or its representative will evaluate how to prevent actual or potential accidents/incidents and will recommend action to prevent them from occurring. The department will share in this effect, both in relaying any information about conditions in their area that might be useful, and in implementing any measures to prevent accidents/incidents from occurring.

Recordkeeping:

The Office Associate is responsible for maintaining the following records and documentation:

- All accidents/incidents and “near miss” reports

Employee Involvement and Training:

The Safety Committee representative thoroughly explains to all employees why the Accident/Incident Reporting and Investigation Plan are prepared and how employees may be affected.

School Employee Accident Investigation Procedure:
All accidents that are student related will be investigated by the Safety Committee. If the Safety Committee deems the accident/incident preventable, the school employee is offered the opportunity to appeal. The investigation report will be submitted to the school transportation representative.

**NOTE:** The Director of Transportation has the authority to determine whether the employee continues transporting students in county vehicles.

**C-7: Emergency Situations and Returning Students to School**

In the event of an emergency, the driver should state “I have an emergency.” All drivers should listen carefully when they hear an emergency message, as the message may affect their bus runs, travel area; or their assistance may be needed. When an emergency is being dealt with, all drivers should be considerate and give time for the situation to be resolved before contacting dispatch with other business and listen for clearance from dispatch to resume use of the radio.

In the event of a life-threatening situation, the driver should follow the protocol detailed in training. If unsure of the protocol, contact the Lead Driver before transporting students.

Drivers may use their discretion to take students back to school for safety reasons or one of the reasons listed below. In general, drivers should avoid taking buses back to school unless there is a real safety concern.

If students are being loud, not sitting properly, or misbehaving in a manner less serious than stated below, the driver should pull over multiple times if necessary and try to gain control. In the end, it is best to take the students home and write referrals. If the driver does not yet know the students, then video is a great tool.

For activity or field trips, drivers should make every effort to honor the event and to work with the school chaperone/coach to create a safe environment. The driver should pull over as many times as needed to control the bus. Transportation may share video with school as needed.

1. Health Plan – some students have a health plan that states that in a medical emergency, the student should be brought home or back to school, whichever is closer. These are rare situations and the normal course of action for most medical emergencies is to call 911 via Dispatch.
2. Drugs and/or Alcohol– as per section C35 of the Ops Manual, if a driver notices a student possessing, using, or being under the influence of a restricted substance or possessing paraphernalia on the trip home, they are to discretely turn back to school after notifying Dispatch.
3. Fighting – as per section F3 of the Ops Manual, a driver may return to school during a fighting incident after notifying Dispatch. However, it may be best to pull over, call Dispatch, and stop the fight verbally or physically if able. You may also call 911.
4. Weapons – If a driver notices a student in possession of a weapon, discretely inform dispatch and return to school. In the event of a life-threatening situation, the driver should follow the protocol
detailed in training. If unsure of the protocol, contact the Lead Driver before transporting students.

**C-8: Break Downs**

The driver shall stop in a safe location, when possible, and activate the hazard lights to warn other motorists that the bus is disabled. Triangles should be placed at appropriate intervals along the roadway, within 10 minutes of the vehicle becoming disabled. When placing triangles, the driver should engage the parking brake and secure the bus to the extent that it is practical, in order to prevent student injury.

The driver shall notify the school bus shop by radio or call 973-7805. After hours and on weekends, call the designated shop personnel or the answering service at 973-5716. A dispatcher is available by radio between 5:30 a.m. and 5:30 p.m. Monday - Friday.

Should the bus start after the driver has called for service, the driver should notify the shop or dispatch to cancel the service call or wait until the service truck arrives.

Students should remain on the bus until repairs are completed or they are transferred to another bus (unless in an emergency requiring evacuation). If students must be unloaded from the bus for any reason, proper care must be exercised to prevent injuries during this process.

**C-9: Decorating the County Vehicles**

In/outside of the county vehicle, posters, stickers, decorations or advertising materials of any kind are prohibited (unless approved by the Department). Lead Drivers, the Operations Manager and Shop Personnel have the authority to remove any prohibited items from the vehicle. Only bus rules and students names are permitted for seating purposes.

In celebration of the winter holidays, a plain wreath or bow may be secured to the front grill of the school bus. Decorations should be removed prior to the return to school in January. Pursuant to School Board Policy INDC-R, no decorations will be approved that could be deemed to favor one particular cultural or religious group or celebration.

**C-10: Speed Limits for the School Bus**

Per Virginia law, the maximum speed limit for school buses shall be 45 miles per hour or the minimum speed allowable, whichever is greater, on any highway where the maximum speed limit is 55 miles per hour or less, and 60 miles per hour on all interstate highways and on other highways where the maximum speed limit is more than 55 miles per hour. (With or without student). Routing personnel may monitor speed via GPS or routing software as needed or periodically.

**C-11: Railroad Crossings**
All school buses, loaded or unloaded, shall stop as required by law at railway grade crossings. Hazard lights are to be activated at least 100 feet before stopping. The bus driver shall open the entrance door and driver’s window upon stopping, deactivate traffic warning lights if necessary, and determine when it is safe to cross. Remember: Stop, Look, and Listen.

School buses must not stop closer than 15 feet or further than 50 feet from the nearest track. The entrance door shall be closed and hazard lights deactivated before the bus resumes forward motion. Students are to be instructed to be quiet at railroad crossings. All radios, blowers, and fans must be turned off.

No stop need be made at any such crossing where a police officer directs traffic to proceed, or a traffic light. School bus drivers must avoid crossing railroad tracks in the left lane of the roadway when possible.

The railroad crossing on Preston Avenue, near the County Office Building, should be avoided. This is a passive crossing, not governed by lights or cross-bucks, and trains are prohibited from sounding horns in this area. If the crossing cannot be avoided, the school bus driver must stop prior to crossing the tracks and perform the actions described above.

**C-12: Backing the School Bus**

Backing a school bus should be avoided when possible. Backing maneuvers should not be performed on school grounds, due to the danger to students that this poses, unless proper precautions are exercised to ensure safety. Backing maneuvers on bus routes should only be performed in locations designated on the driver’s route manifest.

**C-13: Chains**

The need for installing tire chains on buses will be determined by road and weather conditions in the various geographic sectors of the county. The decision as to whether chains are needed on a given route will be the responsibility of the driver, unless specific instructions are issued by a Transportation Key Leader. Drivers are responsible for installing chains when necessary. In preparation for bad weather, drivers should be sure that their buses have chains, they fit and are intact, and the bus has a chock block. Chock blocks and chains should be stored securely in the storage compartment on the outside of the bus and never be kept unsecured in the interior of the bus.

**C-14: Seatbelts**

Persons operating a school bus or any school board vehicle must wear the seatbelt assembly properly while driving the vehicle. All passengers in school board vehicles other than school buses must also wear the seatbelt assembly.

**C-15: Passenger Entry Door**
The school bus driver shall open and close the entrance door and keep it securely closed while the bus is in motion. This responsibility shall not be delegated to anyone. On a special needs bus with a wheelchair lift door, the bus driver or assistant will open the lift door and operate controls. This responsibility shall not be delegated to anyone.

**C-16: Student Stops**

School bus routes are designed to promote safe and efficient vehicle operation. It is very important that drivers refrain from making unauthorized stops.

- When making pupil stops the bus must be secured (brake on, placed in neutral) at all times.
- When picking-up or discharging pupils along the roadway, a school bus shall stop only at designated points where it can be clearly seen for a safe distance from all directions. The driver shall keep the traffic warning lights in operation, stop arm & crossing gate extended to warn the approaching traffic to stop and allow pupils who must cross the road to do so safely.
- Pupils who must cross the road to enter the bus should wait at their designated stop until the bus comes to a complete stop. At that time, the driver must verify that all other traffic has stopped and signal to the student that he or she may cross the roadway. The student should cross the roadway at a point 10 feet or more in front of the bus, so that they remain within the driver’s sight at all times.
- Pupils who must cross the road when exiting the bus shall be required to cross in front of the school bus. They shall be required to walk to a point 10 feet or more in front of the bus, stop before reaching a position in line with the left side of the bus, and await a signal from the school bus driver to cross the road.
- Buses shall be routed so that pupils will be picked up and discharged on the side of the roadway on which they reside in the following situations: dual-lane streets and highways divided by a physical barrier or unpaved area, and five lane roads where the middle lane is used for turning. The school bus driver must not allow a passenger to cross these types of roadways at a pupil stop. If a student does cross the road in an unauthorized manner, this should be reported to Dispatch and the driver’s direct supervisor, as soon as possible.
- When discharging students, the driver shall keep the door closed until all traffic has come to a complete stop.
- When discharging students, the driver shall make sure all children are clear of the school bus and off the road surface before putting the bus in motion. The driver must watch for children with long drawstrings or other loose clothing that may get caught on the door. The driver must check the door before driving away.
- All pupil stops shall be made as far right as possible on the traveled portion of the roadway. A school bus driver shall not block the middle of an intersection while performing a pupil stop. Stops are not to be made in designated turn lanes (unless directed to do so by Transportation routing personnel, due to roadway design/traffic conditions) or where a motorist can pass the bus on the right side.
- The driver shall make sure passengers are seated before driving off, and make sure passengers remain seated until the bus stops.
• After discharging students, the driver shall carefully scan the entire area and be alert for warnings from all sources (bystanders, students, etc.). The correct use of mirrors is extremely important.
• The driver shall count the students as they disembark and make sure that all students are unloaded safely outside of the danger zone of the bus.
• Drivers should advise their students’ parents that students must be at the bus stop 5 minutes before the designated stop time in the morning and that parents must be at the stop 5 minutes early in the afternoon. Buses are considered to be on time in their ten-minute window. Parents will be sent a Blackboard message if the bus will be more than 15 minutes late.

**C-17: Loading & Unloading Students**

**C-17.1 Procedures:**

Red traffic warning lights must be used any time the bus is stopped to load or unload students. This includes stops on school grounds or on field and athletic trips. Drivers should follow the direction of law enforcement officers who are directing traffic. If such officers are controlling vehicle movements and request that warning lights not be used, these directions should be followed, and the situation should be reported to the driver’s direct supervisor for review and follow up.

Elementary students and Special Needs students must never be unloaded without a parent or designee to receive them, unless the Department has verification to do so. If there is no one there to receive the child, the driver continues the route and contacts Dispatch to allow staff members to attempt to contact the child’s parent/guardian. The driver may make a second attempt at the completion of the route if time allows and no other arrangements have been made. If there is still no one at home, the driver should return the child to his/her assigned school. **Pre-Kindergarten and Kindergarten students cannot be released without supervision, and parents/guardians are not permitted to waive this requirement even if older elementary siblings also get off at the stop.**

Drivers must comply with PM supervision instructions included in their manifests unless advised otherwise by dispatch or school administrators. Parents or custodians of students that require PM supervision must be visible and identifiable to the driver at all bus stops. Relief/sub drivers should receive their assignments the day before from dispatch whenever possible to allow review of PM supervision manifest requirements. Transportation will assist in finding translators for drivers experiencing language barriers the first few days of school. Lead drivers should coordinate with their school administrators to assist in bus identification procedures for all elementary students such as name badges or color-coded labels to assist in roll call procedures the first few days of school.

All drivers are provided with an alphabetical listing of students on their manifest for roll calls during loading on the first 3 days of school. The drivers should check off each student as they board the bus to ensure that they are on the right bus. Roll calls should not be conducted after students have boarded because a student may not make it known that their name wasn’t called. If a student is not on their alphabetical listing, the driver must obtain a bus pass from school administrators stating the student’s address and PM supervision limitations before they allow the student to board. The manifest is not to be used for these roll call procedures. Subsequent changes to the manifest must be coordinated through the school lead driver and routing.
All non-SPED elementary buses should have assigned seats for all students and Pre-Kindergarten and Kindergarten students should be seated up front. SPED student seating will be determined by the driver and the assistant in the manner that best suits the needs of the students. Drivers have the flexibility to change the seating arrangement if it is necessary for student management on the bus. Drivers may also assign bus captains if needed.

The following procedures must be followed when loading and unloading students:

When approaching a stop:

a. Amber lights must be activated at 200 feet before a stop when driving 35 mph or over
b. Amber lights must be activated at 100 feet before a stop when driving less than 35 mph

Loading Procedure:

a. Complete a thorough mirror check
b. Proceed to the right travel lane of the road and come to a complete stop using the foot brake
c. Open the door which activates the traffic warning light system
d. Pull the parking brake
e. Put the bus in neutral
f. Check mirrors and then motion students to cross the road when safe to do so
g. Remind students to use the handrail
h. Check to make sure students are not wearing headphones while loading
i. Ensure all students are seated properly
j. Complete another thorough mirror check
k. Wait for the stop arm and the cross-arm to completely retract and proceed with route when safe to do so

Unloading Procedure:

a. Complete a through mirror check
b. Proceed to the right travel lane of the road and come to a complete stop using the foot brake
c. Open the door which activates the traffic warning light system
d. Pull the parking brake
e. Put the bus in neutral
f. Check to make sure students are not wearing their headphones while unloading
g. Remind students to use the handrail
h. Do another thorough mirror check
i. Students are to wait on the door side of the bus until driver gives the hand signal that is safe to cross – this is required for students of all ages
j. After all students who have unloaded are safely accounted for, do a final mirror check
k. Wait for the stop arm and the cross-arm to completely retract and proceed with route when safe to do so
Unauthorized animals on school bus:
   a. In order to protect students and staff from injury, allergies or exposure to zoonotic diseases only ACPS approved service animals are allowed on the school bus or in a van, with or without students.

**C-17.2 Ear Phones:**

Drivers should always caution your students while loading/unloading the bus to refrain from wearing earphones. You need to be able to get their attention during an emergency situation, and if they are wearing headsets, they won’t be able to hear you.

There was an incident in a neighboring county where a student was wearing hooded apparel covering a set of earphones when crossing in front of the bus and was struck by an oncoming vehicle. I am sure that driver tried to get the students attention but the student did not respond. When a tragedy like this happens, we have an opportunity to identify hazards that can be avoided through proactive practices and guidance to keep it from happening again.

There are no objections to students using their earphones while riding the bus. However, the volume must be adjusted appropriately not to disturb fellow riders or the driver, and when the student exits the bus; they must be able to react to their surroundings. This will make the students environment safer and helps protect them from long term hearing loss which is another issue.

Take time to inform your riders of earphone hazards while riding the bus and the importance of them being removed when loading/unloading. As school bus drivers, it is our responsibility to transport students to and from school safely and this is another means towards accomplishing that goal.

**C-18: Following Distance for a School Bus**

On normal dry pavement, a minimum distance of 200 feet is to be maintained between school buses while traveling outside cities and towns and on Interstate Highways and expressways. School buses should maintain at least a three-bus length following distance at all times on other streets. As the speed of the bus increases, the following distance must also increase. During inclement weather, these distances are to be increased to allow for safe stopping.

**C-19: Driving on School Grounds**

Each school has someone designated to supervise students while they are on school grounds. Even though there are rules and people to enforce them, students sometimes disregard them. The afternoon is of particular concern because students are anxious to load the bus and go home. They may not be paying close attention. All drivers should be especially cautious at this time and at all times when driving on school grounds.

☐ The driver should always stay alert and proceed slowly (not to exceed 10 mph) and cautiously
while driving a bus on school grounds. If an emergency occurs, an alert driver may be able to prevent a disaster by bringing the slowed vehicle to a quick stop in a short distance.

☐ Each vehicle transporting students is required to stop at the "designated place" for loading and unloading. No other place should be used.

☐ Drivers should follow the same "rules of the road" on the school driveway and parking lot that they would follow on the road.

☐ Drivers shall not pass other school buses while they are loading and unloading.

☐ School bus drivers should leave the school in a safe and orderly manner, without following other buses too closely.

☐ The driver should be extremely careful and alert at all times. When operating a school bus near pedestrians, the driver should anticipate potential problems that may be encountered.

☐ Vehicles should stop and review traffic conditions prior to exiting school grounds, unless a stop light or traffic control officer are present to direct traffic.

**C-20: Ridership Maximum Load**

The total number of pupils that may ride a school bus is determined by the total number of students that can be safely seated within the seating compartment. Three students may be seated in a seat as long as all the students fit within the seating compartment. Pupils shall not be permitted to stand or sit by the side of the driver, in the stairwell, or between the driver and the entrance door. Students may not stand at any point during the transportation process, and school buses must not be loaded in excess of the manufacturers’ stated capacity. Capacity is not determined by age or grade level, but by the size of the students.

All student personal items (musical instruments, sports equipment, etc.) must fit on the students’ lap unless there is plenty of room on the bus. In these cases, the personal items must be in the control of the student.

Overcrowding (defined as when the number of students being transported does not fit safely within the seating compartment) may occur during three different situations: during the first few days of a new school year, when doubling-out routes due to a shortage of drivers, and during emergency evacuation situations from school buildings. The only situation when overcrowding is allowed is during an emergency evacuation. If a school administrator insists on placing students in an overcrowded situation, do not move, call Dispatch, and ask for a manager to speak with the administrator. This is covered each summer during the Director’s one-on-one meeting with the administrator that works with Transportation.

**Start of School**

Routing intentionally overbooks buses at the beginning of the school year knowing that not all of the students on the manifest will ride. This may result in overcrowding starting the morning of the first day of school. In this situation, the driver should pull over and rearrange students to maximize capacity. If no more students can be safely seated (either two or three students per seat depending on the size of the students), the driver should let Dispatch and the Lead Driver know over the radio. The Lead Driver may be able to have another bus in the area pick up the students. The driver should also let the parents and/or students at the stop where the overcrowding occurred know that another bus will be by to pick them up. Dispatch may need to send a blackboard message if the other bus will be late. In areas where overcrowding is likely, Routing designs the routes so that there will be a “flex” bus in the area that has extra seating capacity. In the afternoon, the driver
should move students to maximize seating capacity while not seating students next to each other that may cause conflict. Under no circumstances should a bus have students seated in an unsafe manner. Worst case, buses may have to double back to pick up students that would not fit safely on the bus. Drivers should not accept passes or transport eighth-graders to high schools if there is no room.

**Doubling Out**

When there is a driver shortage, drivers may be required to transport students from other buses. This is not possible on all buses. On the buses that could be doubled-out, drivers should have assigned seats that maintain order and maximize capacity. Drivers may choose to let students decide where their assigned seat will be as long as order and capacity are not sacrificed. Drivers should not accept passes on buses that are at capacity. Under no circumstances should a bus have students seated in an unsafe manner. Worst case, buses may have to double back to pick up students that would not fit safely on the bus.

**Evacuations**

In the rare case when students must be evacuated from a school quickly, overcrowding may be acceptable depending on the risk. This is extremely rare and will be communicated to the drivers from School Administrators, Lead Drivers, Dispatch, or Transportation Managers or Supervisors.

**Analysis Process**

If a bus is overcrowded, the driver should not transport students that are not seated safely. If this will be a consistent occurrence, Routing should be notified and the bus may be rerouted. In those situations, roll calls and student counts by stop may be required.

**C-21: Cell Phones & Electronic Devices**

Driving a school bus or other student transportation vehicle is a significant responsibility. Drivers are not only responsible for the safety of the students in their vehicle, but also for the safety of other drivers on the road, as well as their own personal safety. In addition, drivers are entrusted with the care of expensive vehicles that are the property of the taxpayers of Albemarle County.

Virginia State Code 46.2-919.1 specifically prohibits drivers of school buses from talking or texting on cell phones or other electronic devices:

*Section 46.2-919.1 Use of wireless telecommunication devices by persons driving school buses:*

“No person shall use any wireless telecommunication device, whether handheld or otherwise, while driving a school bus, except in case of emergency, or when the vehicle is lawfully parked and for the purposes of dispatching. Nothing in this section shall be construed to prohibit the use of (i) two-way radio devices or (ii) wireless telecommunications devices that are used hands free to allow live communication between the driver and school and public safety officials.”
Texting or reading email while driving is illegal for all drivers in Virginia:

Section 46.2-1078.1 “Use of handheld personal communication devices”

It is unlawful for any person to operate a moving motor vehicle on the highways in the Commonwealth while using any handheld personal communication device to:

1. Manually enter multiple letters or text in the device as a means of communicating with another person; or 2. Read any email or text message transmitted to the device or stored within the device

In order to comply with State Law and to protect our students, staff, and the public, the following policy regarding cell phones and electronic devices has been created.

C-21.1 Definitions

A. Bus – a vehicle used for transporting students that has yellow warning lights and red stop lights.
B. Student transportation vehicles – any vehicle other than a bus used to transport students.
C. Transportation staff vehicles – ACPS-owned vehicles not used for student transportation (shop trucks, manager and supervisor vehicles).
D. Telecommunication device – electronic equipment used to converse, text, or read text (e.g. cell phone, tablet, Bluetooth, earpiece, iPhone watch, or any hands-free device).
E. Use – for all telecommunication devices it shall mean to have the device in-hand. For a Bluetooth or other earpiece it shall mean to have in the ear. For a device similar to an iPhone watch it shall mean to use it to communicate.
F. Emergency – while there are situations that are dangerous on the bus or other student transportation vehicle (students fighting, weapons, intruder, etc.) it is always a better option to use the radio to contact Dispatch. The use of a cell phone or electronic device in an emergency while the engine is running and the bus is not safely parked should be extremely rare. Some examples include; the driver cannot reach the radio and is incapacitated in an accident, an emergency arises after hours or in an area that is out of range of the radio and an immediate emergency response is required.
G. Lawfully and safely parked – in neutral, parking brake applied, and off of the road in a safe location with the four-way warning lights activated (not amber or red warning lights). This does not mean stopped (at a red light or otherwise) or in neutral with the parking brake applied in an unsafe location. See C-21.3D for acceptable use while loading students on school property. C-21.2 Applicability

This policy is applicable to Transportation Department employees while operating an ACPS-owned vehicle. The policy applies to all student transportation vehicles with or without students in the vehicle. It also applies to Transportation staff vehicles as detailed specifically below. Additionally, all employees are reminded that they are expected to properly apply working time to assigned tasks. Therefore, cell phone use by non-driving staff should be kept to a minimum, unless the employee is on an approved break. Failure to follow any of these procedures will result in disciplinary action.
C-21.3 Policy – Student Transportation Vehicles

A. A cell phone or electronic device should only be used while the bus or student transportation vehicle is lawfully and safely parked.

B. A cell phone or electronic device may be in ring mode, but it is best practice to place on silent/vibrate or be turned off while driving. However, a cell phone or electronic device must not be in-hand unless the bus or student transportation vehicle is lawfully and safely parked and must be stored securely so that it does not become a projectile in an accident.

C. A cell phone or electronic device may only be used in the following situations while the bus or student transportation vehicle is lawfully and safely parked:
   i. During a layover
   ii. In an emergency
   iii. For business purposes

D. Cell phones and electronic devices should not be used while students are loading or unloading the bus or sitting on the bus at school. While this use is compliant with State Code since the vehicle is lawfully and safely parked, it is not an acceptable student management practice. Usage is permitted if the call is Transportation business related.

E. Office staff may ask Drivers to call on a landline. If a Driver chooses to do so with a cell phone, they must comply with the policy.

F. If a Driver knows that an incoming call is an emergency, the Driver must pull over and park lawfully in a safe location before answering the phone. If there is an emergency to which the Driver must attend, instead of completing the route, the Driver must contact Dispatch. If the driver feels they will not be able to pay full attention to their duties due to the severity of the emergency, the driver must ask Dispatch for a replacement driver. Under no circumstances is the driver allowed to drive the bus with students if they are mentally distracted or unable, for any reason, to complete the route.

G. Drivers and Assistants are encouraged to ask family members to go through Dispatch in case of emergency. (434-974-5764). A replacement Driver or Assistant can then be arranged in advance.

H. At their discretion, Assistants are allowed to use cell phones while students are on the bus or student transportation vehicle if the call is related to student transportation (a student is riding or not riding that day, input from the parent, etc.). This is not a requirement and Dispatch is available to perform this type of communication. The call must be brief and must not interfere with the care of students on the bus. Personal phone calls, gaming, texting, or other electronic communication shall not occur while students are on the bus.

I. Navigation devices (such as Garmin) are only allowed to be used if the driver does not touch the device unless the vehicle is lawfully and safely parked.

C-21.4 Policy – Transportation Staff Vehicles

A. Drivers of Transportation staff vehicles cannot text or read text while driving and must be lawfully and safely parked to do so. State Code 46.2-1078.1 “Use of handheld personal communication devices” allows texting or reading text if “stopped”, but this policy requires that drivers be lawfully and safely parked to text or read text.

B. Drivers of Transportation staff vehicles are allowed to call and receive calls on cell phones. Personal calls should be limited.
C. Drivers of Transportation staff vehicles are allowed to use a navigation device or navigation app on a cell phone or tablet using extreme caution while driving.

**C-22: Emergency Evacuation Drills**

All students shall receive instruction in rider safety and practice emergency exit drills at least twice annually. The first exercise shall be completed within the first 30 calendar days of each school session and the second shall occur early (no later than end of April) in the second semester. Arrangements should be made to provide instruction for students who rarely ride a school bus.

Transportation Services informs all school principals via Lead Drivers of the time period in which evacuation drills are to be conducted. The Lead Driver will coordinate the schedule with the school administration and provide their drivers with a copy of the procedure for conducting the emergency evacuation drill. Each school submits a report to the Transportation Office upon completion of the required evacuation drills. The report reflects the bus number, dates the drills were satisfactorily completed, and the name of the school. The time taken for the report may be included.

**Procedure for Emergency Evacuation Drills:**

1. Lead Drivers, in coordination with the schools administration, select a suitable site such as school grounds or other protected areas.
2. Driver should secure the bus by turning off the ignition, placing the transmission in neutral (low gear if manual), engaging parking brake and activating the emergency flashers. Place reflectors based upon the guidelines specified by Virginia Commercial Driver’s manual (reflectors are not required for a drill conducted on the school grounds)
3. Driver or Transportation Assistant should explain the purpose and the procedure of the drill to students.
4. Training pupils to follow the best practice for safe evacuation is the objective of the drill. Exiting student should safely sit down on the rear floor at the bottom of the rear exit door and slide out to the ground with the aid of assistants.
5. Speed, though desirable, is not the only goal to be attained.
6. Instruct pupils to leave all personal belongings on the bus, leave quietly and in an orderly manner, assemble in a group at least 100 feet from the bus, and remain there for further instructions. An assistant should be available to help guide exiting students to the evacuation assembly point.
7. If possible, arrange for a larger student to be outside the door to assist smaller students. Ensure that two assistants are available to assist students to safely exit if using the rear door bus exit. Coordinate with school administration to ensure that all assistants have parental permission and a signed Volunteer for Emergency Evacuation Drill Form.
8. Those drivers operating a bus with a side emergency exit door should point out its availability and functionality to the students.
9. Drivers are **ONLY** allowed to exit the rear door during actual emergencies and never during evacuation drills.
The driver should usually remain in the bus directing and assisting with the evacuation. The driver should check to see that all students are accounted for. These drills should be conducted under administrative supervision. It is suggested that a gym mat be placed at the rear exit door for the students. Remember to pick up the reflectors upon completion of the drill (if used).

**C-23: Video Cameras & Viewing Videos**

All buses must have an operable camera system. The driver must fill out the proper paperwork if the camera is missing, damaged or otherwise inoperable and submit the bus to Shop for necessary repairs. Tampering with or deliberately damaging or interfering with the operation of a camera will be handled as a serious disciplinary matter.

Only authorized personnel can view the video recordings. Authorized personnel include the school bus driver, Transportation staff members, and school administrators. If the school bus driver desires to view video recordings, he/she must do so privately. Parents and students may view video recordings upon request and approval by ACPS Administration. Video cameras remain on for up to 30 minutes after turning off the bus unless the disconnect switch is moved to the “off” position.

**C-24: Passing Other Vehicles, Bicycles and Pedestrians**

**C-24.1 Passing Another Vehicle; School Buses Passing Other School Buses**

Extreme caution is to be exercised in passing vehicles on the road. Sufficient time should be allowed to complete a passing maneuver. School buses transporting passengers, regardless of the number of roadway lanes, are not to pass one another except under the following circumstances when and where it is safe to pass:

1. The lead bus has pulled into a designated turn lane prior to turning.
2. The lead bus is broken down.
3. A school bus driver does a “courtesy pull over” to let other school buses pass (Hazard Lights activated).
4. On multi-lane roadways where loaded school buses are operating in parallel lanes, drivers should stagger their positioning to avoid driving side-by-side with other loaded school buses.
5. On multi-lane roadways where loaded school buses are operating in parallel lanes, if traffic in one or more lanes has stopped or almost stopped, the loaded buses may proceed with due caution and at a reduced speed. Under these circumstances, extreme caution is to be used.

In all other situations, the school bus driver shall not pass another school bus that is transporting students. The only time a school bus may pass another school bus is when both vehicles are unloaded and passing may be done safely.

**C-24.2 Passing Bicycles, Pedestrians, and Slow-Moving Vehicles**
Given the rural nature of much of Albemarle County, it is not uncommon for motorists to encounter bicyclists, pedestrians, and slow-moving vehicles, such as farm equipment. If sufficient visibility and space are present, drivers may pass under the following conditions:

- Approach and pass bicycles at a reasonable speed
- Allow at least three feet between you and bicyclists when passing
- Yield to pedestrians
- Permit pedestrians to cross roads safely
- When turning, yield to pedestrians and bicyclists
- Come to a full stop for a blind pedestrian

Again, passing maneuvers must only be undertaken when sufficient visibility and space are present to safely execute the maneuver.

**C-25: A Vehicle Passing a Stopped School Bus**

**I. School Bus Stop Laws**

A. At intersections, all drivers must come to a complete stop for a school bus with red lights flashing and the stop arm extended. Under the law, motorists are required to stop even when approaching a school bus at right angles.

B. On undivided highways or streets, all vehicles traveling in any direction are required to stop and remained stopped until all children are clear of the roadway and the bus is again in motion.

C. On divided highways or streets, all vehicles traveling in the same direction as the bus must come to a complete stop, but those traveling in the opposite direction and separated by a physical barrier or an unpaved area may proceed without stopping.

D. Motorists must stop if the bus is loading or unloading children even if the signaling devices are not functioning properly.

Two types of penalties for passing bus:

1. Civil
   a. Fine up to $250.
   b. Do not have to prove identity of driver.
   c. Only have 10 days from date of offense to warrant.
   d. Usual choice for less serious cases.
2. Criminal
   a. Moving violation.
   b. Must prove identity of driver (description from bus driver or admission from car driver.
   c. Have 364 days to file.
The school bus driver may complete the form, “Report of Vehicle Passing a Stopped School Bus” and submit the form to the Operations Manager. All information on this form must be accurate. These reports are forwarded to the police department, which then contacts the owners of the vehicles. School bus drivers also have the option to report the driver to the local magistrate to press charges.

NOTE: When participating in a court hearing for these offenses, it is important that drivers state the following (so that judge knows driver was driving a school bus):
- Driving a school bus.
- Bus is painted yellow.
- Bus is conspicuously marked w/ black letters 8 inches high stating “School Bus” All warning devices were in operation (yellow and red lights, a warning sign with flashing lights, and a crossing control arm) as verified by the pre-trip inspection. (See appendix – Report of Vehicle Passing a Stopped Bus.

The school bus driver may complete the form, “Report of Vehicle Passing a Stopped School Bus,” and submit the form to the Operations Manager within 24 hours. All information on this form must be accurate.

**C-26: Vandalism**

All acts of vandalism or theft must be reported to Transportation Services, and the information will be reported to the Police. Damage caused by passengers while riding the bus must be reported to the principal of the school and to the driver’s immediate supervisor with the names of the pupils involved if known. A Bus Referral form should be used when possible. The vehicle should be turned in to Shop, with proper documentation. Once repairs are completed, an Area Transportation Supervisor will work with the school Principal and Shop personnel to seek reimbursement for the repairs.

School bus drivers are to ensure that fire extinguishers, red portable reflectors, and first aid kits are intact. Losses should be reported immediately to the bus shop and items replaced as soon as possible.

**C-27: Extreme Weather Conditions**

1. During inclement weather (rain, snow, etc.) and during periods of reduced visibility, (rain, fog, twilight, early morning hours, overcast days, etc.) vehicles are to be operated with headlight and clearance lights turned on. Virginia law requires that all vehicles must use headlights while windshield wipers are being used. Vehicles are not to be operated with only the parking lights and/or clearance lights.
2. During periods of extremely heavy rain, vehicles are to be stopped with hazard lights on in a safe location until the rain subsides. Increase normal following distances to allow for adverse driving conditions.
3. Drivers should make the best effort to get the students home. They should only drop off students at designated stops with a clear walking path to their homes. Drivers must not require students to walk through deep or fast-moving water. The driver should inform the
Transportation Office of high water/flood zones. If there is any doubt, the driver must contact Dispatch and may be required to return the students to the safety of the school.

4. At no time will any driver cross a portion of road where the integrity of the road surface is uncertain; to include instances in which the roadway is covered with standing or running water. For instances of snow/ice melt as well as ditches overrunning into or across the road and road integrity is not in question, drivers may proceed with caution. In addition, drivers must never go past road closure warning signs. This applies even if the sign is turned in the wrong direction. Drivers must stop and contact Dispatch who will contact the VDOT Operations Center (540-332-9500) for clarification. Dispatch will coordinate with VDOT regarding sign removal as well as road evaluation as to safe passage. If drivers are aware of flood-prone areas, they are encouraged to work with their Lead Driver and parents to establish an alternate meeting point, where practical.

5. Drivers should report flooded road conditions and road closures to Dispatch. Drivers are encouraged to contact parents/citizens to gather information regarding road conditions. Drivers should use good judgement if a “Caution – High Water” sign is in place.

6. Transportation employees will be notified through the normal channels for school closing or delays. If schools are closed, conditions may be reassessed to determine if school buildings can be reopened for after-school activities, community use events, or athletic/scholastic/fine arts competitions or performances. Those drivers performing activity trips should contact the Transportation Coordinator to confirm their trips.

C-28: Winter Storm Parking Procedures

PURPOSE: To develop and implement procedures to consolidate bus parking during winter storms to assist in snow removal and increase effectiveness of operational readiness.

The following is a list of Building Services and Transportation Department planning and procedures needed to increase the effectiveness of snow removal by building services in and around bus parking areas as well as improve the operational readiness of our bus fleet during winter storms.

Upon receiving winter storm advisories of a significant weather event, Transportation supervisors will advise drivers that bus parking will be pre-positioned and consolidated at designated areas within each school feeder pattern to assist in clean-up after the storm as well as the resolution of mechanical problems. The following procedures apply for snow removal and bus dispersal after a storm:

- Building Services personnel will:
  - Remove snow/ice from all bus parking areas and bus loops to allow for bus arrival and student loading and unloading upon the opening of schools after a winter storm.
  - Remove all snow/ice from school sidewalks to allow for students, including those with special needs, easy entry/exit into schools upon arriving/departing from schools.
  - Make supplies of salt/ice melt available for use at consolidated bus parking areas as well as fueling sites.

- Transportation Department personnel will assist snow removal as follows:
The Fleet Manager will pre-position repair personnel at each consolidated parking location to resolve mechanical issues two hours before the start of the school day.

Shop personnel will pre-position quantities of salt/ice melt at consolidated bus parking areas as well as all fueling sites for use by drivers to help prevent slips and falls on icy areas.

Pre-position and consolidate bus parking at schools within each school feeder pattern upon receiving notification from Transportation supervisory personnel to aid the snow removal by Building Services personnel during/after a winter storm.

Vehicle drivers will still be allowed to park at home. Snow removal and operational readiness to return for work will be their responsibility. These drivers may also be allowed to consolidate parking at designated schools in lieu of parking at home. All drivers parked at a consolidated parking location will report to that parking location two hours prior to the start of a school day to assist in snow removal, resolve mechanical issues and dispersal of the buses for the normal home-to-school routes. All buses will be moved from their consolidated parking location so that building services personnel may remove the remainder of the snow. The Lead Driver of the school where the buses are consolidated will coordinate with all drivers parked at that location to ensure compliance with these procedures. Please ensure that Dispatch personnel are notified if problems exist as well as when all buses are dispersed for their normal duties. In addition, please coordinate with shop personnel for resolution of mechanical issues.

The consolidated parking areas are:
- Albemarle High School Feeder Pattern – all buses within the Albemarle high school feeder pattern will be parking at the Vehicle Maintenance Facility, Fuel Annex, Baker-Butler Elementary or Hollymead Elementary. The following specific procedures apply to Baker-Butler and Hollymead Elementary parking:
  - Baker-Butler Elementary – buses will be parked nose-to-tail along the exterior access road to the rear of the school. This will allow for snow removal within the bus loop. Building services will remove the snow from the front of the first parked bus which will allow for departure to do their morning home-to-school routes. No buses will be parked within the bus loop until after snow removal operations.
  - Hollymead Elementary – buses will be parked nose-to-tail along the outer exterior of the bus loop. Building services will remove the snow from the front of the first parked bus which will allow for departure to do their morning home-to-school routes. No buses will be parked within the bus loop until after snow removal operations.

- Monticello High School Feeder Pattern – all buses within the Monticello high school feeder pattern will be parked at Monticello High School, Burley Middle School or Walton Middle School. The following procedures apply for each:
  - Monticello High School – all buses will be parked as tightly as possible within the interior of the bus loop. This will leave room for initial snow removal around them allowing the buses easy access for departure for their
morning home-to-school routes. Upon departure of all buses, building services will then clear the remainder of the bus loop.

- **Burley Middle School** – all buses will be parked in the lower vehicle parking area behind the school. Building services will remove snow from the front of the buses allowing them easy access to depart for their morning home-to-school routes. No buses will be parked within the bus loop.

- **Walton Middle School** – All buses will be parked in the lower vehicle parking area closest to Red Hill Road. Building services will remove snow from the front of the buses allowing them easy access to depart for their morning home-to-school routes. No buses will be parked within the bus loop.

- **Western High School Feeder Pattern** – all buses within the Western high school feeder pattern will be parked as tightly as possible within the interior of the bus loop at the rear of Western High School. This will leave room for initial snow removal around them allowing the buses easy access for departure for their morning home-to-school routes. Upon departure of all buses, building services will then clear the remainder of the bus loop. Bus parking at other schools within the western feeder pattern will not be authorized during winter storm warnings.

**Summary:** This is a coordinated procedure plan between Building Services and Transportation personnel. Any changes or additions to this plan must be coordinated with the Transportation Advisory Council. This plan will be incorporated into our Operations Manual.
Hollymead Elementary School
Monticello High School

Burley Middle School
Walton Middle School
**C-29: Emergency Vehicles**

The driver should use good judgment and not jeopardize the safety of the children.

- When being approached from front or rear by an emergency vehicle (police, fire, rescue) with a flashing red and/or blue light and/or siren, a school bus must pull to the right side of the road, stop, and remain stopped with hazard lights on until the emergency vehicle has passed.
- If the school bus driver is loading or unloading students when approached by an emergency vehicle at a pupil stop, continue using the traffic warning lights and stop arm, but prevent any more students from getting off the bus or crossing the road.
- After the school bus driver has checked carefully to see that all students are either safely across the road or on the bus, the driver should then cancel the warning lights and stop arm, permitting the emergency vehicle to pass.
- After the emergency vehicle has passed and the school bus driver has determined that it is safe to continue loading or unloading passengers, the warning lights are to be turned on, stop arm extended, and the pupil stop is to be completed. The driver should ensure that other traffic is aware that he or she is resuming the unloading process prior to allowing students to disembark from the bus.

**C-30: Safe Driving Awards**

Drivers who operate without a preventable school bus accident during an entire school year will be eligible for a safe driving award. Additionally, employees must drive 80% of required work days to be eligible. This recognition will be awarded to the drivers by the Director of Transportation or his/her designee.

**C-30.1: Safe Driving Award Guidelines (SOP)**

(Accident/Incident/Employee & Student Injury)

The Virginia School Bus Safe Driving Award Program is designed to provide a means of recognizing outstanding accomplishment and better-than-average driving performance. The safe driving award guidelines will include tracking all accidents; incidents, employee injury, and student injury due to drivers err. Only accidents/incidents related to driving will count when determining eligibility for the award.

Tracking Process:

- Track all accidents and incidents
- Identify accident / incident type
- Student Injury
- Employee Injury (Worker’s Comp)
- Vehicle
- Driving
Non-Driving

I. Student Injury
   The safety committee will investigate student injuries caused by the driver or assistant. If such an incident occur, you must submit an accident/incident report. If it is deemed preventable, then the incident will affect your safe driving award. Student injury incidents are not eligible for the expungement process.

II. Driving Related Accidents / Incidents
   - The safety committee will review driving-related accidents / incidents to determine they are Preventable or Non-Preventable based on the Virginia School Bus Safe Driving Award Program guidelines.
   - Tree Limb Damage is considered Non-Preventable if the driver follows established procedure:
     - Driving within the speed limit.
     - Completes VDOT portion of Accident Report.

III. Non-Driving Incidents
   - Pre & Post Trip Damage (damage identified during pre and post trip inspection). Driver must demonstrate that damage occurred to their vehicle while it was outside the regular driving task.

IV. Employee Accident/Incident Expungement Process:
   - Employees have the right to appeal any Preventable ruling of the Safety Committee.
   - For state-reportable preventable accidents ($1500 or more in damage or an injury), the final ruling of the Safety Committee will be noted in the Employee’s record.
   - For preventable incidents (less than $1500 in damage), employees will have the opportunity to expunge the Safety Committee ruling using the following steps:
     - Maintain accident or incident free from the date of accident/incident and for four consecutive months after the ruling.
     - Complete mandatory re-training within the three weeks of the final Safety Committee ruling.
     - Complete an additional driving refresher-training course or activity of your choice with a driver trainer within the four months of the Safety Committee ruling. Another option: you make a presentation to the drivers at your school, or the staff attending a monthly safety meeting, describing the incident/accident, the reason why the incident happened and what you learned. The Transportation Training Specialist must pre-approve the training.
C-31: Safety Policy and Safety Committee

Safety Policy

The Safety Policy of Albemarle County Transportation Services is designed to comply with the Standards of the Occupational Safety and Health Administration (OSHA).

In addition, the Transportation Department’s Safety Policy is:

To have a safe, healthy and injury-free workplace.

Compliance with the following Safety Policy and all items contained therein is mandatory for all employees of the department.

It is the department’s policy that accident prevention be a primary concern of all employees. This includes the safety and well-being of our employees, subcontractors, and customers, as well as the prevention of wasteful, inefficient operations, and damage to property and equipment.

Every employee is expected to comply with the Safety Policy as well as OSHA Health and Safety Standards regardless of position within the department.

Student Safety Policy

The Albemarle County Transportation Service will exercise the greatest care when transporting students, whether in a bus or car. (8VAC20-70-20 The greatest care shall be exercised in the transportation of children). We are committed to performing safety evacuation drills with the students (8VAC20-70-110 Pupil rider safety instruction including practice of emergency evacuation drills or fire drills).

Albemarle County Transportation Services is committed

- To transporting students safely to and from school and activity events
- To having a workplace that is safe, healthy, and injury-free
- To having a safety program that will never be compromised under any circumstance
- To providing training, reviewing our procedures, reviewing accidents/incidents, and maintaining the equipment
- To supporting our Safety Committee by providing them the time, employees, and management commitment needed to reach our common goal of an injury free workplace
- In the event of an injury, we will diligently strive to return the employee back to work when medically possible
Every employee has a responsibility to

- Be safe at work
- Report hazards
- Work toward preventing accidents/incidents

SAFETY COMMITTEE

Purpose

It is the desire of the Albemarle County Transportation Services that every employee is safe and healthy at all times. We believe that a Safety Committee, a part of the state “Safe Driving Award Program,” is necessary in order to achieve safety success. We strive to provide an effective Safety Committee that involves representatives from both management and staff. This written Safety Committee Program is intended to provide the basic, agreed-upon rules that the safety committee will follow. In this way, committee actions will be consistent, understood, and effective.

Administrative Duties

The Deputy Director or designee is responsible for developing and maintaining the written Safety Committee Program based upon the input from the Safety Committee. The Safety Committee Program is kept at the Vehicle Maintenance Facility.

Purpose of Committee

The intent of the Safety Committee is to review the circumstances behind all accidents/incidents and the Workman’s Compensation claims, and to make recommendations for preventative actions. If the accidents/incidents are ruled preventable, then this may result in disciplinary action from management. (The committee DOES NOT decide whether Workman’s Compensation is approved or denied nor do they decide whether the disciplinary action is appropriate.)

Goal of Committee

The goal of the Safety Committee is to eliminate workplace injuries and illnesses. We as the Safety Committee will do this by involving employees and managers to help identify hazards. The committee will suggest measures to prevent further injuries and illnesses.

Objectives of Committee

- Protect and preserve the safety of all Albemarle County Students
- Provide safe and efficient transportation
- Maintain a safe work environment for ALL employees
• Promptly review all safety-related incidents, injuries, accidents, illnesses, near misses, and deaths
• Conduct monthly workplace inspections of all facilities

Membership

The committee must consist of at least nine voting members with a quorum of five.

Voting Quorum

Five voting representatives constitute a quorum for each meeting.

Management and employee representatives are selected and will have equal representation from each of the following teams in the department:

• Northern Feeder Pattern
• Southern Feeder Pattern
• Western Feeder Pattern
• SPED Training Assistant
• VMF 1st and 2nd Floor Personnel
• Emergency Responder

Membership on the committee lasts for up to two years and is staggered so that the committee consists of existing and new members at all times. The rotation process will be based upon one-third replacement each year. Committee members will be paid their regular wage during committee meetings, training, and other committee work.

The chairperson duties include:

**Official:**

**Duties:**

Deputy Director Schedule regular committee meetings
  - Develop written agendas for conducting meeting
  - Conduct the committee meeting
  - Approve committee correspondence and reports
  - Break tie votes

Meetings

To accomplish committee objectives, the Safety Committee will meet bi-weekly. As a committee member, attendance and participation is required. Meetings will begin on time and generally include these items:

• Investigation of ALL accidents/incidents
• Workman’s Compensation claims
• Hazard Identifications
• Near miss incidents

All decisions are made by the committee. The committee will present written recommendations for resolving concerns to management. Management will respond in the form of a written recommendation based on the seriousness of the hazard identified.

**Incident Investigation**

Accidents/incidents can include injuries, illnesses, property damage, and/or near misses. It is essential to do a thorough and proper investigation and follow-up.

Committee members should be aware that many factors (sometimes more than one at one time) may contribute to an accident/incident, including, but not limited to, the following:

• Training
• Procedures
• Hazards and conditions
• Equipment
• The site itself
• Planning
• Communication
• Weather
• Ergonomics
• Fatigue
• Being rushed

If necessary, committee members will convene at the accident/incident scene.

The employee or supervisor of the area involved will make an immediate report of the accident/incident to the Deputy Director or designee and will also fill out an accident/incident report. This report will be forwarded to the Safety Committee which will, in turn, determine which member(s) of the committee will perform the investigation. This report will then be reviewed by the Safety Committee.

**Employee Involvement**

Our department encourages employees to report safety hazards and submit safety suggestions. All employee reports and suggestions are taken seriously. The committee will review concerns at the next scheduled bi-weekly meeting. The Deputy Director or designee will promptly respond to a report if necessary and will submit the report to the safety committee for review.

Suggestions can be reported in the following ways:
• To the Safety Committee members, Lead Drivers, Area Supervisors, or Key Leaders

(The Deputy Director or designee will forward an initial committee response to the employee within 30 days of the committee review).

If an employee has questions about the Safety Committee’s process or activities, he or she may contact any member of the Safety Committee.

Appeal Process

• Appeal must be submitted to Lead Driver or the Area Transportation Supervisor
• Appeal must be submitted within three working days of the committee’s ruling date (After three days the appeal will NOT be accepted)
• The right to appeal does NOT guarantee the decision will be overturned
• Driver must be present on the assigned appeal date, otherwise the decision will remain as is

(All preventable accidents/incidents will require retraining in the specified area)

Training

The Deputy Director or designee will make arrangements with department management to schedule Safety Committee training for all new committee members. The Organizational Development Specialist is responsible for conducting training. Training topics the safety committee members will go over includes:

• Hazard identification
• Incident/accident investigation procedures
• Near misses
• Exposures
• Blood borne pathogens
• Fire & life safety
• Chemicals
• Lockout/tag-out
• Confined space
• Ergonomics

Trained committee members will receive certificates that include
• Hazard Identification
• Accident Investigation Procedures

The committee as a whole should receive training in all areas pertinent to the county’s exposures, blood borne pathogens, fire & life safety, chemicals, lock out-tag out, confined space, and ergonomics.

Recordkeeping

The Management Analyst is responsible for maintaining records.

Program Evaluation

The committee reviews the written Safety Committee Program and the activities of the safety committee yearly. The review is intended to ensure that the ground rules meet member approval and that the safety committee is functioning as intended. Committee members will consult employees to assess their views on the program’s effectiveness and to identify any problems.

Specific items evaluated include

• Membership
• Processes
• Guidelines/Procedures

Appendices

The following forms and documents are included for reference in section H:

Accidents/Incidents Form
Accident/Incident Reporting and Investigation Plan
Re-training Form
Committee Preventable/Non-Preventable Decision Form
Employee Preventable/Non-Preventable Decision Form Appeal Form

Given that the committee is charged with determining whether or not an accident/incident is preventable, employees should keep in mind the following guidelines regarding the Skills Proficiency recognition program:

• **Driver I**—No preventable crashes and no more than 1 preventable incident in the past year.
• **Driver II**—No preventable crashes and no more than 1 preventable in the past 2 years.

• **Master Driver**—No preventable crashes and no more than 1 preventable incident in the Past 3 years.

**C-32: Passenger Illness or Injury**

1. Any injury or complaint of injury reported by a passenger on the bus as being school bus-related (falling, being pushed, injured at the bus stop, etc.) is to be reported to the employee’s direct supervisor and to the appropriate school principal. (See Appendix – Report of Student Injury Occurring on School Bus.)
2. In case of serious illness or injury of a person, the driver should notify Dispatch. The driver should give the bus number, location, and name of the child, name of child’s parents, child’s phone number, and attending school.
3. The driver should know the contents of the first aid kit and what to do with them. The driver should be sure that the first aid kit is in the bus and that it is well supplied.

**C-33: Viral GI Response Procedure**

POSE: Implement procedures to protect the employees and students of ACPS if there is a sick student on the bus.

The following is a list of Transportation Department procedures and educational information needed to increase safety awareness of the hazards involved with viral gastrointestinal (GI) illnesses, and how to clean up the buses as well as protect our personnel and students. The following responsibilities and procedures apply:

• The Transportation Fleet Manager will:
  
  o Procure and stock sufficient quantities of safety equipment, i.e. rubber gloves, masks, clean-up absorbent material and disinfectant.
  o Provide each bus/car driver with protective equipment and sufficient quantities of clean-up materials.
  o Monitor absorbent storage at our fueling sites and replenish when necessary.

• The Organizational Development Specialist will:
  
  o Incorporate these clean-up procedures into training materials for each bus/car driver.
  o Develop a hand-out for use in student awareness training on proper bus procedures as well as use of vomit bags.

• All bus/car drivers will:
PASS

- Properly store and use safety equipment, i.e. rubber gloves, masks, clean-up materials and disinfectant.
- Store small bags on the bus for use by students to collect vomit. Dispose the waste from clean-ups in accordance with OSHA procedures.
Dispose of infectious waste or waste containing blood pathogens as regulated waste. Take to the VMF and place it in regulated waste containers.

Place normal clean-up waste material in dumpsters at the fueling sites.

- If a vomit or diarrhea incident occurs on the bus on the way to school, notify dispatch to advise the school administration so that all students on the bus are required to wash their hands. In addition, dispatch will advise the school to have a custodian meet the bus to assist in clean-up.
- In the event that custodial staff is unavailable, drivers should follow the following procedures:
  - Notify dispatch if open.
  - Pull bus over to a safe location.
  - If students are on the bus, advise them to move away from the incident.
  - Gather clean-up materials.
  - Use personal protective equipment.
  - Apply “vomit absorbent.”
  - Sweep up material and place in bag.
  - Spray RTU disinfectant.
  - Rinse area by mopping if possible. If no water or mop is available, keep all students away from the area until custodial help is obtained.

- Albemarle County Public Schools SOP-VGI-01, Viral GI Response Standard Operating Procedures (SOP) is attached for additional information.

Summary: Any changes or additions to this plan must be coordinated with the Transportation Advisory Council. This plan will be incorporated into our Operations Manual.

List of Attachments
1. ACPS SOP-VGI-01, dated 12-4-2013
1.0 PURPOSE

The purpose of this procedure is to outline procedures for school staff to follow if there is an increase in viral gastrointestinal illness at a school. Viral gastrointestinal (GI) illnesses include norovirus, rotavirus and adenoviruses.

2.0 DEFINITIONS

A. Norovirus is a virus that causes illness sometimes referred to as the “stomach flu,” although it is not related to the flu (or influenza). Infection with norovirus affects the stomach and intestines, causing an illness called gastroenteritis. Norovirus was named for Norwalk, Ohio in 1968 after an outbreak in a school. More than half of all foodborne illness outbreaks are caused by norovirus.

B. Rotavirus is a virus that causes gastroenteritis (inflammation of the stomach and intestines). The rotavirus disease causes severe watery diarrhea, often with vomiting, fever, and abdominal pain. In babies and young children, it can lead to dehydration (loss of body fluids).

C. Adenoviruses are common viruses that can cause illness in humans. But, most illnesses are not serious. Adenoviruses most often cause respiratory illness. The viruses may also cause fever, diarrhea, pink eye (conjunctivitis), bladder infection (cystitis), or rash illness.

3.0 PROCEDURES

A. School Administrative Staff

In the case of increased viral GI illness in your school, coordinate your involvement with the Virginia Department of Health with the Assistant Director for Custodial Services from the Building Services Department. If possible, gather information on the specific classroom(s) that have an increase in illness in the attempt to locate the source(s) of the problem. Schools may be required to disinfect all classrooms along with common area surfaces if warranted. School administration is responsible for notifications to parents as needed.

B. Custodial Staff

Custodial staff will be prepared to respond to public vomiting/diarrhea and increased incidents of viral GI illness.

i. Custodial Response Kit & Training

a. Maintain stock of 2 ready-to-use (RTU) quart bottles of chemical disinfectant for use against viral gastrointestinal illnesses, face masks, goggles, disposable gloves, mop

1 http://ztdmi.org/documentlibrary/PDF/20111012101911.pdf
2 http://www.cdc.gov/rotavirus/
3 http://www.cdc.gov/adenovirus/about/overview.html
ii. Response to public vomiting/diarrhea
   a. Respond immediately to any bodily fluid clean-up
   b. Gather materials, placing wet floor signs in immediate area
   c. Put on gloves, mask, safety glasses, and shoe coverings
   d. Apply absorbent
   e. Sweep solidified material into dust pan and deposit in trash liner
   f. Spray area with chemical disinfectant and let stand for at least 2 minutes
   g. Mop area to thoroughly rinse
   h. Dispose of mop head in trash liner in addition to disposable gloves and shoe coverings
   i. Use designated disinfectant to disinfect mop handle end, dust pan (after rinsing), and corner broom
   j. Dispose of trash liner with affected materials in the dumpster

iii. Response to Increased Incidents of Viral Gastrointestinal illness
   a. Increased disinfection will begin when directed by the Virginia Department of Health.
   b. High-touch surfaces for increased disinfection include hand contact surfaces, desktops, undersides of desks, door handles, water fountains, bathroom fixtures and keyboards.

C. Transportation Staff
   i. If a vomit or diarrhea incident occurs on the bus on the way to school, school administration should be notified so students on the bus can wash hands.
   ii. Custodial staff at school should be contacted to assist in cleaning the bus.
   iii. In the event that custodial staff is unavailable, or the school bus is not at a school location, the driver should follow cleaning protocol outlined above using the personal protective equipment and clean-up kit equipped on each bus.

D. Child Nutrition Staff

E. Resources
   National Food Service Management Institute
C-34: Firearms, Weapons & Explosives

1. Current Virginia Law

Section 18.2-308.1 of the Virginia Code prohibits the possession of firearms, stun weapons and other such weapons on school property. Possession of knives, stun weapons and other such weapons on school property is deemed a Class 1 misdemeanor, and possession of a firearm on school property is deemed a Class 6 felony, pursuant to Virginia Code § 18.2-308.1

There are certain exceptions in the Virginia Code regarding the possession of firearms or weapons on school property, though such exceptions would rarely apply to school buses. Please contact your supervisor if you have further questions.

2. Other weapon as determined by Virginia Law 18.2-308(A) which are prohibited from school property:

   a. Any pistol, revolver, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material.
   b. Any dirk, bowie knife, switchblade knife, ballistic knife, machete, razor, slingshot, spring stick, metal knucks, or blackjack.
   c. Any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain.
   d. Any disc, of whatever configuration, having at least two points or pointed blades, which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart.
   e. Any weapon of like kind as those enumerated in this subsection.

3. School Board Policy

There are “Standards of Conduct” for Albemarle County Public School employees specified in the School Board Policies. School Board Policy GBC-R-B20 outlines examples of unacceptable conduct which include possession or use of alcohol or controlled substances, unauthorized use of firearms, dangerous weapons or explosives on the job.

4. Responsibility

Drivers must not possess any weapon as defined by law on VMF or school property including the school bus. Drivers are also responsible for reporting students that possess any device that can be considered to be a weapon and must also turn in to management staff any weapon found on the bus.
5. **Policy**

Violation of the law and/or School Board Policy stated above will result in disciplinary action up to and including termination.

**C-35: Restricted Substance Protocol**

As stipulated by the Albemarle County School Board, every student has a right to a quality education in an environment that is conducive to learning and free of disruption. In addition, every student has the responsibility not to deny that right to others. Standards of student conduct are designed to define the basic rules and major expectations of students. School District employees are required to enforce those standards and expectations.

One standard is that students shall not possess, use, or be under the influence of “restricted substances”. Nor shall students possess drug related paraphernalia. Principals have the final responsibility for discipline of the students in their jurisdiction; however, Transportation employees play a key role in enforcing these standards.

Restricted substances are defined as: alcoholic drinks, marijuana, synthetic marijuana of any kind, narcotic drugs, hallucinogens, stimulants, depressants, inhalable glue, paint and similar materials, anabolic steroids, and both prescription and non-prescription drugs if they are not taken according to the prescription or directions on the package. This also applies to “anything that a student represents to be a restricted substance or which a student believes is a restricted substance.”

If a Transportation employee observes a student possessing, using, or being under the influence of a “restricted substance,” or possessing drug related paraphernalia, it is important to report this observation to the student’s Principal or Assistant Principal immediately. Effective action can only be carried out if the student’s Principal or Assistant Principal is informed of a possible violation as soon as it is suspected.

Transportation employees do **not** have the right to search students. School administrators, however, do have the right to do so in certain situations. In order to preserve evidence and to make investigations and enforcement actions more effective, it is important that the student’s Principal or Assistant Principal be informed of a potential violation of this protocol as soon as practically possible. The Transportation employee should specifically note which area of the bus or group of students may be involved, excluding those that are not.

Transportation employees do have the right to confiscate restricted substances that they observe in a student’s possession. If in plain view, the Transportation employee should protect other students by taking possession of the substance if possible.
Transportation employees must use good judgment. If possible, the students should not unnecessarily be made aware of the Transportation employee’s suspicions (unless the employee judges that other students are at risk). When travelling from home to school, the employee should call dispatch on the radio and request that the student’s Principal or Assistant Principal meet the bus upon arrival. All of the students should remain on the bus.

If an incident occurs on the school-to-home route in the afternoon, the employee should be prepared to drive the bus back to school. The driver should then discretely call dispatch and make staff aware of the bus’s turning back and to ask dispatch to make sure the Principal or Assistant Principal will be present at the school. Dispatch can also receive instruction from the Principal or Assistant Principal on how to proceed if neither the Principal nor Assistant Principal is still at school and whether dispatch should contact parents to let them know the bus will be delayed. The Transportation employee should tell the students that the vehicle must return to school for safety reasons.

If a restricted substance is discovered in the vehicle after the students have disembarked, in the morning the Transportation employee should stay at school and notify the Principal or Assistant Principal immediately. The substance should be left on the bus where it was discovered. If a restricted substance is discovered at the end of the work day, the Transportation employee should contact dispatch and ask them to call the non-emergency number of the Albemarle County Police Department (434-977-9041) and wait for an officer to arrive. If dispatch has gone home for the day, the Transportation employee should call the police and also call a Transportation supervisor or manager as soon as possible. Calling the police protects the employee and also maintains the chain of custody of suspicious substances or paraphernalia. If a supervisor or manager cannot be contacted directly, the main Transportation number (434-973-5716) can be called after hours and the answering service will contact a Transportation manager who will then call the employee. If the employee is unable to make the phone calls described above, the employee should move to the nearest safe location practical to make phone calls.

If instead of finding a restricted substance the Transportation employee suspects that a student is under the influence of a restricted substance, it is equally important to immediately contact the student’s Principal or Assistant Principal. The Principal or Assistant Principal may enlist the assistance of the school nurse at his or her discretion. The employee should also notify his or her supervisor of the situation. If the driver is on route and feels that a student may need medical attention, he or she should contact Dispatch immediately.

Transportation Employee Training Discovery of Restricted Substance Protocol Restricted

substances are defined as:

- alcoholic drinks
- marijuana or synthetic marijuana of any kind
- narcotic drugs
• hallucinogens
• stimulants
• depressants
• inhalable glue, paint, permanent markers, and similar materials
• anabolic steroids
• prescription drugs not taken according to the prescription or directions on the package
• non-prescription drugs not taken according to the prescription or directions on the package

This also applies to “anything that a student represents to be a restricted substance or which a student believes is a restricted substance.”

You do not have the right to search students however school administrators do in certain situations.
You do have the right to confiscate restricted substances observed in a student’s possession if it... does put other students at risk and does not put the driver at risk for contact with the substance.

The Transportation employee should not get involved in, nor create a hostile situation. Example: a driver would probably confiscate alcohol or marijuana but may choose not to confiscate a white powder when not knowing what it is. When confiscating a restricted substance, the driver should request that the student come to the front of the bus, to minimize discussion of the situation in front of other students and so that the bus camera can capture the interaction.

• Specifically note which area of the bus group of students may be involved, excluding those that are not.
• Preserve evidence to make investigation action more effective, notify the student’s Principal or Assistant Principal as soon as practically possible.
• When travelling from home to school: - call dispatch on the radio and request that the student’s Principal or Assistant Principal meet the bus upon arrival. All of the students should remain on the bus.
• When travelling from school to home: - drive the bus back to school, discretely call dispatch to let them know that they are turning back and to ask dispatch to make sure the Principal or Assistant Principal be present. Tell the students that the vehicle must return to school for safety reasons.
• Prescription and OTC medication – if being controlled properly by the student do not confiscate. Notify the Lead Driver, school staff, or school nurse.
If substance is found after the students have disembarked:

In the AM - stay at school and notify the Principal or Assistant Principal immediately. Leave the substance where it was discovered.

In the PM - contact dispatch and ask them to call the non-emergency number of the Albemarle County Police Department (434-977-9041) and wait for an officer to arrive. If dispatch has gone home for the day, call the police and call a supervisor or manager. Calling the police protects the employee and also maintains the chain of custody. (If a supervisor cannot be contacted directly, call the main Transportation number (434-973-5716) and the answering service will contact a Transportation manager who will then call the employee. Employees are encouraged to store these phone numbers in a readily accessible location. If instead of finding a restricted substance the Transportation employee suspects that a student is under the influence of a restricted substance, it is equally important to immediately contact the student’s Principal or Assistant Principal and the school’s Lead Driver. The Principal or Assistant Principal may enlist the assistance of the school nurse at his or her discretion.

C-36: Bus Strobe Light Usage

Drivers may activate strobe lights while transporting students to and from school during daylight hours. According to VA Code, these lights “shall be lighted while the bus is transporting school children during periods of reduced visibility caused by atmospheric conditions other than darkness (fog, rain, snow, or other inclement weather). These may also be lighted at other times while the bus is transporting school children”. Strobe lights may not be utilized simply because of darkness, whether or not students are on board. In cases of inclement weather, rain, snow, or fog, lights may be used whether it is dark outside or not.

C-37: Bus Equipment

The driver is responsible for reporting to Shop any replenishment of used supplies from a first aid or spill kit. The driver should immediately report any use of the first aid or spill kit to the Shop.

Fire extinguishers will be inspected monthly for serviceability by the Lead Driver or designee. Drivers should check the fire extinguisher daily, during the pre-trip inspection and report any deficiencies to Shop. Drivers should also notify Lead Drivers regarding monthly fire extinguisher inspections as needed, to ensure compliance. The Transportation Services Manager is responsible for fire extinguisher monthly inspections for all buses assigned to activity drivers. The Fleet Manager is responsible for fire extinguisher monthly inspections for all other buses not assigned to a driver. Fire extinguisher inspections will be documented on the extinguisher service tag with the inspector’s initials and the date of the inspection. Any unserviceable fire extinguishers will be reported immediately to the shop personnel and replaced before any transport of students.
The Fleet Manager must approve installation of any personal accessories not issued by the Shop on a county vehicle.

**C-38: VDOT Request Procedures**

When in need of VDOT assistance in dealing with a road hazard, all requests will be made via a single VDOT online account maintained by Dispatch. Please contact Dispatch directly for Urgent requests (tree blocking roadway, road washed out or flooded, traffic signals malfunctioning, etc.). Please fill out the VDOT Request form for Non-Urgent requests (tree limbs need trimming, potholes need filling, etc.) and turn in the form to your lead driver/supervisor.

The new VDOT Request form needs to be filled out completely. Select one of the three main categories for repairs (Road Repaired, Something Removed from Road, or Signs/Signals/Guardrails Repaired) then select the sub-category for the specific issue you are reporting. The location for the repair must also be noted, including city and zip, address, and cross street or intersection. Turn in the form to your lead driver/supervisor who will submit it to Dispatch. Lead drivers/supervisors, if possible, take a clear picture of the form to send to Dispatch rather than making a special trip to turn it in.

If you are involved in an accident/incident related to a road hazard (tree limbs breaking a mirror, for example), please fill out the VDOT Request form and turn it in to your lead driver/supervisor. Attach a copy of the form with your accident/incident report.

**C-39: Child Reminder Safety Switch**

This switch is designed to protect students from serious injury or death as a result of the student being left on the bus without the driver’s knowledge. The switch must not be intentionally disabled. If the switch is not working properly, this must be reported to the shop immediately. The bus driver must go to the back of the bus and press the switch even if the switch is not operating properly (and report this immediately). Not using the switch properly is a serious safety issue.

**C-40: Students Transporting Personal Belongings**

As stated in the “Parent’s Guide to Transportation,” any object that is to be transported on a school bus must be able to be held in the student’s lap. The aisles on the buses may not be blocked under any circumstances nor may there be objects on the bus that are not secured. Examples of items allowed on the bus include: baseball bats, field hockey sticks, lacrosse sticks, medium-sized or smaller musical instruments, fishing poles without hooks, and skate boards. Items not allowed on the bus include balloons, large musical instruments, glass objects or containers not stored in the backpack. An accommodation may be made for larger items if another student is not sharing the seat. The item must be in the student’s control at all times.
Section D: Efficiency / Customer Service

D-1: Assignment of New & Spare School Buses

In August of each year, the Fleet Manager in coordination with routing personnel and consideration of operations needs will assign buses to the required routes based upon the following:

- Number of students versus bus capacity.
- Bus mileage versus route mileage as buses may need to be rotated to extend service life.
- Documented needs of students, i.e. air conditioning, etc.
- Any mandatory driver reasonable accommodations (if any).
- Vehicle handling and maneuvering restrictions.

D-2: Assignment of Drivers & Assistants to Routes

D-2.1 Assignments between School Years

In August of each year, the Operations Manager assigns drivers to routes for the new school year. Drivers are assigned to routes based on students’ needs and the driver’s geographical proximity to the route, but the needs of the school division holds the highest priority in such decisions. The Transportation Operations Manager reviews the request forms of returning drivers and fills vacancies while balancing the needs of the School Division. Employees are to fill out the necessary Route Change Request Form (see Appendix) to request a route change.

D-2.2 Assignments during the School Year

Routes may be reassigned during the school year due to employee turnover (resignation, retirement, termination, etc.) or reassignment. School bus drivers and assistants who wish to be considered for a change in route assignment shall file a written request with the Transportation Operations Manager. These forms must be updated on an annual basis, or as driver preferences change. The form must be updated annually, as routes are revised and bus assignments change on an annual basis. The voluntary reassignment or transfer should include the consideration of the following, but the needs of the School Division hold the highest priority:

- Student needs
- Availability of a vacancy
- Seniority
- Deadhead mileage on buses or cars
- Satisfactory evaluation of performance
- Hardships imposed by not granting the request
- Incompatibility with other school or Transportation personnel
- Department/Division operating constraints
D-2.3 School Bus Assignments

The following steps are followed before a driver is assigned to a bus:

1) Route Design: Routing first identifies the route, student capacity, and the miles each route will travel daily.

2) Year of the Bus: The bus year is reviewed to include the mileage and bus style as well as the geographical area where we need to assign the bus. (Some buses cannot be driven in certain locations i.e. 78 passenger MVPs cannot be driven in rural areas of the county due to their turning radius and low clearance.)

3) Bus Trade-In Readiness: Before buses are traded as part of our 16-year replacement cycle, the department ensures the miles are at 200,000. Data shows that at 200,000 miles, maintenance costs increase.

4) Medical Accommodations: Student and driver medical accommodations are taken into account when the bus is assigned to a route.

5) Seniority: Drivers with less than two years of experience are not assigned to new buses (unless there is a student/driver need). Accident/Incident data shows that employees with less than 2 years of experience cause 45% of preventable accidents.

Once the above factors are considered, a bus is assigned to a particular route.

D-3: Parking Locations and Vehicle Liability

D-3.1 Designated County Vehicle Parking Locations

Parking locations will be assigned and approved by the Transportation Operations Manager. The primary factor in assigning overnight and mid-day parking locations is to minimize deadhead miles (no students on board). Expected deadhead mileage during a routine day for a driver is calculated, including distances from overnight parking to first bus stop, from final morning school to mid-day parking, from mid-day parking to first afternoon school, and from final bus stop to overnight parking. (See Appendix -Parking Policy)

When parking the bus at home is approved, drivers are responsible for providing safe and legal parking facilities for their assigned school bus. The Operations Manager will assist drivers in determining adequate and legal parking areas.

Drivers may make a written request to the Transportation Office to request a different parking location. Written approval must be granted by the department for any changes in the overnight and mid-day parking locations. Changes will only be approved if a safe parking location is available that does not add more than 75 miles per week to the bus route. Temporary changes to parking locations should be coordinated with the employee’s immediate supervisor. Permanent parking changes should be coordinated and communicated with Lead Drivers, particularly when drivers are parking at a school that is not included in their bus route. Relief, SPED, and van drivers are exempt from these limitations due to departmental needs. These drivers may not park further than 25 miles past the county line with the exception of Afton Mountain. No vehicles will be allowed to park in Augusta County west of exit 99.
D-3.2 Vehicle Liability at Parking Locations

Any damage that occurs to parked vehicles (collision, vandalism, theft) will generally be the responsibility of the vehicle’s owner to repair and to report to police and to insurance, as needed. For example, an employee’s personal car that is parked on school property would be the employee’s responsibility to report to police and insurance and to repair. At the same time, Transportation staff would be responsible for reporting and repairing damage to a school bus or other County vehicle that is parked at an employee’s home or other approved parking location. If a collision with another vehicle is involved in either of these scenarios, the reporting responsibilities remain the same, and the at-fault party’s insurance would be responsible for damages.

D-4: Fueling County Vehicles

Buses and cars are to be refueled at the nearest fueling service facilities to approved parking locations or route terminals. Fueling should occur at the time that the vehicle is in closest proximity to the fuel site, and backtracking to obtain fuel should be avoided when possible. The driver must make sure that the proper type of fuel is used.

The driver should make every effort to never allow the fuel level to fall below one-half of a tank. During fueling, the following precautions must be followed:

1. Fueling with home-to-school students on board is prohibited.
2. Fueling during field/athletic trips should be done while students are at the event and not on board the vehicle. If fueling must be done while students are on board during a field/athletic trip, the guidelines below must be followed.
3. When fueling gasoline vehicles, all passengers must exit the vehicle and remain in a safe location until fueling has been completed.
4. When fueling diesel vehicles, students may remain on board the vehicle if they are supervised by an assistant, chaperone, coach, or other adult that is responsible for managing student behavior.
5. When fueling diesel vehicles, driver’s and assistant’s children/grandchildren/wards must be:
   a. Secured in a car seat and/or
   b. Seated on the bus with one wheel chocked on both sides of the wheel.
6. Drivers must not use cell phones or other electronic devices while refueling vehicles.
7. The vehicle will be properly secured. School buses must be in neutral with the parking brake applied. Other vehicles must be in park.
8. The engine and electrically operated accessories (fans, heaters, lights, etc.) must be turned off.
9. County fueling stations do not have a hold-open latch. When fueling at a county fuel station, the driver must fuel by hand and must never jam or force the latch open by using the cap or foreign object.
10. When fueling at a public fueling station (during field/athletic trips), drivers must fuel by hand and shall not use the hold-open latch.
11. If fueling is paused, getting back into the vehicle is not advised. If the vehicle must be re-entered, possible static electricity buildup must be discharged by touching the outside metal portion of the vehicle, away from the filling point, before attempting to touch the nozzle.
12. Never smoke, light matches or use lighters while refueling.
13. The fuel delivery nozzle must remain in continuous contact with the neck of the vehicle fuel tank.

**D-5: Returning a Spare School Bus**

Before transporting students with a spare bus, the driver must perform a complete pre-trip inspection. When a spare bus is used, it must be returned clean. When a driver checks out a spare bus and finds it dirty, this should be reported to the Parts & Service window before leaving the shop.

When returning a spare school bus, the driver will top off the tank, clean and sweep the interior and clean the exterior. The keys, mileage and written notification of any problems will be submitted to the bus shop at the parts & service window. Upon arriving at the VMF, the driver should radio Shop to request that someone come out to inspect the bus that is being returned. The driver should stop the bus just prior to entering the upper (service) parking lot to wait for inspection. The bus should then be parked as directed by Shop personnel.

**D-6: Personal Equipment**

Personal radios and stereo equipment are not to be installed on buses without the approval of the Fleet Manager. The bus shop will remove any/all installed personal equipment. The Transportation Department is not responsible for the personal property of employees stored or left on transportation vehicles at any time.

**D-7: Routing and Planning Standard Operating Procedures**

Pupil stops are designed to be within three-tenths of a mile from the place of residence for elementary students and five-tenths of a mile for secondary students where road safety conditions allow. Parents will often request changes to bus stop locations, often for their convenience. Drivers are not to change bus stop locations or add bus stops closer to pupil residences without clearance from the Transportation office. Such requests should be discussed with the driver’s immediate supervisor, including requests that may come from the school.

ACPS Transportation Routing and Planning Standard Operating Procedures

**This list is not exhaustive, but represents the guidelines that we adhere to in routing and scheduling and includes federal, state, and local policies.**
Placement of Bus Stops:

1. Bus stops will be placed on public roadways as much as possible. Ride times for students will be shorter if buses are kept on the main arterial and avoid traveling side streets.
2. ACPS will not enter individual’s private property without permission. We do enter neighborhoods that are designed as private until/unless the community complains about the bus traffic. At that point, we will remove our buses unless the homeowner’s association grants permission for school buses to travel the roadways within the community.
3. Elementary age students may walk up to .3 miles to the designated stop. Secondary age students may walk up to .5 miles to the designated stop.
4. Approximately 50% of our bus stops are at private houses, while 50% of our bus stops are centrally located, or neighborhood stops. This is due to the specific geography and road structure of our county. We do not place stops at individual houses unless there is no safe walking path to a more centrally located stop.
5. Routing attempts to place neighborhood stops as much as possible in order to be more efficient, to reduce ride times for students, to assist with local traffic, and to reduce risk factors associated with loading and unloading students.
6. Corner stops or stops at intersections are more visible to drivers than house numbers. Traffic controls, such as stoplights or signs, are located at corners. These tend to slow down motorists at corners, making them more cautious as they approach intersections. Impatient motorists are less likely to pass buses at corners than along a street. Corner stops allow ample time for the driver to activate traffic warning lights. Ride times are shorter if buses are kept on the main arterial and avoid traveling down side streets. If there is not ample space for students to wait, or if there is another safety concern, stops will be placed away from intersections in order to reduce risk for students (standing too close to traffic in intersection, cars cutting too close to edge of road, etc.).
7. Because of the geography of our county and the large number of gravel roadways, country roads, or uneven terrain, there may be a limited number of areas where a bus cannot travel. In these circumstances, we will ask parents to meet us at a nearby school or at the closest safe location to meet the school bus.
8. ACPS transportation generally avoids placing stops in cul-de-sacs so that buses do not become obstructed by local vehicles or other hazards and to avoid additional backing.
9. Special needs students are placed according to IEP requirements and may not fall under all of the guidelines.

Safety Criteria - Virginia Code

10. VA Code requires that all school buses in operation are scheduled to maximize safety and efficiency. The schedule should show the time the bus starts in the morning, the time it leaves each point at which pupils are picked up, the time of arrival at each school, and the time of drop off at home in the afternoon. Once copy of such schedule should be kept on the bus.
11. Bus drivers should have sufficient visibility along the roadway to the stop. If there is not ample visibility because of a curve or a hill, a “school bus stop ahead sign” is put in place before the stop. VA Code requires that drivers activate their school bus warning lights at 100 feet before a stop on a roadway of less than 35MPH and that drivers activate their school bus warning lights within 200 feet before a bus stop on a roadway of 35MPH or more.

12. VA CODE requires that stops be made only at designated points. All stops must be made in the right travel lane.

13. VA CODE requires that on a divided highway or highways of five lanes or more, students must be picked up and dropped off on the side of the road on which they live.

14. Pupils who must cross the road shall be required to walk to a point 10 feet or more in front of the bus, stop before reaching a position in line with the left side of the bus and wait for a hand signal from the bus driver before starting across the highway.

15. School bus routes, school sites, and safety of pupils at designated school bus stops shall be reviewed at least once a year and as changes occur.

** School Board Policy EEAB covers Routing and Scheduling, for additional information.

** Additional Safety Guidelines that Reduce Risk **

16. We are not able to route buses so that all children can board the bus on the door side. Students are to wait on the side of the street where they reside. Students and parents shall also take actions to reduce risk. When students must cross a roadway to get home, for example, they should take five steps out from the bus and five to ten steps forward, and look at the bus driver (looking, listening, and waiting for the driver’s motions). When all traffic is stopped and it is safe to cross, the driver will signal the student to cross. The student should move quickly and cautiously.

17. Parents/guardians are responsible for the safety and conduct of their student prior to the arrival of the school bus at the designated stop. We are unable to make bus stop changes to relieve parents of this responsibility.

18. There may be more than one bus stop in one neighborhood, subdivision, or apartment complex that falls within our walk criteria. This is normally done when we must accommodate large numbers of students.

19. For the safety of our students, drivers are not authorized to drop off pre-school or kindergarten children without a parent/guardian or authorized adult to receive them at their bus stop. Students who are not met will be returned to school.

** Efforts to be Efficient **

20. Minimizing stops also reduces costs for fuel and wear and tear on buses.
21. The length of the bus ride is determined by the distance from school as well as the number of stops made. ACPS generally tries to keep ride times to 60 minutes or below for elementary age students and 90 minutes or below for secondary age students. Capacity is considered in order to be efficient with resources. For this reason, every attempt is made to minimize the number of bus stops.

22. It is not possible to provide bus stops that are within sight of all student’s homes. Bus stops are not added because a bus is routed past a student’s home. The high frequency of stops made by the bus creates impatient motorists, increasing the risk of vehicles passing the school bus. Bus stops are not modified to accommodate a “single student stop” if other students who are routed to the stop are not riding or ride infrequently. Stops are made for efficiency and to accommodate other students who may move into the neighborhood.

**Additional Concerns**

23. Walking path: The walking path to a bus stop should have sidewalks OR the roadway should be wide enough to accommodate foot traffic. The posted speed limit should be 35 MPH or lower on these roads (with no sidewalks). We do look at vehicle traffic and access and egress to the subdivision. Normally, bus stops are not located where students will have to walk on the main roadway.

24. Turn-arounds: The geography and roadways of our county require that school buses turn around along a route. In all cases, a safe location will be used to turn the bus around, preferably in a space wide enough that backing is not required. In the absence of these places, bus drivers may need to use backing maneuvers to turn the bus around. Backing is allowed at bus stop locations; however drivers must pick up students before any backing takes place (in the morning) and must back before dropping students (in the afternoon). Drivers must back into the turn-around or bus stop and not onto the main roadway.

25. Construction or road closures: may warrant that a bus stop be temporarily moved, but may not constitute a permanent change.

26. Sex Offenders: School bus stops will not be located in front of a sex offender’s residence (within 100 feet per VA Code 18.2-370.2). It may not be possible to avoid an offender’s house entirely and students may walk past the residence to get to the stop.

27. Weather: School may be canceled due to weather including flooding or snow. If school is in session, the designated bus stop should be used or the driver will arrange for the alternate pick up place in advance.

28. Other unusual hazards: Stops are not placed based on hazards out of the control of transportation such as wild animals, lack of parent or guardian presence, or suspected criminal activity. In these instances, parents or guardians are responsible
for the safety of their child and should take the appropriate action. Transportation staff cannot bear that burden.

**Route Review Process**

At the beginning of the school year, all drivers and assistants will be given a “Route Review Form” to complete and fill out during the first two weeks of school. Upon completion of the forms, the Routing and Planning Department will analyze routes and make changes based on driver feedback or provide reasoning for keeping the route/stop the same. The “School Bus Stop Evaluation Criteria” form should be used whenever a new bus stop is added or as any other changes occur. If a parent or citizen calls with a concern about a school bus stop and when a driver raises a concern about a stop that has not been evaluated previously, the “School Bus Stop Evaluation Criteria” form should be used.
Are there any bus stops on your route that you believe need to be changed? If “YES,” indicate which stops on the chart below and briefly explain why. Some examples may be for poor visibility at stop, students crossing road, traffic speed (posted versus actual), traffic volume, other unusual hazards.

<table>
<thead>
<tr>
<th>School and Bus Stop</th>
<th>Reason</th>
<th>Suggested Change if You Can Think of One!</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAMPLE: Murray, 1234 Ivy Rd</td>
<td>Student crosses road</td>
<td>Put up school bus stop ahead signs</td>
</tr>
<tr>
<td>EXAMPLE: Burley, Main St and Pleasant Rd</td>
<td>Too many students in a small waiting area, large number of cars passing lights</td>
<td>Move to the next street where traffic is only stopped in two directions instead of four, bigger area</td>
</tr>
</tbody>
</table>

Have you observed any significant or unusual hazards while driving your routes, or while picking up or dropping off students at bus stops? [Yes] [No] If “Yes,” indicate what hazards you have observed and on what route/school **other than** what you already mentioned above:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Do you have any suggestions to make the route times shorter for your students or any one student? Any additional comments about your routes?

Driver signature: 
Date: ____________
Give completed form to your supervisor, please. Staff will review hazards indicated on sheets by the end of the school year. Because a hazard is indicated, it does not mean that a bus stop or route will be changed. We thank you very much for your observations and input!

😊 SCHOOL BUS STOP

EVALUATION CRITERIA

The Albemarle County Public Schools, Department of Transportation has developed this form for staff to use when evaluating school bus stops. Our written policy is located in our Operations Manual and online on our website. All stops and routes are evaluated regularly, not only for safety reasons, but to ensure that State laws and local policies are being followed.

Evaluated by: ___________________________ Route #: ________________________________
Reason for Evaluation: _____________________________________________________________
Location of Stop: ____________________________
Date Evaluated: __________________________ Time Evaluated: ___________________________
Pick-up/Drop-off Time: ___________________________ am ________ pm ____________
This area is: Residential Industrial Other ________________
Commercial
Posted speed limit: MPH
During observation, traffic was: Light Medium Heavy
Types of vehicles: ________________________________________________________________
Number of students at stop: ___________________________ Grade level of students: __________
<table>
<thead>
<tr>
<th>SCHOOL BUS STOP EVALUATION CRITERIA</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is the stop located in the right travel lane?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Is the stop located in a right-turn lane?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Is the stop located at safe distance from railroad crossing?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Is the stop visible to motorists from a minimum distance of 100 feet in a 35 MPH or less speed zone?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Is the stop visible to motorists from a minimum distance of 200 feet in a speed zone above 35 MPH?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Has a school “SCHOOL BUS STOP AHEAD” sign been placed prior to the stop if it has been determined to have restricted sight (200 feet or less) visibility due to being placed on the crest/downgrade of a hill or at some point on a curve, for example?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Is some type of road construction or other construction taking place in an area that poses a danger to students at the stop?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Is the stop free of obstructions that lessen student, motorist, and school bus driver visibility including shrubbery, utility poles, walls, fences, trees, parked cars, and other obstructions?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Does the location of the stop allow for sufficient water run-off/drainage?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Is there sufficient room at the stop away from the roadway for students to safety wait for the school bus?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Does the physical space that the stop occupies provide sufficient room for the number of students using the stop?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Is this a door-side pickup?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Are students coming from multiple directions? Indicate on diagram on the reverse.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. In the absence of a sidewalk, is there a sufficient space/path that provides access/egress to/from the stop?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. If the bus stop location requires that the bus reverse direction, is there sufficient space to allow this task to be accomplished?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Is the stop located in a cul-de-sac?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Does the stop require that a student cross a highway of 5 lanes or more?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Does the stop require a student to cross a divided highway?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. If a student must cross, are they following the 10 foot rule?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
20. Is the bus stop area at/near an intersection? 

21. Is there an area away from the intersection that would be more suitable? 

SKETCH OF SCHOOL BUS STOP (be sure to note all relevant traffic signals, signs, pavement markings, sight obstructions, and student and motorist behavior and roadway deficiencies at the stop)

COMMENTS (be sure to note any unusual pedestrian or vehicular movements that occurred during the evaluation period).

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________
Recommendation:

Evaluator: __________________ Signature: __________________ Date: ________________
**D-8: Manifests and Rerouting**

All school bus drivers must keep their most recent and up-to-date route manifest in a secured location in the vehicle, so that it is not visible to the public. The route manifest and route directions must be easy to read and understand. The driver must follow the manifest and not make any changes to the route without involving the Lead Driver and Transportation Office. Drivers of special needs vehicles must update their route manifest and route directions as their ridership changes and ensure that Lead Drivers are aware of the changes as well.

A reroute is defined as either driving in the opposite direction than that stated on the manifest, or travelling on a road not listed on the manifest. Drivers that frequently reroute due to a lack of students may obtain blanket approval for such specific reroutes from their Lead Driver. An email documenting this approval shall be sent to Dispatch each school year. It is not necessary to contact Dispatch on the radio for these approved reroutes. If there is an unexpected road closure, Dispatch will announce on the radio the specific location and authorize all drivers to reroute in the affected area. Dispatch will also announce potential hazards to avoid on alternate routes. All other reroutes must be approved by Dispatch over the radio.

**D-9: Summer School Routes**

A memo is sent out via the Operations Manager soliciting those individuals who are interested in driving for summer school to inform the office. This memo is NOT a guarantee that you will drive.

We consider several criteria to offer routes to drivers, with proximity of drivers to bus route and school location and employee performance (multiple factors, including annual evaluation) having the most importance.

Drivers or assistants are expected to arrange for their own substitutes for planned absences during summer school. They must inform dispatchers of their absence and the name of the substitute at least 48 hours prior to missing their assignment. The Dispatch office maintains a list of substitute drivers and assistants that may be contacted by the driver or assistant. Unplanned absences due to illness or unforeseen circumstances should be called in to Dispatch immediately, as the window of time available to have substitutes in place is very small during the summer.

**D-10: Bus-Idling Guidelines**

The engine may be idled for the purpose of start-up for a period of up to five consecutive minutes when the ambient temperature is more than 32°F (0°C) and/or the air pressure on the vehicle brakes has reached the proper operating PSI.
The engine may be idled for the purpose of start-up for a period of up to ten consecutive minutes when the ambient temperature is less than 32°F (0°C) and/or the air pressure on the vehicle brakes has reached the proper operating PSI. Buses are allowed to idle up to a maximum of 20 minutes in order to de-ice their bus windows.

Buses that are parked nose-to-tail should not be idled in school parking areas while waiting to load or unload students. If buses are parked nose-to-tail at the school, no buses should be running within 5 minutes of student dismissal. If buses are parked side-by-side only in the bus loop, all buses may start their buses 5 minutes prior to dismissal and are allowed to run during student loading operations when the outside temperature is 80 F or higher. Drivers should consult Lead Drivers if clarification is required. Lead Drivers must develop an idling plan for their schools as an addition to their operational parking plan that will protect the health of employees, students and other drivers during student loading/un-Loading, operations within bus loops. Idling to keep the bus cool may be a requirement if it is in a student’s IEP/504 plan. Initial plans and any subsequent changes must be reviewed and approved by the Transportation Operations Manager.

The purposes of this practice are to:

1. Reduce fuel consumption.
2. Reduce engine wear.
3. Protect the health of employees, students and citizens through reduction of harmful vehicle emissions.

**D-11: Authorized Use of County Vehicles**

The use of school buses, cars, and vans, is limited to the transportation of school children to and from school and other activities as approved by the Department. School buses, cars, and vans, are not to be used as primary transportation for conducting personal business.

Should a driver lose part of his/her route(s) temporarily due to students being taken off the route permanently or temporarily (eg. long-term illness), the driver must notify their immediate supervisor and also advise Dispatch to see if other work is available.

**Off-Route Driving Protocol:**

The Albemarle County School Board has policies in place that direct county employees how to operate county vehicles in a compliant manner. The School Board’s policies are written in a general form so that they can be applied across all of the ACPS departments. This protocol creates specific guidelines for Transportation employees to follow so as to be in compliance with County and Department policies. This protocol is not intended to address issues relating to necessary re-routing related to either road conditions or student ridership.
1. Each driver must park school buses and other pupil transportation vehicles overnight and at midday at the locations specified on their Duty Assignment Sheet.

2. Drivers may request a change to the assigned parking location(s) by following the Parking Policy included in the Operations Manual.

3. Drivers are sometimes required to drive to other locations while on the clock. These include trip to VMF, a fueling location, the County Office Building, or other locations at the request of the Department. These trips are not included on the Duty Assignment Sheet or on the driver’s manifest. While a specific route is not specified for these trips, drivers are expected to drive in a manner which minimizes the distance and/or driving time.

4. Small detours from both manifested and non-manifested routes are allowed if:
   a. The property owner allows bus traffic.
   b. The driver does not use their iPod to punch in or out while driving. The driver must punch out as soon as the vehicle is safely and securely parked and must punch back in just before driving is resumed.
   c. The driver’s supervisor is aware of the detour and is able to contact the driver if necessary.
   d. The parking location is safe and allows easy entry and exit.

5. Any articles that are brought onto the bus must:
   a. Be stored securely
   b. Not take up any student seating capacity
   c. Not be hazardous (combustible, flammable, corrosive, or pose a health risk)
   d. Not be prohibited by other policies (alcohol, firearms, weapons, etc.).

6. Based on consultation with the Division’s insurance carrier, a driver will not be covered by Workman’s Compensation Insurance for any off-route travel. The driver may be on the clock but off-route for a brief time. Coverage ceases as soon as the vehicle starts to travel off-route and is not reinstated until the vehicle is back on route.

7. The maximum off-route distance is two miles per week. Miles cannot be banked or accumulated for use in subsequent weeks. Miles are not transferrable to other drivers.

8. Pooling is encouraged. If five drivers drive off-route together in one vehicle, the off-route mileage will be divided equally among the five drivers.

Field trips-unless noted on the trip sheet, field trip buses are to remain on location with the group. If there is insufficient parking for buses on location, an alternate parking location will be determined by the Transportation Services Manager. Should a driver need to leave the trip location for personal reasons or to travel to VMF, this must be approved by the Transportation Services Manager and miles traveled for either of these purposes must be documented on the trip sheet to ensure proper billing to the schools. In addition, any personal travel is considered to be off-route driving and must comply with the protocol above. The maximum amount of off route distance traveled for personal business while on a trip will be limited to four miles.

**Layover Exception** During a layover, a school bus driver may stop at a business establishment for a short period of time pending the following circumstances: the school bus
is parked safely and legally in an appropriate parking location for such vehicle. The purpose of this exception is to afford the driver a short break, providing that any off-route driving complies with the requirements above. At no time will the driver or assistant use this opportunity to shop or perform other personal business/errands.

**D-12: Field & Athletic Trips**

School principals are to use “Trip Tracker” software to request their activity trip. If not covered by an activity driver, the Transportation Services Manager will work with the Lead Driver of that school to select a driver. When Lead Drivers are tasked with securing drivers for a trip, they should coordinate with other Lead Drivers, beginning in their own feeder pattern. Once a driver has accepted a Field Trip or Athletic Trip assignment, he or she must complete all assigned aspects of the trip, as scheduled, unless advised otherwise by either the Transportation Services Manager or his or her Lead Driver. In addition, assigned drivers are responsible for on-time departure/arrival/return and for keeping track of changes to field trip details, to include scheduling changes and maintaining any necessary paperwork. In the event that an unexpected circumstance occurs that would prevent the assigned driver from completing the trip successfully, such as an illness or absence, he or she must notify the Lead Driver at the school from which the trip originated or the Transportation Services Manager immediately, so that arrangements can be made to accomplish the trip. Field Trips are assigned under the following procedures and priorities:

**ACTIVITY DRIVERS:**
This is their main duty. These drivers will have priority for all field and athletic trips. Due to their experience, they may also be assigned as field coordinators when trips are made with multiple buses or high visibility events.

**HOME-TO-SCHOOL DRIVERS:**
These drivers are assigned midday trips that do not conflict with home-to-school duties. These are assigned through their lead driver on a rotational basis. These drivers may also be used on PM athletic or weekend trips based upon their experience level.

**RELIEF DRIVERS:**
These drivers are used primarily for weekend trips and PM athletic trips if they can be relieved from home-to-school assignments.

**SUB-DRIVERS:**
These drivers are used for trips that other drivers are unable to do because of trip times or scheduling issues.

**LEAD DRIVERS:**
These drivers are used as last priority when no other drivers are available.

Drivers or assistants may not use any type of leave to cover time away from regular duties to perform field trips. No activity trips should be discussed with students until the appropriate administrator has approved the trip. Each school bus must have at least one responsible adult on board as a chaperone, unless exceptions have been approved in advance by the Transportation
Services Manager. In the event there will not be chaperones on a trip, the Transportation Services Manager will indicate that there are zero (0) adults on the trip and will include an explanation in the notes of the trip ticket cover sheet.

When more than one school bus is used for an activity trip to the same destination, all buses will remain together for the duration of the trip. Drivers are encouraged to use the “Talk Around” channel on the two-way radio system to communicate with one another while on trips. School bus drivers and sponsors are mutually responsible for notifying the school and Transportation Services of any significant delays in returning from an activity trip. Pay for activity trips will be in accordance with the driver’s current wages. The driver shall advise the pupils and sponsors of the location of the required emergency equipment and exits prior to the beginning of the trip. Drivers shall ensure that a roster of all students on board the bus is available, in case of emergency, and that cell phone numbers are exchanged between driver and teacher. The teacher, coaches, and/or chaperone are responsible for the behavior of the students on the school bus. Upon arrival at the destination, the driver should remind teachers of time of departure necessary for arriving back at school on time. NOTE: Drivers are held accountable for NOT arriving to school on time.

All rules governing the safety and behavior of students are in effect during activity trips. Drivers should remember that standees are not permitted. All passengers must be comfortably and safely seated on seats before the bus is permitted to move. Under no circumstances are passengers allowed to sit on floors or aisles, use the driver’s compartment area, step well, or sit on laps of other passengers. Coolers, athletic equipment, or other objects must not be placed in the aisles or block the rear emergency exit. Drivers will immediately report any violations of these instructions to the school’s principal or the Transportation Services Manager. Chaperones that bring pre-school age children with them must also bring the appropriate safety seats. (Permission must be granted prior to the trip to ensure that appropriate equipment is in place.)

All trip tickets are to be turned into the Transportation Services Manager within 24 hours of the trip, either by the driver or the lead driver. If the ticket cannot be submitted in that time frame, a photo of the ticket attached to an email to the Transportation Services Manager is acceptable. The physical copy of the ticket can then be turned in at the driver’s earliest convenience. Incomplete trip tickets (missing times/mileage/signatures) will be returned to the driver and considered not submitted until they are corrected and returned.

The Transportation Services Manager will report any trip mileage/time sheet submission violations to the corresponding Area Supervisor. Refer to “Section D-4: Fueling County Vehicles” for specific instructions on fueling during field/athletic trips.

SCHEDULING FIELD/ATHLETIC TRIPS:

The following procedure will be used to schedule drivers for field/athletic trips.

1. Driving staff will submit a “Request to Drive Activity/Field Trip” form at the beginning of the school year (if a new hire, fill out once hired)
   a. Should be filled out with duty assignment sheet
   b. LD should keep a copy and submit original to Transportation Services Manager’s (TSM) office
c. TSM will create a list of all drivers’ status and distribute to all LD’s

2. Schools submit trip requests into Trip Tracker
   a. ACADEMIC
      i. TSM approves trip
      ii. If midday trip, it is sent to the LD of the school from which the trip originates (Elem, Middle, and High). For trips originating at Murray High School and Community Public Charter School, the trip is assigned to the Southern Feeder Pattern ATS. For non-ACPS academic trips, the trip is assigned to the ATS who covers the area from which the request originates. City of Charlottesville requests are covered by the Southern Feeder Pattern ATS.
      iii. If outside of midday hours (9:15am-1:45pm), it is assigned to Activity Drivers or subs. If no Activity/Subs are available, then contact is made with the LD to see what arrangements can be made (route double out, drop off with a return for pick up after route, etc.)
   b. ATHLETIC
      i. Activity LD (ALD) approves trip
      ii. ALD sends schedule to all Activity Drivers (AD’s) via email
      iii. If no AD is available, the trip is emailed to an email group (“LEFTOVER TRIPS”) that consists of all subs and drivers that filled out the form indicating availability for night/weekend/holiday trips. These emails will be sent before 2:00 PM and will be filled the following school day morning based on a rotation tracked by the ALD.
      iv. If no one from this group takes the trip, then the LD of the school of origin is contacted to recruit and or help with arrangements (route double out, drop off with a return for pick up after route, etc.)
      v. If the LD takes the trip, OT must be approved by the Area Transportation Supervisor (ATS). However, if a LD is the last resort, it is rare that permission would not be given to the LD to accept the trip. If a driver who reports to a different LD takes the trip, OT must be approved by their primary LD. 1.5 overtime should be minimized.

3. ACADEMIC MIDDAY TRIP SCHEDULING
   a. LD asks drivers at their school on a rotational basis, regardless of OT. The rotation should be maintained/followed for all trips requests, including those that originate from schools other than the primary.
   b. If no drivers are available from the school of origin, then the LD should contact all LDs within their Feeder Pattern. At this point, the trip should be filled on a “first come, first served” basis.

4. CANCELLING AN ACCEPTED TRIP – if a driver needs to cancel a trip assignment, they must first try to find a replacement driver on their own.

5. DRIVERS TRANSPORTING CHILD/GRANDCHILD/WARD ON A FIELD TRIP
   a. Academic mid-day trips
      + Drivers are responsible for informing their Lead Driver that they have a child/grandchild/ward on an upcoming trip.
+ Lead Drivers will make every effort to assign that driver to the trip subject to the needs of the trip and school (i.e. size of the bus, rotation of drivers, overtime, etc.)

b. Athletic and after-school academic trips
+ Drivers are responsible for informing the TSM and ALD that their child/grandchild/ward will be on a trip.
+ While every effort will be made to schedule the driver/parent, Activity drivers will have priority for these trips to make sure they are scheduled for sufficient hours.

c. Parents/Grandparents are welcome to ride the bus with their child/grandchild/ward if another driver is selected to drive the trip, subject to space availability on the bus.

**D-13: Charter Bus Procedures**

**CHARTER BUS PROCEDURE PLAN**

PURPOSE: To implement procedures to protect the employees and students of ACPS when using charter bus companies for field and activity trips.

The Albemarle County Transportation Department has the responsibility to oversee the use of charter bus companies by Albemarle County Public schools for field and activity trips. The following procedures apply:

- The Transportation Services Manager will maintain the Trip Tracker software and only approve charter bus trip requests with authorized companies.

- The Transportation Services Manager will maintain a list of approved charter bus companies authorized to do business with Albemarle County Public Schools. The approved charter company listing will be distributed to the school administrators and school trip tracker users each year before start of school. The Transportation Services Manager will also send letters each year to the approved charter bus companies advising them that they are approved to do business with ACPS. Letters will also be sent “certified/return receipt” should companies need to be removed from our approved list due to problems with safety record or significant safety events discovered throughout the year. Charter bus companies with “Conditional” or “Unsatisfactory” safety ratings will not be allowed to transport ACPS students until their safety record improves to “Satisfactory”.

- The Transportation Services Manager will develop and conduct a safety spot inspection program for all charter bus companies on our approved list. Our Charter Company Inspection Checklist will be used and safety spot inspections will be conducted on a periodic basis. It is recommended that at least four spot inspections be conducted each year. Should numerous issues result from our safety spot inspections throughout the year, the Transportation Services Manager should increase these inspections until the
issues are resolved. Selected charter bus companies will be advised by letter 30 days in advance of a scheduled spot inspection. Telephonic follow-up will be conducted one week in advance to ensure compliance. The charter bus company will be advised to report at least two hours early for their scheduled trip for a safety spot inspection. The arrival time for our safety spot inspections may be reduced or increased depending on the geographical location of the charter bus company and their response time should a bus/driver need to be replaced. The charter bus company will also be advised that this extra spot inspection time will be paid by the ACPS Transportation Department and that they should have spare buses/drivers ready for replacement should an issue be discovered during our spot safety inspection.

- The Transportation Operations Manager will review the safety record of all approved charter bus companies on a yearly basis. Only those companies with a Satisfactory rating will be placed and remain on the authorized charter bus company listing. The safety record of each charter bus company may be reviewed on the Federal Motor Carrier Safety Administration website at www.fmcsa.dot.gov. Upon access to the federal motor carrier safety administration (fmcsa) website, go to the “Safety” tab and review each charter bus company under the Safety Management System (SMS). Personal visits to charter bus companies may be necessary should safety issues be discovered or the Transportation Department wish to follow-up with customer complaints from our users. These visits will be announced in advance and coordinated with the charter bus company. The following items will be checked:

  - Unsafe Driving.
  - Crash Indicators.
  - Hours-of-Service Compliance.
  - Vehicle Maintenance.
  - Controlled Substance & Alcohol.
  - Driver Fitness.

- The Transportation Operations Manager will update the approved charter bus company listing and provide the updated listed to the Transportation Services Manager for distribution to ACPS administrators and school trip tracker users.

- Designated Office Associates at each school will be designated trip tracker users and be authorized to enter field and activity trips in our trip tracker software. All charter bus trips will be entered in trip tracker for approval and only those charter bus companies on the approved list may be used. The Transportation Services manager will approve these trips and advise the school of approval or issues. Should schools wish to add a charter bus company to the approved charter bus company listing; the school will send an email with all specifics to the Transportation Services Manager for research of the company’s safety record before contacting the company and booking the trip. The
Transportation Services Manager will advise the school if the company may be used and add the charter bus company to our approved listing.

Summary: Any changes or additions to this plan must be coordinated with the Transportation Key Leader staff.

**D-14: Insurance**

Every vehicle used in transporting school pupils and personnel at public expense shall be covered with insurance that will provide financial assistance in case of injuries or death to pupils resulting from an accident. In accordance with Virginia Law, Albemarle County Public School buses are covered by a policy of public liability and property damage insurance. The amounts of insurance in effect are at least those prescribed by law. Drivers should ensure that their vehicle has a valid insurance card and a student roster available, in case of emergency.

**D-15: Vehicle Preventive Maintenance**

Buses must be serviced (preventive maintenance) at least every 4700 miles or 45 school days and cars/vans every 5000 miles regardless of school days. It is ACPS practice to service vehicles before they reach 4700 miles since the previous service call. All drivers are responsible to review their vehicle service sticker and be aware of the required service interval. Drivers are requested to bring their buses in for service after their morning routes and are required to wash the exterior of the bus (assigned bus or spare bus) before turning it in. This work includes:

- Driving from final morning school (or previous work location) to the VMF.
- Washing the bus exterior.
- Parking the bus in the service lot, turning in the keys, and checking out a spare bus.  
  - Driving the spare bus to approved parking location or next work location.

Drivers are authorized to remain on the clock while waiting at VMF for repairs. This does not apply to drivers that park at VMF or drivers that choose to leave VMF. If a driver needs to leave VMF they are advised to check out a spare bus. Drivers are not required to wash their vehicle for minor maintenance issues, i.e. pulling the video, replacing light bulbs, etc.

If the bus is scheduled for normal service, the shop will advise the driver to checkout a spare bus and not wait. Special Needs buses may be given priority over other buses. For normal service appointments on a SPED bus, the shop will advise the driver to wait for completion of the service if a suitable spare is not available. All buses scheduled for normal service appointments will be cleaned and parked in the service area. Once the bus is checked-in for regular service, the shop will advise the driver when their assigned bus is ready for pick-up. All spare buses will be cleaned and checked in, prior to the driver picking up, their assigned bus after service has been completed.
D-16: Bathroom Use for Drivers at Schools

To protect drivers from potential false accusations by students, Transportation employees should not use bathrooms that are used by students while school is in session. Only bathrooms designed for staff/adult use should be used. During large meetings (safety meetings or pre-service), the bathrooms to be used will be announced. Talk to your lead driver about which bathrooms are available for use.

Section E: Pay Practices

E-1: Pay Practices for Transportation Employees

I. Introduction

Transportation pays all drivers and transportation assistants (TAs) for actual hours worked. This practice applies to compensation for work performed by school bus, car, and van drivers (including special needs, activity, relief, and substitutes), lead bus drivers, and transportation assistants. All employees must keep accurate time records for payroll purposes. Accurate recordkeeping of employee work hours is required by the Fair Labor Standards Act (FLSA), School Board policy, and driver contracts. All time worked must be recorded and working “off the clock” is strictly prohibited and may be grounds for disciplinary action. In addition, employees are expected to manage their time properly and must receive authorization to work straight time and time-and-one-half overtime.

A. Pay by Exception

Albemarle County’s system of “pay by exception” will continue for Transportation employees. Base annual salary for 10-month employees is the product of the hourly wage, base hours per day from the Duty Assignment Sheet, and 182 work days per year. 12-month employees work and are paid for 260 days per year.

Monthly pay for hourly employees will be adjusted depending on actual hours worked. Employees working more than the base hours on their Duty Assignment Sheet will receive additional pay; employees working less than the base hours on their Duty Assignment Sheet will receive less pay.

Accumulation and use of leave, in addition to eligibility for medical and retirement benefits, will remain associated with estimated hours per day on their Duty Assignment Sheet. 10-month employees will retain the choice of having their pay spread over 12 months, so long as this is a permitted Division policy. Paychecks at the end of July and August will be equal to 1/12 of
the employee’s base annual salary. To earn VRS (Virginia Retirement System), employees must have 8 base hours and must average 8 hours/day on a weekly basis.

Pay rates for transportation substitute employees are established using the VRS-ineligible pay schedule and based upon experience at the time they are initially added to the sub list. Substitute employees may qualify for a subsequent pay increase based on years of experience.
A “year” is defined as having been on the clock for transporting students for a minimum of 250 hours in the previous fiscal year and are effective 7/1 each year. If the school board does not approve a pay increase for part-time employees, there will be no pay increase for substitute employees.

B. Daily Time Reporting

The Department has deployed an automated time management system that allows employees to record their time worked for compensation. FLSA requires recordkeeping of hours worked each workday and total hours worked each workweek. In addition to keeping records for compliance with FLSA, the data will assist the Department in making work assignments.

Note-- Leave Slips will continue to be used to record time off from work.

Data must be transmitted by “syncing” the device daily. Syncing the device in an active Wi-Fi coverage area transmits data from individual tablets to the “Time Summit” system at the Transportation Office. Each Monday, prior to 10:00 AM, employees must sync the tablet, in order to ensure that all time records for the previous work week have been transmitted. Additionally, employees must sync the tablet daily; however, this should ONLY be done after each employee has verified that the data under the history tab accurately reflects their work day.
If data is missing or entered in error, the employee should not sync; but rather, advise their Lead Driver no later than the next business day. Lead Drivers are authorized to electronically adjust time punches, provided they agree the adjustment is not an attempt to improperly report time worked. Lead Drivers should complete their employees’ time adjustments for a given work day, no later than the end of the next business day. The employee will need to sync their data once the Lead Driver has made the necessary electronic punch adjustments.

Employees should always verify that unsent data under the history tab is accurate before synchronizing. Lead drivers can only electronically adjust time punches prior to synchronization. After synchronization, the employee must submit a punch adjustment form.

Punch Adjustment Forms should be completed and turned in to Lead Drivers no later than the following work day. Lead Drivers will submit Punch Adjustment Forms to the Transportation Department office no later than Tuesday at 10:00AM, following the close of each pay period.
C. Workweeks and Pay Periods

The Superintendent has established the official workweek as extending from Saturday at 12:01 AM to Friday at 12 midnight.

Albemarle County’s Payroll Department establishes a schedule for Transportation’s exceptions (additions or deductions) from base pay to be transmitted to Payroll. Transportation establishes a date, generally two weeks prior to that deadline, as a cutoff point, which allows the Department to distribute Employee Touch Detail Reports to staff, receive these reports back, calculate any exceptions, and transmit this information to Payroll. Under the current system, all pay for full-time employees occurs at the end of each month; therefore, additions to and deductions from base pay are always taken at the end of a month.

II. Drivers

The following guidelines apply to school bus drivers (including activity, relief, and substitute bus drivers), special needs bus drivers, and lead bus drivers.

**Work to be Compensated.**

The following routine categories of work are generally performed every day by drivers. Codes were reduced to simplify the entries. Employees are to press “GO” in ExakTime and choose the applicable labor code to record the beginning of work being performed. When performing tasks in succession, without going “off the clock,” (i.e., route, field trip) “GO” should be pressed again, along with the corresponding labor code. “STOP” should be used to indicate the end of periods of work, rather than between each labor code.

**Code 2. Route(s).** This work includes pre-trip, route, fueling, and post-trip.

Virginia Department of Education (VDOE) Regulations Governing Pupil Transportation state: “8 VAC 20-70-380. Pre-trip safety inspection. The drivers of school and activity buses shall perform a daily pre-trip safety inspection of the vehicle prior to transporting children.” Pre-trip safety inspections are required before the first daily use of a bus to transport children, usually in the morning. Only one complete inspection is required per day and only one complete inspection will be compensated (unless the driver uses a second bus during the day). The inspection should not exceed 20 minutes (5 minutes for autos). Inspections requiring greater than 20 minutes (5 minutes for autos) should be reported to the employee’s Lead Driver or the Operations Manager for validation.

An additional inspection (5 minutes) is mandatory if a bus has been parked between driving missions and not under the observation or custody of a Transportation employee. The bus should be checked for security, safety, and operational reasons and no formal record is required with the exception of a clock in and out for pay purposes.

Route work includes:

- Driving from approved parking location to beginning of first route.
Driving assigned routes, picking up pupils at bus stops, and transporting them to drop-off locations at school.

Layover driving from the first school to beginning of the second route. Driving from final morning school to approved parking location or next work location (i.e. beginning of shuttle run, fueling, bus service or wash station).

Driving from approved parking location to the first school of the afternoon route(s). Unless directed by the Lead Driver to arrive early, the driver should arrive no more than 10 minutes before school dismisses. Arrival times for special needs buses and autos will be coordinated with school officials.

Driving assigned routes and dropping off students at bus stops. Layover driving from the end of the first afternoon route to the second school.

Driving from final bus stop to approved parking location or next work location (i.e. beginning of shuttle run, fueling, bus service or wash station).

Driving from approved parking location or previous work location to beginning of the additional route (usually a school location). Unless directed to arrive early by the Transportation Office or the Lead Driver, the driver should arrive no more than 10 minutes before students are scheduled to depart. Driving the assigned route.

Driving from the end of the route (school location or bus stop) to approved parking location or next work location.

Fueling before or after your route.

Layover time should be included in route time. Layover guidelines include:

- When possible, layover time must be used to perform actual work (calling parents, filling out paperwork, cleaning, fueling, etc.)
- Layover time between the morning elementary run and the start of the middle/high school run is paid
- Layover time between the evening elementary run and the start of the middle/high school run is paid
- Layover time between a home-to school route and a field trip or PM Activity run is 30 minutes maximum.
- A driver on layover may go off-route and remain on the clock. There is an off-route limit of two miles extra per week (see Section D-11 Authorized Use of County Vehicles)
- If a driver arrives early to the first run of the afternoon, they should clock out. The Lead Driver of the school will determine the designated arrival time
- Drivers may wait up to one hour on the clock while minor maintenance work if performed on the bus (see Section D-15 Vehicle Preventative Maintenance)
- All field trip time is on the clock unless the school requests a drop-off only
In some circumstances, drivers might be allowed to park at an alternate location for their convenience. The Department reserves the right to not pay for driving time to and from the alternate location, as this is the employee’s commute to work.

Post-trip inspections are required after morning and afternoon operations (or after any other route when the driver will be parking the bus). The post-trip inspection includes checking the interior of the vehicle to ensure all children are off and no personal belongings are left on the bus, and securing all windows and doors. A quick exterior inspection and a glance under the hood should be conducted if the driver notices any possible mechanical difficulty.

Post-trip inspections should not exceed 5 minutes. Frequent inspections requiring greater than 5 minutes should be reported to the employee’s Lead Driver or the Operations Manager for validation.

**Code 7 Field Trips.** This work includes:

- Driving from approved parking location or previous work location to beginning of the field/athletic trip (usually a school location). Unless directed to arrive earlier by the Transportation Services Manager, the driver should arrive 15 minutes before students are scheduled to depart.
- Driving from the school to the field/athletic trip destination(s), with return back to the school (and fuel site as needed).
- Re-fuel and clean bus as necessary.
- Driving from the end of the field/athletic trip to approved parking location or next work location.

Drivers must indicate the “trip number” from the trip ticket by entering a Field Note in ExakTime. Total time worked on the Daily Time Sheet for the field or athletic trip should equal the total time reported on the Trip Completion Form, for accurate billing and reimbursement.

**Code 12- Attending Meetings or Training:**

Authorized meetings and training will be compensated. Meeting or training work recorded in ExakTime must include a Field Note with the purpose of the work (i.e. meeting with Operations Manager). Employees must be directed to attend meetings or request an appointment with office staff or a Lead Driver. (To schedule an appointment with office staff or a Key Leader, please contact that person directly or contact a member of the Admin Support Team at 973-5716.) Due to a variety of commitments within the School Division that require staff members to leave the office, employees should avoid travelling to the office to meet with someone unless they have an appointment or they are sure that the staff member is in his or her office. Employees should use phone calls whenever possible to conduct work efficiently. “Optional” meetings and training may also be compensated, when approved in advance by an employee’s supervisor.

This work includes:
• Driving from approved parking location or previous work location to the meeting location. If this driving is recorded at the conclusion of another work assignment (i.e. morning route), it cannot be recorded again. The employee should arrive no earlier than 5 to 10 minutes before the scheduled start of the meeting/training. Driving personal vehicles is preferred, and the time and mileage will be compensated. (See the Fiscal Administrator to complete a mileage reimbursement form.
• Attending the meeting/training (to include waiting time if start time is delayed).
• Driving to approved parking location or next work location.

If a meeting/training event is held at the beginning of the day (i.e. annual pre-service training), driving time to the meeting serves as “commute time” and is not compensated.

**Code 13-Paperwork, Computer Work, Phone Calls:**
Completion of required paperwork, reading and writing email or other required computer work, and phone calls required to plan and coordinate transportation operations will be compensated. This work includes:

• Paperwork—Completion of timesheets and other required documents. Reading newsletters and other communications from the Transportation office.
• Computer Work—Reading and writing email communication or other information provided through the computer (i.e. internet links).
• Phone Calls—Necessary phone calls with parents, other drivers or assistants, Lead Drivers, Transportation office staff.

Only required work should be reported for compensation. Internet surfing and phone calls primarily for social reasons should not be reported. Drivers should not average more than 20 minutes per day for these activities. Lead Drivers should not average more than 40 minutes per day for these activities. Employees exceeding these limits will need to validate the need for this work with their Lead Driver or the Area Transportation Supervisor.

**Code 00-VMF Staff Only:**
For staff who work at VMF to record daily work schedule. Regular drivers and assistants should not use this code.

**Code 99-Other-Field Note Required:**
Use this code to enter anything not covered under the simplified codes. Enter a field note to explain the work.
Example of a Typical Work Day in ExakTime:

The previous example of the ExakTime Pocket Clock History screen illustrates a typical day for a bus driver. A summary of that sample work follows:

- 6:40AM – 8:55AM Morning pre-trip inspection, morning routes, fueling, morning post-trip inspection (2 hours 15 minutes) All of this is under Code 02 Route.
- 8:55AM – 9:10AM Cleaning the bus. (15 minutes) This is under Code 99- Other, Field Note Required.
- 9:10AM – 9:25AM Paperwork. (15 minutes) This is under Code 13- Paperwork.
- 9:25PM – 12:00PM Training. (2 hours 35 minutes) This is under Code 12- Training.
- 1:50PM – 4:50PM Afternoon pre-trip inspection, afternoon routes, post-trip inspection. (3 hours) This is under Code 02- Route.

The driver would be compensated for a total of 8 hours and 20 minutes for work on this day. The above summary is just one example of a day. Some drivers have other driving duties that they perform every day: mid-day routes, shuttle routes, evening activity routes.
All drivers have other duties that are performed on some days: fueling, washing/cleaning bus, service calls, meetings, training, paperwork, phone calls.

Some drivers occasionally drive for field or athletic trips. Activity drivers drive for field and athletic trips on a routine basis, and occasionally drive to support home-to-school operations.

All of these duties must be documented and require compensation.

III. Transportation Assistants

The following guidelines apply to transportation assistants.

Work to be Compensated.

(NOTE: The Assistant cleaning the bus will be dictated by the need; if you clean you may clock in, if not, clock out)

Code 2- Route(s):

This work includes:

- Traveling from approved bus driver meeting location and checking equipment (if applicable) while traveling to the stop where the first special-needs student boards.
- Providing all required assistance for special-needs students on assigned routes until the students are unloaded at school.
- Traveling from final morning school to approved driver meeting location or next work location (i.e. beginning of mid-day run, meeting or training attendance).
- Traveling from approved bus driver meeting location and checking equipment while traveling to the first school of the afternoon route(s).
- Providing all required assistance for special-needs students on assigned routes until all special-needs students are unloaded at authorized stops.
- Traveling from final special-needs bus stop to approved bus driver meeting location.
- Traveling from approved bus driver meeting location or previous work location and checking equipment while traveling to beginning of the mid-day route (usually a school location). If this traveling is recorded at the conclusion of another work assignment (i.e. morning route), it cannot be recorded again.
• Providing all required assistance for special-needs students on assigned routes until all special-needs students are unloaded at authorized stops or schools.
• Traveling from the end of the route (school location or bus stop) to approved bus driver meeting location or next work location.
• Post-trip inspections are required after morning and afternoon operations (or after any other route when the driver will be parking the bus). Transportation assistants are expected to participate in post-trip inspections, as needed, which includes checking the interior of the vehicle to ensure all children are off and no personal belongings are left on the bus, and securing all windows and doors.
• Remaining on bus while driver is fueling as part of the route.

Post-trip inspections should not exceed 5 minutes. Frequent inspections requiring greater than 5 minutes should be reported to the employee’s Lead Driver or the Area Transportation Supervisor for validation.

**Code 7- Field Trips:**
This work includes:

• Traveling from approved bus driver meeting location or previous work location to beginning of the field trip (usually a school location). Unless directed to arrive earlier by the Transportation Services Manager or Lead Driver, the driver should arrive 15 minutes before students are scheduled to depart.
• Providing all required assistance for special-needs students during the field trip.
• Traveling from the end of the field trip to approved bus driver meeting location or next work location.

**Code 12-Meetings and Training:**
Transportation assistants will follow the same guidance as outlined for drivers (see page 81).

**Code 13-Paperwork, Computer Work, and Phone Calls:**
Transportation assistants will follow the same guidance as outlined for drivers (see page 82).

**Code 99-Other-Field Note Required:**
All other work that is not captured by the above codes. A field note is required for explanation.

**IV. Overtime Policy and Compensation (School Board Policy GCJ)**
Non-exempt (paid based on the number of hours physically worked) employees are eligible to receive overtime pay at the rate of one and a half times his or her normal rate of pay for any hours physically worked in excess of 40 hours per work week. Only employees with 8 base hours may earn and accrue compensatory (comp) time. Comp time is distributed as one and one half hours of compensatory leave for every hour of overtime worked. Such employees have the right to decide whether they receive overtime pay or to accrue compensatory (comp) time each time they work in excess of 40 hours per work week. Any type of leave that is used during a work week is not time worked and will not count toward overtime calculations.

Employees may only work overtime with prior authorization from their supervisors. Failure to obtain this authorization may result in disciplinary action. Occasionally, a Transportation Key Leader may require that an employee work overtime in order to meet the Department’s operating needs. Whenever possible, notice of this requirement will be provided in advance so that employees can arrange personal schedules.

V. Frequently Asked Questions

A. Hourly Pay

1. Will an employee’s hourly rate be different for driving and non-driving duties (i.e. fueling or washing the bus)? No, the same hourly rate will be paid for all work, except overtime work, which will be compensated according to FLSA (one and a half times the employee’s normal rate of pay).

B. General Pay

1. What does base salary mean? The base salary of Transportation employees will remain a function of the total hours per day on their Duty Assignment Sheet. Base annual salary for 10-month employees is the product of the hourly wage, hours per day from the Duty Assignment Sheet, and 182 work days per year. 12-month employees work and are paid for 260 days per year. Base annual salary is shown on the Employee Action Authorization form that employees receive from Human Resources whenever their base pay changes.

2. Does the total hours per day for base pay only include the route hours on the Duty Assignment Sheet? No, it includes an “estimate” of both driving and nondriving time. Nonetheless, you will be paid actual hours worked.

3. Can 10-month employees still be paid over 12 months? Yes, this will be in place as long as this continues to be a permitted school division practice.

4. How will summer pay be calculated for 10-month employees that elect to be paid over 12 months? Employees will be paid 1/12th of base salary in July and August, regardless of any adjustments (additions or deductions) to monthly pay during school year.
5. **Will the actual time worked and paid be printed on the employee pay statement?**
   Additions and deductions to base salary are indicated on paystubs.

C. **Leave and Benefits**

1. **When employees are granted a day of leave, how will time be recorded?**
   Accumulation and use of leave will remain associated with total hours per day on their Duty Assignment Sheet (base hours). When employees are absent for a full day, the employee’s base hours and the type of leave requested should be indicated on a submitted leave slip. As always, leave slips are subject to supervisor approval.

2. **How will medical and retirement benefits change?** Transportation will continue to follow School Division policy. Transportation employees (drivers and assistants) remain eligible for full-time medical benefits by working a minimum of four hours per day. Retirement benefits through the Virginia Retirement System are earned by working eight hours per day and having 8 base hours. Albemarle County also offers an annuity retirement program for employees who work less than eight hours per day. Questions regarding this benefit should be directed to Human Resources. Eligibility for benefits will remain associated with base hours per day on the Duty Assignment Sheet.

D. **Pre-Trip Inspections**

1. **When should drivers start pre-trip inspections?** Drivers are directed to begin pre-trip inspections no more than 20 minutes before beginning a bus route.

2. **If a driver finishes a pre-trip inspection early enough to take a break before beginning the morning route, how should work be recorded?** Drivers should record the actual pre-trip inspection time by punching the route code and pressing “Go.” If there is time for a break, press “Stop” and punch back in when you begin the route.

3. **Why is 20 minutes the limit for the daily pre-trip inspections?** Input from lead drivers and consulting with practices of other School divisions indicates that 15 minutes is an appropriate time for daily pre-trip inspections. We have granted 20 minutes to allow for possible problems and warm-up of the bus.

4. **How do drivers record an abbreviated pre-trip in the afternoon?** Record the abbreviated afternoon pre-trip inspection as part of the route, which is “Code 2.”

5. **In the winter time, drivers sometimes start the pre-trip inspection early to start the bus with enough time to warm up. How should that be recorded?** The 20-minute limit for the pre-trip inspection includes “warm-up” time. Warm-up time for the bus should be in accordance with the Department’s anti-idling policy. Diesel engines
don’t effectively warm up until the bus begins to travel, so idling the bus should be no longer than 5 minutes (above 32 degrees) or 10 minutes (below 32 degrees).

E. Morning/Afternoon Route(s)

1. **When do drivers parking at home begin recording work time?** Driving work starts and ends at approved parking locations (or the previous/next job location). All drivers will have overnight and mid-day parking locations approved by the Transportation Operations Manager. In some circumstances, drivers might be allowed to park at an alternate location for their convenience. The Department reserves the right to not pay for driving time to and from the alternate location, as this is the employee’s commute.

2. **When students assigned to a route do not ride the bus, why aren’t drivers and assistants paid anyway?** Drivers and assistants are to record their time worked. Some days work will finish earlier than normal and some days work will finish later than normal. If an entire route has no children to be transported or a driver expects to finish significantly early, Dispatch should be notified as soon as possible so that drivers and assistants can be re-directed to cover other routes.

3. **Will drivers be paid for picking up transportation assistants?** Yes. All driving required to complete assigned duties should be recorded as work for pay.

4. **What if a school requires a driver to be at school more than 10 minutes before dismissal?** The Lead Driver of the school will bring to the attention of the Area Transportation Supervisor as soon as possible. If necessary, we will have a dialogue with the school to discuss efficient operations. There may be special circumstances requiring an early arrival.

5. **When should drivers stage near their first stop to drive the first morning route on schedule?** We want drivers to run their routes on time, so 5 to 10 minutes of staging time is permitted.

6. **How do employees record deadhead driving?** Deadhead driving (no students on board) occurs in several circumstances: driving between approved parking and routes or field trips, driving to/from fueling, washing, or servicing. This time should be recorded as part of the route or along with the task that is performed immediately before or after the deadhead driving.

F. Layover Time

1. **If an employee (special-needs driver and assistant for this example) has a 45-minute layover, but there is still a student on the bus, will they still get paid?** Any time that a student is on board a bus should be recorded as work, usually under route(s).
2. **If drivers do work such as fueling and washing while on layover between routes, how should time be recorded?** The concept of layover carries less significance under the new pay system. Time worked should be accurately recorded, which may include punching in or out of multiple labor codes throughout the morning, afternoon, or day. For example, you may switch labor codes from driving, (elementary route) to fueling, and back to driving (high school route) all in one morning.

G. Field Trips

1. **Are drivers paid from assigned parking location through the field trip and back to our assigned parking location?** Yes, unless a meal break needs to be noted.

2. **Is there still a minimum time for field trips?** No, employees are paid actual time worked.

H. Service Calls:

1. **If a driver waits while a bus is serviced, is that time paid?** Drivers will always be provided a spare bus for routine preventive maintenance. With Fleet Manager (or designee) and Area Transportation Supervisor approval, a driver may be allowed to wait and be on the clock for one hour.

2. **Will service calls include transportation assistants on special needs buses?** If an assistant is on board, drivers should not bring a bus in for service unless it is the most cost-effective method. This will be determined on a case-by-case basis, and will most likely be approved for drivers and assistants that meet a significant distance from VMF.

3. **What happens if a bus breaks down on a route or does not start?** If a bus requires shop personnel to respond to a “road call” away from VMF, the driver should record the time associated with the road call as Code 99-Other and enter a Field Note. If a driver does not complete assigned routes due to a road call, the driver would record the Service Call stop time when (1) beginning the next work assignment, or (2) returning to an approved parking location. If a Transportation Assistant is on board, he or she may either remain clocked in under route or switch to Code 99-Other and record the Service Call.

I. Paperwork, Computer Work, Phone Calls:

1. **Can employees record a flat amount of 20 minutes for each day?** No, recording short intervals of work will be tedious for employees, but is necessary. The concept of paying for actual hours worked requires that all work be recorded, not estimated.

2. **If a driver is driving a bus and gets a call, but the assistant answers the phone, who records the time?** A driver should never answer the phone while driving. If the driver or assistant is already working, they are already clocked in under Route.
Generally, if both are not working, whoever takes the call, records the time. If there is a complex situation, in which both the driver and assistant are involved in the call, then both would record the time.
E-2: Time Clock Tablet Equipment Agreement

Transportation Services
110 Lambs Lane, Charlottesville, VA 22901
Phone: (434) 973-5716 Fax: (434) 973-2903 www.k12albemarle.org

TIME CLOCK TABLET EQUIPMENT AGREEMENT

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Replacement Cost</th>
<th>Serial Number</th>
<th>ACPS Number</th>
<th>Pin Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Samsung Galaxy Tab 4</td>
<td>$120.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set of Charging Devices</td>
<td>$29.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tablet Cover and Case</td>
<td>$16.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I have been issued the above equipment for use as my primary time keeping device to track my hours worked. By signing below, I agree that I am responsible for the care of this equipment, and I will only use it for work-related purposes, but allowed to use it for personal use as long as it complies with ACPS use policies. ACPS Transportation can remove applications or software added to the tablets. I understand that if the equipment is lost, stolen, or damaged, I may be required to pay up to the full replacement costs listed above. Additionally, I realize that misuse of this equipment or repeated instances of loss or damage to equipment may result in disciplinary action. If loss of equipment occurs, I agree to choose one of the following options to reimburse the Department for its loss:

**Option A:** Employee will provide a check or money order for the full replacement cost indicated above, no later than 60 days after the loss is reported, payable to ACPS Transportation Services. Employee understands and agrees that if payment is not received, Transportation Services will take two (2) equal payroll deductions, splitting the replacement cost between two consecutive months (i.e. January and February), provided that such deductions will not reduce the employee’s gross pay to a level that is below Federal Minimum Wage standards. If deductions cannot occur due to this stipulation, deductions will occur at the first opportunity.

**Option B:** Employee authorizes Transportation Services to take two (2) equal payroll deductions, splitting the replacement cost between two consecutive months, (i.e. January and February), provided that such deductions will not reduce the employee’s gross pay to a level that is below Federal Minimum Wage standards. If deductions cannot occur due to this stipulation, deductions will occur at the first opportunity.

If employment terminates before full repayment is received, employee agrees to complete repayment within 30 calendar days of termination date. If repayment does not occur, employee understands that legal proceedings may be initiated to recover equipment cost.

By signing below, the employee agrees to the terms specified herein.
Tablet FAQs and Troubleshooting

Below are some of the most common issues that occur with the tablets and Exaktime apps. If you reach the point in Troubleshooting, where you are directed to contact the Transportation Department office, please do so right away.

Q: I can’t get to the GO/STOP screen. I just have a screen that says EXAKTIME with a bunch of numbers.
A: This is probably the Exaktime login screen. They got here because the Logout button was pressed.

A. First, try typing in the 4 digit pin and pressing the right arrow. If the GO/STOP screen appears, the issue should be resolved. If a red circle with a line through it appears, verify that you are using the correct pin (call the office if needed.) B. If an incorrect pin is being used, try using the correct one. C. If the correct pin is being used follow the steps below for option 2.

1. If an error code appears, or a red circle with a line through it appears, bring to the attention of someone in the Transportation Department office right away.

Q: My tablet won’t sync.
A: There are two options here. Either 1) Wi-Fi is not connected or 2) there is an error message that indicates a database crash. If 2) is the case, you will see an error message such as 106r, 105s, etc. If you see that message, tell someone in the Transportation Department office right away.

1. To check Wi-Fi, look at the top of the screen to see if there is an icon like . If there is, then Wi-Fi is connected.
2. To reconnect to Wi-Fi or to refresh Wi-Fi connection, go to the Home Screen.
   A. Choose settings
   B. Go to Wi-Fi
   C. If it is off, turn back on
   D. Press ACPS in the list below to select it. A Check mark should appear beside ACPS

Q: My punches are not showing up in my history.
A: Notify someone in the Transportation Department office right away.
Q: My punches show up in the History, but they will not send. A:
There could be several things wrong here:

1. Make sure that Wi-Fi is connected (see above)
2. If Wi-Fi is connected, notify someone in the Transportation Department office right away.

Q: My history doesn’t go back far enough to see all of my work.
A: There is no way to extend the History. This may be an issue for some folks over a long break. That is why it is important to check the History every day and submit update forms as needed.

Q: I keep getting an error message, and I can’t clock in or out.
A: Unless the error says that there is no internet connection, it will have a number and letter associated like 105s, or 106r. If that is the case, contact the Transportation Department office right away.

Q: My screen won’t cut on.
A: Try charging for 5-10 minutes. If this doesn’t work, contact the Transportation Department office.

Q: My tablet won’t hold a charge.
A: Check to make sure you see the green battery icon showing up to indicate that the unit is charging. If not, see someone in the Transportation Department office concerning your charger. The unit is constantly looking for Wi-Fi, so if you do not have Wi-Fi access at home, you may want to keep it on a charger until you are ready to walk out the door. If none of this works, let someone in the Transportation Department office know.

Changing an Email Password
*Only do this AFTER changing the password via website/computer.

1. From the Home Screen or App Tray, choose the Settings App
2. Choose the General tab
3. Choose the Microsoft Exchange ActiveSync email account (usually the top one or only one on the list)
4. Click on Settings under Common Settings
5. Select your ACPS (k12albemarle.org) account under Account Settings
6. Select Password
7. Enter your new password and click OK

Device Shows Wrong Date/Time/Time Zone
Occasionally, the device will display an incorrect time and will later correct itself. Even though it is showing the wrong time, it is still tracking elapsed time correctly, and usually the punches will revert back to the correct time, when the main clock reverts back to the correct time.
However, if it does become necessary to change the date or time, follow these steps:

1. From the Home Screen or App Tray, choose the Settings App
2. Choose the General tab
3. Click on Date and Time under Device Manager
4. Choose Set Date to change the date—Choose the current date from the popup calendar or use the up/down scroll arrows and select Set when finished
5. Choose Set Time to change the time—Choose the current time using the up/down scroll arrows and the AM/PM box and select Set when finished
6. *Note, sync your ExakTime prior to changing the time zone. Choose Select Time Zone to set the correct time zone—Select Eastern Standard Time (GMT-4:00 during Daylight Saving Time or GMT-5:00 during Daylight Standard Time).
### Transportation Awards Program

**Transportation Rewards Program**

1. **Skills Proficiency** - This is an annual cash award available to all non-exempt staff

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>STAFF I $500</th>
<th>STAFF II $1000</th>
<th>STAFF III $1500</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Experience</strong></td>
<td>First year if starting on or before November 15, following year if starting after November 15.</td>
<td>Five years as an employee with ACPS (first year after fourth performance evaluation).</td>
<td>Ten years as an employee with ACPS (first year after ninth performance evaluation).</td>
</tr>
<tr>
<td><strong>Attendance</strong></td>
<td>Less than 2% time missed as measured by department standards (excludes FML, approved sick leave, and annual leave) for the current year.</td>
<td>Less than 2% time missed as measured by department standards (excludes FML, approved sick leave, and annual leave) for the current year.</td>
<td>Less than 2% time missed as measured by department standards (excludes FML, approved sick leave, and annual leave) for the current year.</td>
</tr>
<tr>
<td><strong>Performance Evaluation</strong></td>
<td>At least a “3” Successfully Meets Expectations on all five Competency Areas on the current year’s Performance Evaluation.</td>
<td>At least a “3” (Successfully Meets Expectations) on all five Competency Areas on the current year’s Performance Evaluation plus at least two Competency Areas at “4” or “5”.</td>
<td>At least a “4” (Meets and Often Exceeds Expectations) overall and at least a “3” (Successfully Meets Expectations) on all five Competency Areas on the current year’s Performance Evaluation.</td>
</tr>
<tr>
<td><strong>Training</strong></td>
<td>At least 2 relevant workshops or courses per year.</td>
<td>At least 3 relevant workshops or courses per year.</td>
<td>At least 3 relevant workshops or courses per year.</td>
</tr>
<tr>
<td><strong>Safety</strong></td>
<td>In the current year, zero Lost Time Accidents and Medical Aid Accidents that were due to employee negligence or inattentiveness, and no preventable driving accidents or incidents.</td>
<td>In the current year, zero Lost Time Accidents and Medical Aid Accidents that were due to employee negligence or inattentiveness, and no preventable driving accidents or incidents.</td>
<td>In the current year and previous year, zero Lost Time Accidents and Medical Aid Accidents there were due to employee negligence or inattentiveness, and no preventable driving accidents or incidents.</td>
</tr>
<tr>
<td><strong>Employee Engagement</strong></td>
<td>Participate in at least one voluntary activity. On-the-clock activities include TAC, Safety Committee, Engagement Committee, Road-e-o, Picnic Committee, Safety Week Luncheon Committee, Job Fair, providing training as a statecertified trainer, ACPS Employee Advisory Committee, and Snow Patrol. Off-the-clock activities include Corn Hole and Holiday Decoration Event or any volunteer activities in the schools.</td>
<td>Participate in at least two voluntary activities. On-the-clock activities include TAC, Safety Committee, Engagement Committee, Road-e-o, Picnic Committee, Safety Week Luncheon Committee, Job Fair, providing training as a state-certified trainer, ACPS Employee Advisory Committee, and Snow Patrol. Off-the-clock activities include Corn Hole and Holiday Decoration Event or any volunteer activities in the schools.</td>
<td>Participate in at least three voluntary activities. On-the-clock activities include TAC, Safety Committee, Engagement Committee, Road-e-o, Picnic Committee, Safety Week Luncheon Committee, Job Fair, providing training as a statecertified trainer, ACPS Employee Advisory Committee, and Snow Patrol. Off-the-clock activities include Corn Hole and Holiday Decoration Event or any volunteer activities in the schools.</td>
</tr>
</tbody>
</table>

*The Skills Proficiency Administrator or designee must approve activities not listed in advance. All time must be verified in writing by the immediate supervisor. Picnic participation (end of year picnic) will count for the following year.*
Wellness
Wellness participation dates are the start of school through ending date of the program.

Regular participation in a physical activity. The activity must be documented (e.g. fit bit printout, employee log, etc.) and must occur at least three times per week. The activity must be pre-approved at the time of application.

Regular participation in a physical activity. The activity must be documented (e.g. fit bit printout, employee log, etc.) and must occur at least three times per week. The activity must be pre-approved at the time of application.

Regular participation in a physical activity. The activity must be documented (e.g. fit bit printout, employee log, etc.) and must occur at least three times per week. The activity must be pre-approved at the time of application.

2. **Attendance** - This is a cash award for all non-exempt staff. Recipients may earn $50/quarter and an additional $100 if all four quarters are perfect. Staff personnel are not eligible for the perfect attendance award if they start after the first day of the quarter. They are not eligible for the annual award if they start after the first day of school. Use of “comp time” does not affect the perfect attendance award.

Here are the details of the “Perfect Attendance” reward program:

1. All 10-month and 12-month non-exempt regular employees are eligible
2. Substitute drivers are not eligible
3. An eligible employee that does not miss any scheduled time (excluding comp time or annual leave) during the entire quarter will receive $50 in their subsequent paycheck
4. An employee that becomes a regular employee after the start of the quarter is not eligible for the reward for that quarter
5. An eligible employee that does not miss any scheduled time (excluding comp time or annual leave) during the entire year will receive an additional $100 in their subsequent paycheck
6. An employee must be employed on the first day the year to be eligible for the $100 annual reward (first school day for 10-month employees, July 1 for 12-month employees
7. Scheduled time for 10-month employees is all school days, pre-service day, Inservice training, and bus check-in
8. Scheduled time for 12-month employees is all scheduled work days
9. Any use of sick leave will disqualify the employee for the reward for the quarter/year (see below for further detail)
10. Rewards will be treated as taxable income

An employee is not eligible for perfect attendance under the following conditions:

- Any use of sick leave
- Working less than base hours for the day due to modified work restrictions
- Working less than base hours for the day due to tardiness
- Time missed due to a court appearance not on behalf of the department

The following will not result in loss of perfect attendance:

- Admin leave while awaiting results of a D&A test
- 10-month employee absent for summer school transportation
• Emergency leave (very rare, see SB policy GCC)
• Paid professional leave (rare, see SB policy GCC)
• Military leave (rare, see SB policy GCC)
• Jury duty
• Time missed due to a court appearance on the behalf of the department

3. **Employee of the Year Awards**- These are cash awards and include “Driver of the Year”, “Assistant of the Year”, Staff Member of the Year”, and “Most Valuable Player Award”. For the MVP award, key leaders will write biographies for nominees that show that the employee made a significant contribution to transportation; he or she has excellent attendance and an excellent performance evaluation, and demonstrates teamwork, engagement, and participation. All transportation employees will vote for the MVP. Key Leaders will choose the other awards using the same criteria. The MVP award will be $1,000 and the other three awards will be $500.

---

**E-5: Travel for Professional Development, Expense Reimbursement, On-Call, and Call-back Time**

**Hours Worked – Travel Time:** According to ACPS Policy GCJ, “Licensed and Classified Staff Schedules and Overtime/Compensatory Time Compensation,” when non-exempt employees are required to attend meetings or conferences that occur outside of Division facilities, the hours involved in the actual travel, as well as the hours involved in the training/meeting, shall be considered hours worked. Employees shall report this time to their supervisors, using forms designated for that purpose.

**Travel off-site for training:**

All travel for employer required training outside of the county is compensable. An employee should use a county vehicle to attend these training sessions and one county vehicle per training session is encouraged for groups of employees traveling to the same location. If county vehicles are not available, an employee may take their private vehicle and be compensated for mileage as well as time worked for travel time. This must be approved in advance by the director. If an employee chooses to drive a personal vehicle to a required training, the employee’s insurance is the primary insurance covering any incidents or accidents. The county insurance would be secondary, but only for liability.

If an employee must use multiple modes of transportation to reach the training destination (i.e. airplanes, buses or trains), travel time starts when the employee departs their work site or designated parking location until they reach their temporary training designation. The reverse is true for return travel.

*Example:* Commute from home to VMF to pick up vehicle (not paid)
Commute from VMF to Richmond airport in staff vehicle (paid for travel time)
Commute on plane to Kansas City airport (paid for travel time)
Take taxi to hotel (paid for travel time and reimbursed for taxi) Arrive at hotel (paid time ends)
Attend conference (paid for hours worked, reimbursed for any additional transportation expenses or food costs)

Leave hotel and taxi to airport (paid for travel time, and reimbursed for taxi)

Commute on plane from Kansas City to Richmond airport (paid for travel time) Commute in staff vehicle from Richmond airport to VMF (paid for travel time and time ends at VMF)

Commute home in personal vehicle from VMF (not paid)

As another example, if an employee chooses to leave the airport and taxi to a restaurant instead of the hotel, the employee would be reimbursed for food expenses and mileage, but the work time would end and the employee would no longer be on the clock.

Travel from home to the training site is not compensable if it is within the county.

Expense Reimbursements: According to ACPS Policy DLC, “Expense Reimbursements,” the School Board encourages attendance and participation of school personnel in professional development activities in order to improve work skills and to maintain high morale. Requests for reimbursement from school board funds will be honored only for activities approved in advance by the superintendent or superintendent’s designee (director of transportation) and for which a statement of travel, with supporting documents, is submitted at the conclusion of the trip. The Albemarle County School Board shall provide transportation or transportation reimbursement for specified employees discharging duties and responsibilities required for the operation of the county schools. This transportation shall be provided through the use of vehicles owned by the School Board, through reimbursement for the use by employees of privately owned vehicles when required, and through commercial means of transportation when appropriate. The School Board may provide transportation or transportation reimbursement as stated above for employees who are authorized to travel outside the county on behalf of the school division. These employees may be reimbursed for travel expenses such as food, lodging and fees upon the presentation of proper receipts.

Ordinary home to work travel is travel from the employee’s home before the regular workday and return travel to the employee’s home at the end of the workday. This travel is normally not counted as hours worked. However, all travel time in a county vehicle should be on the clock and subject to compensation. In other words, if you park at home, or if you take a county Vehicle home in case of road calls, you are compensated as soon as you get into your car or begin pre-tripping your bus. Approval from your direct supervisor should be obtained to take a county vehicle home.

Travel between job sites during the day is work time. If the employee is required to report to a meeting place to receive instructions, perform other work there, or to pick-up equipment or tools, the travel from the designated meeting place to the work place is part of the day’s work, and must be counted as hours worked. The same is true at the end of the day. If the employee is required to return to the employer’s office or job site, the travel time back to the office is counted as hours worked. Employees may be reimbursed for travel expenses when using their personally
owned vehicle. Dual job employees should not count their travel time as hours worked unless expressly directed by their employer.

**Hours worked – Training Time:**

Time spent in meetings, lectures, or training is considered hours worked and must be paid at the employee’s regular hourly rate, unless all 4 of the following are true:

1. Attendance is outside regular working hours.
2. Attendance is voluntary (i.e. not required).
3. Training is not job related.
4. No productive work is done during attendance.

Employees should receive approval from their direct supervisor for all training in advance of the start time.

**On-Call Time:**

According to ACPS Policy GCJ, “Licensed and Classified Staff Schedules and Overtime/Compensatory Time Compensation,” if an employee is required to remain on-call on the employer’s premises or so close that the employee cannot use the time effectively for his/her own purposes, or if the employee is so restricted that he/she cannot use time for personal purposes, the employee is working while on-call. In that case, the time the employee is on-call is counted as hours worked and must be paid.

*Example: The dispatch office asks bus 1 to stand-by from 6am to 9am in case they are needed. The driver reports to his bus and is paid whether or not he drives that time.*

**Call Back Time:**

ACPS Policy GCJ states that “any eligible non-exempt employee who is required by the principal/department head to report back to work outside of the employee’s regularly designated work hours on less than 24 hours’ notice shall be eligible for call-back compensation at one and one-half times the employee’s regular hourly rate, regardless of the number of hours worked in that workweek. An employee’s “regularly designated hours” are those hours at which the employee is normally scheduled to work. Hours worked beyond regularly scheduled work hours which require an employee to stay at work, rather than report back to work, shall not be deemed call-back hours.”

Employees that serve in the capacity of hazardous road patrols will be compensated time and one half for time worked in these duties regardless of hours worked for the week. Staff personnel that assist in snow removal fall in this category and will be similarly compensated. Employees will be paid time and a half whenever they are working in this capacity and other hourly employees are not required to work. For road calls or other emergencies that occur, the above protocol will be used. If an employee is required to return to work, it will be considered call-back; if an employee attends an emergency that
begins at 4pm and continues until 9pm at night, it will be considered an extension of the work day and not call-back.

**Section F: Student Conduct on School Buses**

**F-1: Student Conduct & Discipline**

The principal of the school served is responsible for the discipline of students on the school buses. The driver exercises the principal’s authority in maintaining a safe and wholesome atmosphere on the bus. Drivers and assistants are reminded that the principal is the chief administrator in the school.

An acceptable classroom standard of conduct is expected of pupils on school buses. The driver should be familiar with the standards contained in the parent-student brochure, “Parent’s Guide to Transportation” (See appendix).

**F-2: Suspension of Riding Privileges**

(See Appendix-Student Conduct Form)

Only the principal of the school has the authority to suspend the riding privileges of an unruly student. School bus drivers have no authority to suspend riding privileges, except under the following circumstances.

The driver has the right to refuse transportation to any student who has an unsafe object (matches, knives, firearms, etc.) in his/her possession. The driver may also refuse transportation to any student who has been suspended from riding the bus by the school administration. Under no circumstances will a pupil be put off the bus on the way to or from school.

**Discipline Procedures:**

1. If serious (fighting, restricted substance, threats, sexual harassment, etc.) write Student Conduct Form (referral) and immediately take to school
2. Before a negative Student Conduct Form is necessary, be proactive
   a. Develop a relationship with each student and their parents (know students name, medical condition, interests, etc.).
   b. Keep notes on interests.
   c. Call parents before school starts.
   d. Assigned seats are required for all elementary students within the first month of the start of school.
   e. The Lead Driver shall be responsible for assigning seats on open routes at their school.
   f. The Driver may change seat assignments at any time.
g. Assigned seats for Middle and High School Students are done at the discretion of the Driver and/or School Administrator. The Driver may segregate middle school students from high school students if necessary.

3. When behavioral issues occur
   a. Move student to the front of the bus. It may be advisable to seat student in camera range.
   b. Talk to student one-on-one, eye-to-eye, use choice techniques (let student divert eye contact, ask restorative questions, solicit feedback from student)
   c. Notify LD if behavioral issues continue. LD and/or driver will notify school and ask for insight as to why student may be misbehaving. Driver should feel free to ask for support/ideas from colleagues, LD, Supervisor, school.
   d. Call parent, notify LD.
   e. Write first Student Conduct Form, notice for parents, and notify LD and school.
   f. Principals have been instructed to return referral if above not done before writing referral.
   g. Write second Student Conduct Form, notice to school. Make copy (or take a picture with tablet) for LD before turning in to school.
   h. If desired, ask school for restorative circle with school, student, and possibly parent. Can also use SSHS Project Leaders instead of school personnel.
   i. As needed, write subsequent Student Conduct Forms, notice to school. Make copy (or take a picture with tablet) for LD before turning in to school.

Writing a Student Conduct Form—(IT IS A LEGAL DOCUMENT)!

✦ Only write the referred student’s name. Refer to other students without using their name.
✦ One student name per referral.
✦ Only write observed facts. Do not write opinions on what happened or on suggested discipline.
✦ As a reminder, the Student Conduct Form is used for positive or negative behavior. A negative behavior can be “referred” to the school and positive behavior can be given to parents or the school to provide encouragement or praise, or simply to recognize a helpful, safe, or dependable student.
✦ Detail actions already taken
✦ Complete all fields
✦ Related email is a legal document and FOIA-able
✦ If the Lead Driver is immediately available, give the Student Conduct Form to the Lead Driver.
✦ If the Lead Driver is not immediately available, make a photocopy or take a photo with your tablet as soon as possible (at the end of the run or sooner). Turn the original into the Lead Driver and provide the copy to the parent or the school. Advise the Lead Driver as soon as possible that a Student Conduct Form was turned in.
The Lead Driver provides the copy of the negative Student Conduct Form to the Area Transportation Supervisor.

The Area Transportation Supervisor will enter the Student Conduct Form into the tracking spreadsheet.

Area Transportation Supervisors, with the assistance of Lead Drivers and Drivers, will track Student Conduct Forms to make sure the schools complete the referral within two school days after the date of the incident. The Supervisor will follow-up with the school after the second day to expedite resolution of the referral.

The Lead Driver must provide assistance to the school and driver to finalize the Student Conduct Form. If a resolution has not been reached by the second day, the Lead Driver should alert the Area Transportation Supervisor to follow-up with the school.

The Lead Driver must make the driver aware of the results of the Student Conduct Form and any imposed consequences as soon as possible.

If a Supervisor notices a pattern of a school not handling Student Conduct Forms in a timely manner or not judiciously applying consequences for misbehavior, they must notify the Operations Manager, Assistant Director, and Director.

F-3: Responding to a Fight on the School Bus

Departmental and School Division leaders recognize that while unfortunate, fights between students will occasionally occur. The following is a guideline for Transportation personnel to utilize in order to be prepared if these events occur during the transportation process.

This protocol is designed to be general in nature, and the guidelines that follow may not suit individual student circumstances, particularly involving students with special needs. In such cases, the driver should report the occurrence to proper personnel in Routing as well as the Lead Driver and appropriate school personnel.

What Constitutes a Fight:

For purposes of this protocol, fighting will be defined using with the language that is utilized by school administrators throughout the Division. Fighting involves two or more parties in conflict when they are striking each other for the purpose of causing harm or injury. This may extend to mutual shoving, wrestling, or other aggressive actions that may result in the danger of harm or injury to party, bystanders, or school property.

This definition and the protocol are intended to address fights between students. Any assaults upon staff should be reported to an administrator immediately.
Driver Interaction with Students:

School Board Policy JGA (Corporal Punishment) reads as follows:

No teacher, principal or other person employed by the School Board shall subject a student to corporal punishment. This prohibition does not prohibit the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control or the use of reasonable and necessary force.

- To quell a disturbance or remove a student from the scene of a disturbance which threatens physical injury to persons or damage to property;
- To prevent a student from inflicting physical harm on himself;
- For self-defense or the defense of others; or
- To obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia which are upon the person of the student or within his/her control.

Although the Policy allows for contact between staff members and students, in the interest of quelling a disturbance, it does not require such contact. Given that Transportation employees are responsible for the safety of all students on board the vehicle, it is in no way advisable for the driver to take such actions that would compromise his or her ability to supervise other student riders and provide necessary information related to the incident, per this protocol.

Expectations for Employees in Response to a Fight:

The following set of expectations is general in nature, as the individual circumstances surrounding each fight will differ. The employee is expected to use his or her best professional judgment in responding to the situation at hand.

Guidelines:

1. Address the students, asking them to separate from one another—some fights may be stopped simply by drawing attention to them and requesting that the students cease the undesirable behavior. If this step is successful, find a safe place to pull over and move the participants away from one another.

2. Notify Dispatch, who will call the school to notify an administrator. This will be helpful in the event that parents contact the school and/or administrators regarding the incident. Dispatch will notify ATS and Lead Driver the same day, by phone or in person, with a follow up email being sent to recap the pertinent details.

3. If close by, the school may request that students be brought back there, or an administrator may come out to the bus.
4. If necessary, find a safe location to pull the vehicle over and attempt to separate the students by either addressing them or utilizing as much physical intervention as is prudent and meets the driver’s level of comfort.

5. If the driver finds that weapons (see Section C-32 of the Transportation Operations Manual for definitions of weapons) are involved, notify Dispatch to request assistance from emergency services.
   • Dispatch should update the school regarding these details, as well.

6. Write a Bus Conduct Report referral for the school administrator. Depending on the circumstances and the number of participants, it may be necessary for multiple referrals to be written, as multiple student names cannot be reflected on a single referral. (For example, the referral may say that Johnny hit a male student. The referral may NOT say that Johnny hit Fred.)

7. Bring the bus in as soon as possible to have the video recording from the time period that includes the fight pulled. Depending on the nature of the incident and the administrator’s preferences, this may need to be done immediately.

Employees are reminded again that these guidelines are designed to be general in nature. Items 1, 2, 6, and 7 above are “must do” actions that demonstrate Transportation’s good faith effort to restore a safe atmosphere for all students during the transportation process.

**Related School Board Policies:**

Administration: Go to [https://www2.k12albemarle.org/acps/division/board/Pages/SchoolBoard-Policy.aspx](https://www2.k12albemarle.org/acps/division/board/Pages/SchoolBoard-Policy.aspx) for a complete listing of the below policies as well as all of the ACPS School Board policies.

I. Standards of Conduct (ACPS Policy GBC)
II. Employee Discipline (ACPS Policy GBCA)
III. Classified Staff Grievances (ACPS Policy GBMA)
IV. Religion in Schools (ACPS Policy INDC-R)

Section H: Forms

Forms Attached