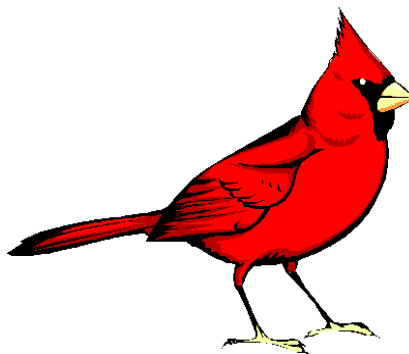


BUS DRIVER HANDBOOK

2024-2025



MASON COUNTY EASTERN SCHOOLS

Custer, Michigan

**CONFIRMATION OF RECEIPT
OF
BUS DRIVER HANDBOOK
AND
INTERNET ACCEPTABLE
USER AGREEMENT**

I have received a copy of the Mason County Eastern Bus Driver Handbook for the 2024-2025 school year.

I understand the guidelines and accept my personal responsibility for following all of them. I understand that my failure to follow the rules and regulations contained in this handbook may result in disciplinary action, up to and including termination.

DATE

EMPLOYEE SIGNATURE

Mason County Eastern Schools Internet Acceptable User Agreement

Internet access is available to students and teachers at the Mason County Eastern School District ("MCE"). We are pleased to bring this connection to Mason County Eastern Schools and believe the service offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence at Mason County Eastern Schools by facilitating resource sharing, innovation, communication, and research.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Teachers and students will have access to the following:

- (1) Electronic mail (e-mail) communication;
- (2) Information from research institutions;
- (3) Software and graphics of all types for school use;
- (4) Many university Library Catalogs , the Library of Congress, and ERIC, a large collection of relevant information to educators and students;
- (5) Discussion groups on a wide range of topics;
- (6) The World Wide Web, the newest and most exciting access tool on the Internet.
- (7) Social networking when appropriate for educational purposes

With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of a public school. Mason County Eastern School District has taken steps to restrict access to controversial issues and materials.

Mason County Eastern Schools believe the valuable information and interaction available on this worldwide network is an asset to the District's educational goals. This policy may be revised from time to time as necessary.

Internet Conditions of Use and Etiquette

(1) The use of your account must be in support of education and research and consistent with the laws, rules and regulations of Mason County Eastern Schools, the State of Michigan and the Federal Government (including the Children's Internet Protection Act).

The district will make its best effort to install server and/or client software which will restrict access to most inappropriate material.

The following uses of school-provided Internet access are not permitted:

(A) To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;

(B) To transmit obscene, abusive, sexually explicit, harassing, or threatening language or suggestions;

(C) To violate any local, state, or federal law;

(D) To access another person's materials, information, or files without permission;

(E) To violate copyright or otherwise use the intellectual property of another person or organization without permission; and

(F) To engage in commercial, political, or profit-making enterprises. Notify your teacher or principal immediately if you accidentally encounter or obtain materials in violation of this policy.

(2) Privileges- The use of the Internet is a privilege, not a right. An inappropriate use will result in the cancellation of those privileges and other appropriate consequences, including discipline.

All users must obtain prior approval before receiving an account. Each student and teacher who receives an account will be instructed in the proper use of the network. The system administrators may close an account at any time as required.

The administration, faculty, and staff of Mason County Eastern School District may request the system administrators deny, revoke, or suspend specific user accounts.

(3) Accounts will be terminated upon your departure from Mason County Eastern Schools.

(4) Network Etiquette and Use- you are expected to abide by acceptable usage rules and by the generally accepted rules of network etiquette (Etiquette). These include (but are not limited to) the following:

- Be polite. Do not get abusive or use profane language or vulgarities.
- Do not engage in personal attacks, cyberbullying or harassment of another person.
- Do not reveal personal information about yourself or others such as address, phone number, or credit card information, and do not agree to meet with someone you have met online without your parent's approval and participation.
- Watch humor and sarcasm when using e-mail. The meaning of messages can be easily misconstrued.
- You should consider all communication and information accessible via the network to be public property.

- Do not post private information about another person.
- All downloads will be saved to network drives or removable storage, not on the hard drive.
- All users must obtain prior approval from the Internet administrator before joining a list server.
- Do not respond to unsolicited online contact from anyone.

REMEMBER: Mason County Eastern Schools may review and monitor your use of district computers, including, but not limited to, the internet sites you access and e-mail you send and receive. You should have no expectation of privacy when using district computers.

(5) Responsibilities- The user is responsible for all materials received via his/her user account and accepts responsibility for keeping all prohibited material, inappropriate text files, or files dangerous to the integrity of the center network, equipment, or software from entering the school via the network.

The user will not plagiarize or illegally download works (including music) he/she finds on the Internet and will respect the rights of copyright owners.

(6) Security- If you identify a security problem on the Internet, you must notify the Mason County Eastern Schools Internet Administrators immediately. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

(7) Vandalism- Vandalism will result in cancellation of privileges and discipline to the offering party. Vandalism is defined as any attempt to harm or destroy data of another user. Internet

Administrators' decisions to discontinue use of privileges will be final in every attempt of vandalism.

Mason County Eastern Schools makes no warranties of any kind. Whether expressed or implied, for the service it is providing. MCE will not be responsible for delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors omissions. Mason County Eastern Schools specifically denies any responsibilities for the accuracy or quality of information obtained through its services.

Any misuse of passwords, abusive or inappropriate conduct on the Internet, or any other inappropriate action while connected to the Internet, in Mason County Eastern Schools discretion, may lead to disciplinary action.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Mason County Eastern Schools staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

The Technology Coordinator or designated representatives will provide age appropriate training for students who use the Mason County Eastern School's Internet facilities. The training provided will be designed to promote Mason County Eastern Schools commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Mason County Eastern Schools Internet Safety Policy;
- b. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

By signing below, the user certifies that they have read the Mason County Eastern Schools Policy on District-Provided Access to Electronic Information Services and Networks and agree to follow the policy and this Acceptable User Agreement. Each party further agrees to contact the Mason County Eastern Schools Internet Administrator if he or she has questions about the District's Policy or Acceptable Use Agreement.

I understand and will abide by the above Internet Use Agreement. I further understand that violation of the Agreement may constitute a criminal offense. Should I commit any violation, Mason County Eastern Schools may revoke any access privileges, and I may be subject to disciplinary and/or legal action.

User's Full Name (Please print): _____

User's Signature: _____

Date: _____

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD
STUDENTS 5517.01

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying / aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

CONTENTS

| | |
|---|----|
| INTRODUCTION | 1 |
| LEGAL QUALIFICATIONS OF A BUS DRIVER | 1 |
| PROFESSIONALISM IN THE WORK PLACE | 1 |
| RESPONSIBILITIES OF A BUS DRIVER | 2 |
| PERFORMANCE ABILITIES OF A BUS DRIVER | 3 |
| 18 STEP BUS STOP PROCEDURE | 3 |
| ALCOHOL AND CONTROLLED SUBSTANCE TESTING | |
| POLICY FOR SAFETY-SENSITIVE WORKERS | 4 |
| TRANSPORTATION EMERGENCY PROCEDURE | 5 |
| BUS RIDER RULES AND REGULATIONS | 6 |
| BUS VIDEO CAMERAS | 6 |
| TRANSPORTATION TO AFTER-SCHOOL ACTIVITIES | 6 |
| BUS DISCIPLINE CODE | 8 |
| SUGGESTIONS FOR MANAGEMENT OF STUDENTS | |
| ON THE BUS | 8 |
| EVACUATION DRILLS | 9 |
| SECTION 504 POLICY | 10 |

INTRODUCTION

A school bus is no safer than its driver. The professional school bus driver should recognize the need to acquire a thorough knowledge of his or her responsibilities. Safety regulations and policies, personality traits, character, grooming, and general conduct are all important parts of a bus driver's job.

This handbook will help you accomplish all the items listed in the above paragraph. Every driver will be expected to read this entire handbook and will be held responsible for:

- A. Following all rules and regulations in this handbook.
- B. Enforcing all student rules and regulations.
- C. Utilizing any tips or suggestions which may be helpful to you.

PROFESSIONALISM IN THE WORK PLACE

As an employee of Mason County Eastern Schools, it is the expectation that confidentiality and professionalism be practiced in all school-related matters.

The Family Educational Rights and Privacy Act (FERPA) clearly requires that educational issues involving a student and/or his/her family are guaranteed strict confidentiality. You are encouraged to work closely with your immediate supervisor in an effort to always remain in compliance with FERPA. Please refrain from discussions within the office, hallways and staff rooms that may be in violation of the act.

Professional issues, concerns, complaints, clarifications, etc. will occur regularly within our school setting. When this happens, please talk to your immediate supervisor for the information that you are seeking. Often, you will be involved in committee work that involves preliminary discussions. It is expected that these discussions remain within the confines of the committee. Inappropriate information leads to rumors that can disrupt the working environment. Incorrect information or rumors spread by school employees are considered as "truth" to people outside the school setting. Incorrect information passed on to our parents/guardians and community can harm the reputation of individual staff members or the district as a whole.

LEGAL QUALIFICATIONS OF A BUS DRIVER

- A. Meet the Department of Education Eligibility Requirements
 - 1. Course Enrollment: 90 Days Maximum
 - 2. Course Completion: Basic Course Good for 24 Months
 - 3. Continuing Education: Advanced Course Every 24 Months
 - 4. Annual Medical Examination

5. Driver Record Check
6. Criminal Background Check: New Hires Only
7. Unprofessional Conduct Check: New Hires Only
8. Random Drug/Alcohol Testing Program (Northwest Michigan Transportation Consortium)

B. Meet Department of State Licensing Requirements

1. Age: 18 Years of Age
2. Chauffeur's License
3. CDL Groups and Endorsements
 - Vehicle Group: "B" or "C" Depending on Vehicle Weight
 - Passenger Endorsement "P"
 - School Bus Endorsement "S"
 - Air Brake Endorsement: Operate an Air Brake Equipped Vehicle

RESPONSIBILITIES OF A BUS DRIVER

1. The driver must be clean and neat in appearance, refrain from tobacco use while on duty, use no profane language in the presence of students, and at no time be under the influence of alcohol, illegal drugs, or medication that will affect his/her driving ability.
2. The driver must read student rules and regulations and keep them posted on the bus. The driver is responsible for enforcing the student rules and regulations at all times.
3. The driver must maintain order and discipline on the part of every passenger. Report undisciplined students to school authorities.
4. After the first two (2) weeks of school, the driver shall post a map of the route and the time schedule in the bus. **The map and schedule must be kept updated at all times.**
5. The driver must use established routes and designated bus stops.
6. The driver must operate the bus on the approved time schedule. Any stops you consider unsafe should be reported to the transportation supervisor. Any suggested changes in routing, route times, pick-ups, etc. should be reported to the transportation supervisor for cooperative review and possible change.
7. When families move in or out of your route, report it to the transportation supervisor.
8. Report all bus accidents (no matter how small it might seem) and pupil injuries to school authorities. Also, report any possible hazards encountered.
9. Conduct emergency evacuation drills in keeping with school policies.
10. Instruct riders regarding being responsible passengers.
11. Drive with safety of students as first priority.
12. Drive defensively under varying traffic conditions and inclement weather.
13. Report bus defects to supervisor.
14. Report personal absences in time for supervisor to secure a substitute driver. A driver requiring a substitute for an absence not anticipated shall contact the transportation supervisor either before 10:00 p.m. the previous evening, if aware of the pending absence, or at least one (1) hour prior to the scheduled run on the day of the absence. No driver shall obtain his/her own substitute.

15. Establish favorable working relationships with other drivers, maintenance personnel, teachers, students, principals and total school staff.
16. Exhibit a positive image as a loyal representative of the school district.

18 STEP BUS STOP PROCEDURE

1. Check mirrors and traffic.
2. Apply brakes lightly and slow down.
3. Activate alternating flashing red lights (4 light bus) at least 200 feet in advance of the stop (activate 8 light system here for buses equipped with 8 lights).
4. Activate right turn signal.
5. Pull as far to the right as possible and stop (all or part way off the road).
6. Do not pull up any closer than 10 to 20 feet from waiting students.
7. Put bus in neutral.
8. Apply the parking brake.
9. Cancel turn signal, check mirrors and traffic.
10. Open the door (4 light system will change yellow lights to red) as a signal for students to enter the bus (students crossing the road may require an additional signal)
NOTE: signal must be uniform for the district.
11. Have students enter or leave the bus in an orderly manner. Be sure all students are accounted for.
12. Check to see that the students are seated and close the door (this will deactivate the red lights on 8 light systems buses).
13. Deactivate the alternating flashing red lights (4 light buses).
14. Allow traffic to clear (if possible).
15. Activate left turn signal.
16. Check mirrors and traffic.
17. Enter traffic lane.
18. Cancel left turn signal.

PERFORMANCE ABILITIES OF A BUS DRIVER

1. Operate a vehicle efficiently, safely, and economically.
2. Operate all vehicle types used in transporting pupils in school district.
3. Identify with geographic service area of school district.
4. Demonstrate knowledge of rules and regulations promulgated by local, state, and federal authorities.
5. Deal with exuberant behavioral characteristics of youthful riders.
6. Administer disciplinary procedures in keeping with school policies. There shall be no change in discipline procedures the last week or last day of school. Do not permit an "anything goes" policy.
7. Be alert and exercise good judgment concerning emergencies, disabled vehicles and irregular special requests by parents/guardians of riders.
8. Conduct pre-trip inspection of school bus prior to every trip.
9. Fill fuel tank and add oil, if necessary. Fueling also pertains to use of spare buses and buses used for special trips.

10. Perform bus housekeeping duties inside and out. You are responsible for cleaning the inside of the bus each day and checking for malicious destruction of property on or to the vehicle. The turn signals, blinker lights, stop lights, and windshield are to be clean at **all** times. Housekeeping responsibilities also pertain to use of spare buses and buses used for special trips.
11. Let engine idle three (3) to five (5) minutes before shutting down.
12. If you get stuck with a bus, try only once or twice to get out. **DON'T** keep trying - you may do mechanical damage to the bus or get stuck even worse. **CALL THE SCHOOL FOR ASSISTANCE.**
13. Allow only authorized persons to ride the bus. If students who are not regular riders request to be transported, they must present a note signed by a parent/guardian to verify that request is legitimate.
14. Observe that all children are in their seats before the bus has started to move.
15. Do not permit students to operate stop signs, light controls, door, radio, etc. at any time.
16. Supervise the activities of children leaving the bus and crossing the road. Instruct children to cross at least ten (10) feet in front of the bus.
17. Avoid backing of the school bus, if possible. When backing maneuvers cannot be avoided, children shall be retained inside the bus.
18. Do not let students off the bus other than at their scheduled stops, unless they have written consent from the parent/guardian. The bus driver is responsible for the student's safety from the time the student gets on the bus until the student gets to school and until the student exits the bus on the return trip home.

ALCOHOL AND CONTROLLED SUBSTANCE TESTING POLICY FOR SAFETY-SENSITIVE WORKERS

In fulfilling its commitment to the safety of its pupils, employees and the public, the Board of Education of the Mason County Eastern School District endeavors to promote conditions aligned with creating and maintaining a safe educational environment and workplace for its students and employees. Substance abuse by employees, most particularly by those who perform safety-sensitive functions, constitutes a grave threat to their physical and mental well-being, significantly impedes their work objectives and job performance, and interferes with their ability to maintain a safe educational environment and workplace. The Board of Education of the Mason County Eastern School District further believes that the safety of students while being transported to and from school or school activities is of paramount importance and is the primary responsibility of those persons who operate or maintain school vehicles. To fulfill that responsibility, each person who operates or maintains school vehicles must be mentally and physically alert at all times while on duty. Accordingly, it is the policy of the Mason County Eastern School District to establish and implement an alcohol and controlled substances testing program for its employees (both regular and substitute) who perform safety-sensitive functions as mandated by the Omnibus Transportation Employee Testing Act of 1991 and its promulgated regulations.

The Board of Education directs and authorizes the Superintendent or the Superintendent's designee to establish and implement an alcohol and controlled substances testing program (including the provision of educational materials and appropriate training) for its employees (both regular and substitute) who perform safety-sensitive functions as mandated by the Omnibus Transportation Employee Testing Act of 1991 and its promulgated regulations.

TRANSPORTATION EMERGENCY PROCEDURE

Mason County Eastern School personnel will use the following procedure in case of an emergency which involves an accident where students are injured on school transportation.

1. If the MCE "base" or bus garage receives an emergency call, care must be taken to insure that the following proper information is received.
 - a. Bus Number and Driver
 - b. Location
 - c. Extent of Emergency
 - d. Type of Assistance Needed
2. The superintendent or transportation supervisor will determine if the following steps are needed.
 - a. Notify the Mason County Sheriff's Department who will dispatch necessary personnel to the scene of the accident.
 - b. Notify parents/guardians of students involved in the emergency situation.
 - c. Re-route all buses to avoid the area of the emergency. Only one (1) bus will be in the area to transport students as directed by MCE "base" or Sheriff's Department.
 - d. In case of emergency, students will be transported by parents/guardians, school vehicle, or emergency vehicles only for medical treatment and examination before they return to school or home.
 - e. If a bus is stuck or in a ditch, the superintendent's office will decide, with the assistance of either the Sheriff's Department or emergency care staff, if treatment is needed. If the bus is stuck, students will not be allowed to go home with anyone without notification from parents/guardians.
 - f. Buses that are stuck or in a ditch should not be pulled out by anyone other than school personnel, commercial, or school authorized equipment. If it is necessary, students will be evacuated to a safe place.
 - g. If the radio is inoperative, the driver will assign two (2) students to report the emergency situation by contacting the school office or the Mason County Sheriff's Department at the nearest dwelling. If possible, the bus driver is to stay with the emergency at all times.
 - h. Emergency first-aid measures that appear to be reasonably necessary should be used. The driver will be in charge until the students can be turned over to qualified emergency personnel or parents/guardians.

It is the duty of all Mason County Eastern bus drivers to ensure the safety of all students being transported to and from school.

All bus drivers will be prepared for an emergency or accident at all times and will be prepared and trained in emergency first-aid treatment.

TRANSPORTATION TO AFTER-SCHOOL ACTIVITIES

If, on an after-school activity trip, the weather deteriorates as the trip continues, the bus driver and advisor/coach will consult as to whether to continue the trip. The final decision rests with the bus driver. If the decision is made to return to the school, one of the following persons should be contacted by phone as soon as possible.

Paul Shoup: (231) 757-3103
(231) 233-3720

Steve Ward (231) 425-6342

MCE Schools: (231) 757-3733

BUS VIDEO CAMERAS

In accord with Board of Education policy, the district may install video cameras in the interior of district busses. The purpose of the video cameras is to monitor student behavior and assure safe operation of the busses. The district's transportation director is responsible for reviewing the tapes to ensure that bus safety procedures are being followed and that busses are being operated in accord with district guidelines and state law. These video tapes may serve as the basis for bus driver evaluation and corrective action, up to and including discharge.

BUS RIDER RULES AND REGULATIONS

A. Responsibility of the Parents/Guardians

1. To ascertain and insure that their children are at their designated bus stop five (5) minutes before the bus is scheduled to arrive. The driver is responsible for the maintenance of this schedule and **cannot** wait for tardy pupils.
2. To provide necessary protection of their children when going to and from the bus stops.
3. To accept joint responsibility with the school authorities for proper conduct of their children and be responsible for restitution for any vandalism of the buses.
4. To expect their child to walk some distance to a bus stop as required by state regulations.
5. To provide written permission for their children to board or exit the bus at other than the regular stop.
6. To inform the transportation office or the driver when absence is expected from school. If a student is not at the pickup for three (3) consecutive days, the driver will not stop again until notified by the parents/guardians.
7. To make reasonable efforts to understand and cooperate with those who are responsible for pupil transportation.

B. Responsibility of the Student

1. Be at the designated bus stop five (5) minutes before the bus arrives. The bus **will not** wait for tardy students.
2. Stay off the roadway at all times when waiting for the bus.
3. Cross in front of the bus when crossing the road or highway, **not in back of the bus**. Always cross at least ten (10) feet in front of the bus and cross only after the driver signals for you to cross.
4. Wait until the bus comes to a stop before attempting to enter or leave the bus. Remain seated while the bus is in motion. Enter or leave the bus at the front door only, except in the case of emergency.
5. If the bus is crowded, move over, and allow others to be seated.
6. Keep your head, arms, and hands inside the bus at all times.
7. Keep feet out of aisles, off the seats and backs of seats, and do not block the aisles.
8. Do not leave the bus without the driver's consent, except at home or school.
9. Obey your bus driver at all times. Direct disobedience will result in denial of bus riding privileges for 1-5 days.
10. Be courteous. Profane or vulgar language and obscene signs or gestures will not be tolerated.
11. Avoid unnecessary disturbing noises. The driver should not be distracted while the bus is in motion. Do not shout at passing persons or vehicles. Complete silence is necessary at railroad tracks.
12. The throwing of any objects inside the bus or out the bus windows will not be tolerated and will result in denial of bus riding privileges for 1-5 days.
13. Fighting, pushing, shoving, or other rowdiness will not be tolerated and will result in denial of bus riding privileges for 1-5 days.
14. There shall be no eating or drinking on the bus without permission from the driver.
15. Smoking, use of drugs, gambling, alcoholic possession or consumption, or any form of illegal activities are prohibited. Violations will result in denial of bus riding privileges and possible referral to police.
16. Musical instruments must be held by owner. Do not leave them in the aisle or at the front or rear emergency door.
17. Tampering with the emergency door or emergency equipment will result in a denial of bus riding privileges for 1-5 days.
18. Students will not be let off in the city area.
19. If students who are not regular riders request to be transported, they must present a note from a parent/guardian to verify that the request is legitimate.
20. Student-caused damage to the exterior or interior of the bus will result in payment of damages and denial of bus riding privileges.
21. Students who are suspended from school may not ride a bus.
22. Radios, walkmans, and CD players may not be played on the bus unless headphones are used.

BUS DISCIPLINE CODE

It is the philosophy of Mason County Eastern Schools that the bus transportation system exists for the convenience of the students and their parents/guardians. Further, the buses must be operated in a manner that insures the safety and comfort of the riders and drivers. Riding the bus is a privilege, not a right of all students. Bus privileges may be revoked when, through the procedure outlined below, a student demonstrates that he/she is unwilling or unable to behave in a manner that allows the driver to be free from unnecessary distractions. Abuse of the bus or fellow passengers will not be tolerated. Violators of bus rules will be disciplined as follows, with repeated offenses progressing to the next step.

Step 1. The driver will give a verbal and written warning.

Step 2. The driver will give the principal a written violation slip and the principal may suspend the student from riding the bus from one (1) to five (5) days.

Step 3. The driver will give the principal a written violation slip and the student could be suspended for ten (10) days.

Step 4. Students could lose their riding privileges for the remainder of the semester, or twenty (20) days, whichever is longer.

In all steps, a parent/guardian must sign and return the violation slip to the driver when a warning and a suspension is given in order for a student to return to riding the bus.

Gross misbehavior can result in discipline at any step in the procedure according to the seriousness of the offense. The district may deviate from the disciplinary steps when it, in its sole discretion, determines appropriate.

SUGGESTIONS FOR MANAGEMENT OF STUDENTS ON THE BUS

A. Friendliness and Courtesy Build Morale

A driver should strive to build morale and cooperation in a group of students. This can be done by being friendly, courteous, and helpful. In the course of time, the students' morale will be a great help in controlling the worst offenders. When students discover that improper conduct is not acceptable to the group, offenders will hesitate to do those things which cause them to lose prestige among their fellow students.

B. Treat Problem Students With Care

Students who are willing to comply with regulations may become problems if the person controlling a group is too lax and indifferent toward gross violations of a few.

Be reasonable with violators of regulations. The driver should try to iron it out privately, if it is serious. Let the student save face.

When disciplinary action is necessary immediately, the driver should stop the bus. **Never attempt to perform disciplinary functions while the bus is in motion.** The very act of stopping the bus to reprimand a child lends emphasis to the situation. When speaking to the offender, speak in a courteous manner but with a firm voice. There should be no anger involved. Do not let your personal problems reflect themselves in your mood or judgment while dealing with passengers. If discipline is necessary, the child should be moved to a seat near the driver.

Students should never be put off the bus to walk to school or home. If necessary, students should be told that their privilege to ride will be taken away until satisfactory arrangements have been made between their parents/guardians and the transportation supervisor or principal.

C. Tips On Maintaining Discipline

1. Never give an order that you do not mean to enforce.
2. The response of the child is in action. Give your command to stimulate action, not to check it. Say, "Do this" rather than "Don't do that". Suggest an action which can be successfully obeyed.
3. Give a child time for reaction.
4. Have a reason for what you ask a child to do, and when possible, take time to give the reason.
5. Be honest in what you say and do. A child's faith in you is a great help.
6. Be fair. It isn't punishment, but injustice that makes a child rebel against you.
7. Be friendly. Always show an interest in what a child is doing.
8. Commend good qualities and actions.
9. Try to be constructive, not repressive, in all dealings with children.

EVACUATION DRILLS

- A. The transportation supervisor must be informed when drills are to be held.
- B. Explain all details to the students who will be involved. Answer their questions and instruct them about:
 1. How to open the emergency door.
 2. The procedure for orderly exit.
 3. How to escape, if necessary, from windows.
 4. How important it is to keep aisles clear.
- C. Conduct the drill on school grounds.
- D. Select a safe place.

- E. Select a spot to the right and well away from the bus where children are to assemble and await the "all clear" signal.
- F. Make sure the bus is completely empty.
- G. Have older children assist the younger children at the rear door.

REMEMBER, you are responsible for the safety of the children. In the case of a real accident or emergency situation, it may be safer to keep them in the bus. You will have to count on your experience and judgment. Evacuate the bus only when the danger of fire, water, or further accident is likely. If in doubt, play it safe --- unload!

SECTION 504 POLICY

It is the intent of the Board of Education to provide a free and appropriate public education to each student with a disability within its jurisdiction regardless of the nature or severity of the disability.

It is further the intent of the district to ensure that each student with a disability within the meaning of Section 504 of the Rehabilitation Act of 1973, is defined, evaluated, and provided with reasonable accommodations and adaptations to ensure appropriate educational services.

The superintendent will appoint a Section 504 coordinator who will serve as administrator for the policy within the district.

"Everyone is in awe of the lion tamer in a cage
with half a dozen lions--everyone but a children's
school bus driver."

-Author Unknown