



Merkel ISD

Transportation Manual

TRANSPORTATION

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- Operations Report

DRIVER REQUIREMENTS

Bus Driver Credentials- It is the sole responsibility of the driver to maintain a current DOT physical, valid Texas CDL with P and S endorsement and an up-to-date state certification. These items must be in your possession while operating a bus.

1. Bus drivers must have a valid Texas CDL license, either Class A or B (with P and S endorsements.)
2. Bus drivers must have a safe driving record in accordance with state law and district requirements.
3. All drivers must pass a physical examination by a TxDOT-certified physician each year. The day a new physical is taken it invalidates the previous physical. If failed, the driver must notify Transportation management immediately. Under DOT regulations, a driver cannot drive with a failed physical.
4. Must complete the approved "state certification". (Refresher course every 3 years)
 - a. a person must complete a twenty-hour basic training course. Driver state certification will remain valid for a period of three (3) calendar years as indicated by the expiration date on the certificate. Anyone whose certification has expired CANNOT legally operate a school bus for the transportation of students until such time they become recertified or obtain a re-enrollment certificate.
 - b. An eight-hour refresher course must be completed for certification renewal. Failure to satisfactorily complete the refresher course or the requested issuance of an enrollment certificate during this dormant time interval will require the completion of a twenty-hour basic training course in order to reinstate full certification status
5. An acceptable criminal history record (secured from any law enforcement agency) reviewed in accordance with the provisions of current state statutes (see Texas Education Code, Section 21.917).
6. Must pass a drug and Alcohol Test
7. Register with the Drug and Alcohol Clearinghouse

NON Bus Drivers Credentials

Must be employed with MISD

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Valid Driver's License

Cleared driving record with the Transportation Department

DRUG and ALCOHOL TESTING

Drug and Alcohol Testing

MISD Transportation Employees who hold a valid Texas CDL are required to submit to drug and alcohol testing under the following scenarios:

- a. Pre-employment screening is required.
- b. Random testing during the school year will be required.
- c. Post-accident testing will occur when
- d. Reasonable suspicion alcohol or controlled substances
- e. Return to duty alcohol or controlled substance
- f. Follow up alcohol or controlled substances

Any employee who refuses to take a drug or alcohol test or fails to show up for a test after being notified, will be considered to have a positive test.

A driver whose conduct is in violation of the alcohol and controlled substances prohibitions of federal law may face disciplinary action, which may include a recommendation for termination from the District.

Drivers shall report to their supervisors the fact that they are taking any prescription or over-the-counter medication, which may impair their driving abilities.

DRUG TESTING PROCEDURES

The Director of Transportation will outsource a company to administer the testing and a company to randomly select the employees for drug testing.

1. All new hires with a CDL must be drug tested before they start transporting students with the district.
2. All CDL holders will be reported to the district approved company that manually selects staff for the random drug testing.

Randoms are done quarterly, you must test all staff on the random selection within that quarter. If a staff member that was chosen is no longer employed with the district then you must test your alternate. If there are not enough alternates to replace those employees you must call the random selection company to have them update your selection.

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PERSONAL LEAVE, TIME CLOCK, SUB DRIVERS AND ADDITIONAL TRIPS

Personal Leave

Employees are expected to fill out an Absence from Duty form prior to being absent. All Absence from Duty forms need to be turned into their supervisor for approval. Any driver or attendant that has not reported their absence and fails to report to their routes may face disciplinary action, which may include a recommendation for termination from the District.

Sub Drivers

The bus supervisor will schedule sub bus drivers for the driver if one can not be found. If you find a sub driver for an absence please notify your supervisor immediately. It is the driver and supervisors responsibility to assure the sub is knowledgeable of the route. Drivers need to reach out to the sub driver if there are any special circumstances for their route that day.

Sub CDL Drivers \$20 a route

Sub Car Drivers \$15 a route

Monitors \$14 a route

Time Clock

All employees are required to clock in and out for each individual route. If the employee has made an error while clocking in or out they will be required to notify their supervisor so they can make any necessary changes.

Changes in the time clock system must be made by the supervisor. The supervisor will check daily for any changes that need to be made in the system the next day. The supervisor has authority to change or correct time in the time clock system.

Field Trips, Sub Drivers and Additional Routes

If a driver drives a field trip, subs for a driver, or additional routes the supervisor is responsible for reporting any additional pay. Field trips, subs for a driver, or additional routes will be paid the following month. If you feel there is an error with this pay please let your supervisor know immediately.

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DRIVERS EXPECTATIONS AND RESPONSIBILITIES

Drivers/attendants are responsible for the operation of their assigned bus/vehicle in a safe and proper manner as required by state/local law. It is also the responsibility of the driver/attendant to adhere to all policies of the Merkel Independent School District and directives of the Transportation Department. Any unsafe operation of your bus or failure to follow District or Department of Transportation procedures resulting in a citation, a student left unsupervised for any length of time, or an at fault accident resulting in an injury will be grounds for termination of employment.

Expectations of all drivers in MISD buses and vehicles .

1. All drivers and attendants are responsible for performing a proper pre-trip and post-trip each time they operate a bus. All defects must be recorded and turned in daily or immediately depending on severity.
2. It is the Driver's and Attendant's responsibility to keep the interior of the bus clean and neat at all times as well as report any damage on a daily basis. Bus cleaning should take place as part of the post-trip.
3. Drivers and attendants may not alter the main structure of the bus/vehicle
4. Drivers and attendants are required to secure all windows, doors and latches before leaving the bus/vehicle.
5. Buses/Vehicles should never be left unattended with the key in the ignition.
6. Buses or district-owned vehicles are not to be used for personal business of any kind
7. Electronic devices may not be used unless the bus/vehicle is stopped or if you are using a wireless device. You may not use the wireless device through school zones, on or near school property, or in a school crossing zone.

Bus Driver Responsibility- Routes, Field Trips, and Events

1. The district is not responsible for any personal items left on the bus.
2. It is the Driver and Attendant's responsibility when delivering students to a school or other location to ensure that all students exit the bus before moving the bus or leaving it unattended. Failure to do so is grounds for termination of employment.
3. Students should never be left unattended on the bus. Failure to supervise your students may be grounds for termination.
4. Assigned route buses will be used for extracurricular trips before, during and after route times. A back up bus will be provided for the bus route.
5. Students must stay seated at all times. Students MUST not stand up until your bus has come to a complete stop.

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6. Buses shall come to a complete stop with the parking brake applied and transmission placed in neutral until all students are loaded or unloaded.
7. All students will follow the Bus Rider Expectations

Routes only

Bus Routes will be developed by the Director of Transportation and updated and on file. Updated Routes will be posted in the bus drivers work area.

Designated routes and route hours are subject to change and are not guaranteed. The district reserves the right to assign or reassign a driver to a route if it is deemed in the best interest of the district. Route drivers will not wait more than a minute for students at a bus stop. Drivers need to stay on schedule.

1. It is the duty of each driver/attendant to keep the Director of Transportation informed of any needed changes relating to their route and to keep the route updated.
2. Each Driver must have with them, while on the bus, eligible rider lists, route sheets, and updated seating charts. These items are to be updated as changes occur.
3. Student bus counts must be completed by the driver or the designee assigned.
4. Bus Drivers and Attendants are required to run their routes as assigned and on time each day. Drivers are not to deviate from their route, or make unauthorized stops, without direct approval.
5. Drivers cannot start their run before their first pick up time.
6. When picking up students the front wheel is to not go past the students. This allows for a safe loading of students. Students will only be allowed to cross the street at a bus stop if the speed limit is below 45 or the Director of Transportation has given approval to do so.
7. Proper signals must be operating when loading and unloading students.
8. Students will not ride the bus with a pass, they must contact the transportation department first.
9. Students will only be allowed off the bus at their designated bus stop, they must contact the transportation department for permission to alter their bus stop.
10. Do not allow students off the bus once they have entered the bus without permission from the transportation department or campus administration.
11. Do not allow new students on your bus without notification of the Transportation Department.
12. If a student is uncontrollable on the bus contact the Director of Transportation or the students campus administrator. Do not remove the student or make them get off at a different stop then they are assigned to.
13. If a student is in preschool a parent must be present for drop off and pick up.
14. If a parent is not present to drop off a student when required the driver is to notify the Transportation Department and or Campus Administrator immediately. If the driver has a parent contact number they are required to contact the parent to make them aware of the situation as well. You must set your parking break before making these calls.

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15. It is the responsibility of the bus driver to assure the students are following the student expectations. It is the driver's responsibility to notify or write up an incident where the student was not following the expectations.

Bus/Vehicle Request

Bus/vehicle requests will be submitted through TransTrack. Requests must be submitted as soon as you are aware of the travel. If you do not request your bus/vehicle in a timely manner it may be denied. All UIL events must be requested one week from the schedule's release date. A sponsor will be required to transport with the sponsored event students.

Bus trips will require 1 bus per every 46 riders. You must do an additional bus request for any riders over 46. You can not do an additional request until you have the 46 riders total.

If a bus driver is needed, the requester must find a driver.

Picking up/dropping off up a bus/vehicle

Once you have requested your bus/vehicle it will require approval from your supervisor. Once approved the transportation will assign you a bus/vehicle. All bus/vehicles will have a pre/post ticket as well as a ticket to record your mileage. Both forms must be completed.

- All buses will be parked during business hours out front in the east side of the parking lot. The driver will have to get the key from the lock box where keys are stored.
- All buses after hours will be parked on the east side of the parking lot behind the gate. The driver will have to get the key from the lock box where keys are stored.
- All buses will be returned to the east side of the parking lot behind the gate. Employees please feel free to park your vehicle on the east side next to the building. The driver will have to put the key back into the lock box.
- Vehicle will be parked behind the gate on the east side of the building. Please return them behind the gate on the east side of the building. The driver will have to pick up and put back the key in the lock box.

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EMERGENCY PROCEDURES

Accidents and Moving Violations

When a driver of an MISD vehicle is involved in an at-fault accident or a violation of the law, the incident may result in disciplinary action up to and including a recommendation for termination.

All accidents that result in an MISD vehicle coming into contact with any other vehicle, object, or another bus; the Director of Transportation and or Superintendent must immediately be contacted without leaving the area.

If Involved in an Accident:

- Stop immediately.
- Determine if evacuation is necessary.
- Make a first aid check of all students and individuals involved in the accident. iv. If injuries are involved, the bus should not be moved prior to the arrival of law enforcement personnel. The students must be checked and released by the police and/or Director of Transportation and/or the Superintendent before moving the bus.
- Activate emergency flashers and set reflective triangles.
- Use your established seating chart to verify names of all passengers on the bus. If they were transported to a hospital, get the name and location of the hospital.
- Do not leave the scene of the accident without permission from Director of Transportation and or Superintendent
- Collision with Unattended Vehicle or Other Property. Do not leave the scene of the accident until you have contacted the Admin, and/or Police have arrived on scene and have released you to proceed.
- If the bus/vehicle is involved in a hit and run, you must remain at the location in order for authorities to file a report. THIS IS THE LAW

Post-accident follow-up

- In all cases, a driver must clear before they are allowed to return to his/her assigned route or drive for the district
- Drivers are required to meet with the Director of Transportation and or Superintendent for a post-accident follow-up.
- A Driver (Witness) Statement

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Evacuation

1. Bus must be stopped, the parking brake set, and the engine key switch set to auxiliary
2. Turn ON hazard lights.
3. Students evacuate - alternating from right to left and front to back until all are off.
4. Driver walks to the rear of the bus checking between and under all seats
5. Driver carries off:
 - a. Fire extinguisher
 - b. First aid kit
 - c. Reflectors
 - d. Driver checks to see if students are at a safe distance
 - e. Place reflectors at the correct distance
 - f. Notify the Director of Transportation and or Superintendent

Mechanical Breakdown

1. Secure the vehicles
2. Display warning devices and hazard flashers
3. Contact the Director of Transportation and or Superintendent
4. Maintain the security and safety of the students

If during a mechanical breakdown students may be released to their parents. If the bus is on a bus route a bus will be brought to the driver to finish the bus route.

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STUDENT EXPECTATIONS

Students must follow these expectations if A violation of any of the conduct expectations will result in a warning, then an immediate removal from the bus. Rules for student conduct on school buses are simple. Safety concerns will be strictly enforced. Drivers may use discretion in the enforcement of other rules. If a student is not following these expectations the driver needs to write the student up. If the situation warrants immediate attention, place your bus in park and notify the Director of Transportation and or the Campus Administrator.

- When boarding the bus, students are to be seated and remain seated until arrival at their destination. It is against the law for a bus to move while a student is standing or moving about the bus. (TRANSP § 545.426)
- The driver will assign seating arrangement K-12 on the bus.
- The driver is in charge at all times. When on activity trips, the teacher/sponsor and driver are in charge.
- It is mandatory that the bus driver see a parent when a preschooler student is dropped off at a stop.
- Students who need to cross the street must pass 10 feet in FRONT of the bus and establish eye contact with the driver before doing so. Students should NEVER walk behind the bus. Students are to stand a minimum of 10 feet back from the road while waiting for the bus. This is a major safety issue and applies to all students, kindergarten through 12th grade. NO EXCEPTIONS.
- Students will not run towards the bus at a bus stop. They must be standing and ready at the bus stop prior to the bus stop time.
- Students should remain quiet at all railroad crossings and there should be minimal noise while passing through town.
- NO EATING OR DRINKING ON THE BUS. Please do not send your child on the bus with uneaten breakfast. We have to remember that children with food allergies cannot be exposed to certain foods.
- Students are NOT to place their hands or any other part of their body out of the windows. Windows should remain in the closed position at all times!
- No fighting or horseplay on the bus. Classroom conduct shall be observed at all times.
- Each student WILL be held accountable for any damage and destruction of the bus and personal property; this includes graffiti and seat destruction.
- If your student is picked up at your residency and will not be riding the bus on a particular day, notify the bus driver in advance.

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- The use of alcohol, tobacco and/or drugs is NOT permitted on the bus or at the bus stops. The use of matches and/or lighters will not be permitted.
- Obscene and unacceptable language, gestures and signs will not be tolerated and will result in disciplinary actions.
- The school bus is an extension of the school day. All school rules and regulations which pertain to the students are applicable on the bus at all times.
- Skateboards are NOT allowed on the bus. NO EXCEPTIONS.
- Students may be videotaped while riding the school bus. The viewing of these tapes is subject to the guidelines set by the school district.
- The use of cell phones can only be used for contacting parents or as long as the student is wearing headphones to listen to the sound. Taking pictures with camera phones will not be allowed on the bus, the phone will be confiscated.
- Instruments are to be taken to the seat with the student and may be held or placed under the seat. Instruments WILL NOT be left with the driver or unattended in a seat. Instruments are not to be played on the bus.
- If the bus is equipped with seat belts you must wear them for the entire duration of your ride.
- No pets or other animals in boxes, jars or other containers will be allowed on the bus.
- Changes in pick-up and drop-off locations shall require a 3 day notice in writing from the parent/guardian to the transportation department for approval. The Transportation department will notify you if it has been approved.
- The driver may not transport any person not regularly assigned to the bus unless otherwise authorized by the transportation department.

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GENERAL OPERATION PROCEDURES

Route Eligibility

Students that live 2 miles or more miles from campus, or have to walk near a hazardous area will be eligible to ride the bus. Not all areas in the district will have a bus route. If there is not a bus route in front of your house the nearest bus stop will be offered to the student. Students must be four on our before September 1st of the current school year to be eligible to ride.

School Closure

The District may close schools for a full day or part of the day because of bad weather or emergency conditions. When it becomes necessary to open late, release students early, or cancel school. District officials will post a notice and the supervisor will send a message to all drivers.

Fuel

Fuel will only be distributed by the Shop Foreman or Director of Transportation. If you are on a trip and the vehicle needs fuel you will fuel it with the school card that is checked out to you. Just put the minimal amount of fuel to get you back to the bus barn or if directed to fill the whole tank.

Bus Video

Majority of the buses have video surveillance. If an administrator needs to see bus video the Director of Transportation will download the video and send it to them via the "J" drive under transportation. Parents may only see video if their student has been disciplined for an incident that occurred on the bus.

Bus/Vehicle Repairs and Maintenance

The shop foreman is responsible for maintaining all buses and vehicles. If a bus or vehicle needs a repair you will notify the shop forman by using the pre/post trip inspection or fill out a bus/vehicle repair ticket. The shopforman will repair the item

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TEA SUBMISSION

TEA Submissions Reports

[Transportation Allotment Handbook](#)

Route Services - Opens in June

To prepare for this report you will need to collect monthly reports of bus riders eligibility. These reports are created based on the bus routes roster. Select the two highest attendance months to submit your Route Services Report.

To start this report you must enter contact information.

Enter Route Services

- Create a bus route based of the route number
- Enter the number of students that are regular bus riders and hazardous route riders
- Enter total daily miles
- Enter total number of days in the school year

Repeat these same steps for special routes. The report will take this information and calculate your allotment for the school year.

Operations Reports- Opens in October