

**NYSED School Bus Driver Pre-Service Training**  
 (As required in 8 NYCRR 156.3d)

**Documentation of Training Form**

1	<b>Name of driver:</b> <i>(Print legibly)</i>		
2	<b>Name of instructor:</b> <i>(Print legibly)</i>		<i>(Include SBDI Number if appropriate)</i>
3	<b>Name of SBDI providing general supervision of this session (if different than # 2 above) - print legibly</b>		<i>(Include SBDI Number)</i>
4	<b>Time and date of training session:</b>		
5	<b>Location of training session:</b>		
6	<b>Was NYSED "Pre-Service Training Manual" curriculum completed?</b> <i>(Circle Yes or No and initial inside bus)</i>	<b>Yes</b> <i>(Pre-Service training completed - driver can carry students)</i>	<b>No</b> <i>(Pre-Service training not completed - driver cannot carry students)</i>

**Signature - Driver:**

\_\_\_\_\_  
**"I received and understood the contents of NYSED's required Pre-Service training on today's date."**

**Signature - Instructor:**

\_\_\_\_\_  
**"I conducted the complete NYSED Pre-Service training for the above driver on today's date, and driver satisfactorily comprehended the contents."**

**Note: Attach driver's completed and graded Pre-Service Examination to this form. Keep this completed and signed form in driver's permanent training file. Provide driver with a copy of completed form.**

A hand holding a white marker is shown writing on a whiteboard. The background is a textured, light-colored surface. The text is written in a bold, sans-serif font.

**F.A.P.E.**

**Free and Appropriate  
Public Education**

Understanding PJ's Law

2009 New York State Education Department  
Driver and Attendant Refresher

## PJ's Life



- Child with Autism
- Non-verbal
- Self-abusive
- Abusive to bus staff
- Mom placed recorder in backpack
- Push for new training legislation

## PJ's Law (part 1)

- **THE COMMISSIONER...SHALL PROMULGATE RULES AND REGULATIONS REQUIRING EVERY SCHOOL BUS DRIVER OPERATING A SCHOOL BUS WHICH HAS OR WILL HAVE ONE OR MORE STUDENTS WITH A DISABILITY AS PASSENGERS TO RECEIVE TRAINING AND INSTRUCTION RELATING TO THE UNDERSTANDING OF, AND ATTENTION TO, THE SPECIAL NEEDS OF SUCH STUDENTS.**

## PJ's Law (part 2)

- SUCH TRAINING AND INSTRUCTION MAY BE INCLUDED WITH THE (CURRENT) TRAINING AND INSTRUCTION REQUIRED AND SHALL BE PROVIDED AT LEAST ONCE PER YEAR OR MORE...ANY PERSON EMPLOYED AS A SCHOOL BUS DRIVER ON JANUARY 1, 2009 WHO IS SUBJECT TO THE PROVISIONS OF THIS SUBDIVISION SHALL COMPLY WITH THE REQUIREMENTS OF THIS SUBDIVISION BY JULY 1, 2009.

## PJ's Law (part 3)

- ANY SCHOOL BUS DRIVER HIRED AFTER JANUARY 1, 2009 WHO IS SUBJECT TO THE REQUIREMENTS OF THIS SUBDIVISION SHALL COMPLETE SUCH TRAINING AND INSTRUCTION PRIOR TO ASSUMING HIS OR HER DUTIES.
- 80% of Students with Disabilities ride the regular bus. Every bus driver and attendant is probably transporting these students.

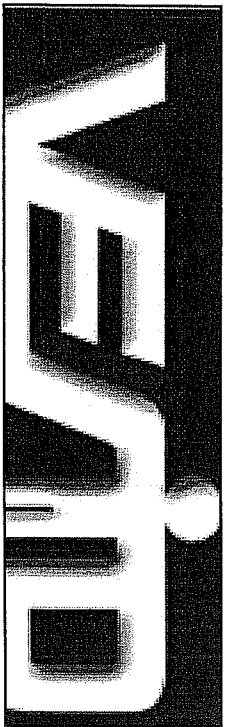
# Legal Requirements

## Federal

- IDEA
  - FAPE, LRE
  - Related Service of Transportation (LRTE)
  - Student-specific training
- FERPA
- Confidentiality
- ADA
  - Rights of PWD guaranteed

## State

- NYS Part 200 (mirrors IDEA)
  - Special Education Regulations
- Ed Law Section 4402 (7)
  - Related service staff access to information
- Reg. 156.3 (b) and (c)
  - Pre-service
  - Refreshers
  - Basic Courses



## NYSED VESID

“Transportation personnel...should be informed of:

- the reasons a student requires special transportation;
- health needs that might necessitate ongoing or emergency intervention;
- student behavioral issues or fears that might raise health or safety concerns; and
- specialized training required for bus drivers and/or attendants.”



## Parent and Student Rights

- Safe, current, working equipment and vehicles
- Appropriate staffing on vehicle
- Consistent staff assignments
- Staff knowing student-specific needs
- Staff receiving student-specific training
- Student-specific emergency plans
- Respectful, friendly bus environment
- **Are these reasonable?**

# Driver and Attendant Rights



- Safe, current, working equipment and vehicles
- Appropriate staffing on vehicle
- Consistent staff assignments
- Staff knowing student-specific needs
- Staff receiving student-specific training
- Student-specific emergency plans
- Respectful, friendly bus environment

# Teaming with Parents

- Recognize family as information source
- Be an active listener
- Give accurate info about transportation
- Help parents understand system
- Let them know you care about their child

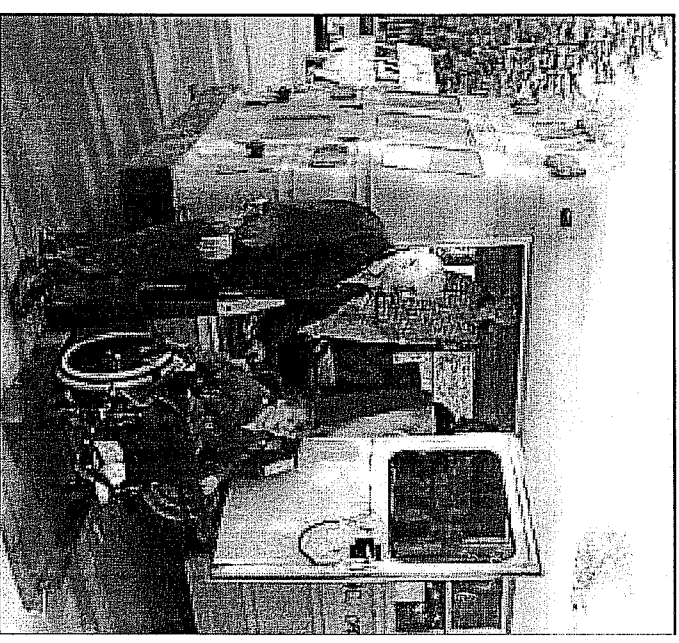


# Disability as Difference not Deviance

- Different is “The quality or condition of being unlike or dissimilar.”
  - Round/Square Lift-equipped/not lift-equipped
  - Value neutral – one not better than the other
- Deviant is “One that differs from a norm, especially a person whose behavior and attitudes differ from accepted standards.”
  - Moral/immoral Like me/not like me
  - Normal bus/Handicapped bus
  - Value judgment -- not as good as

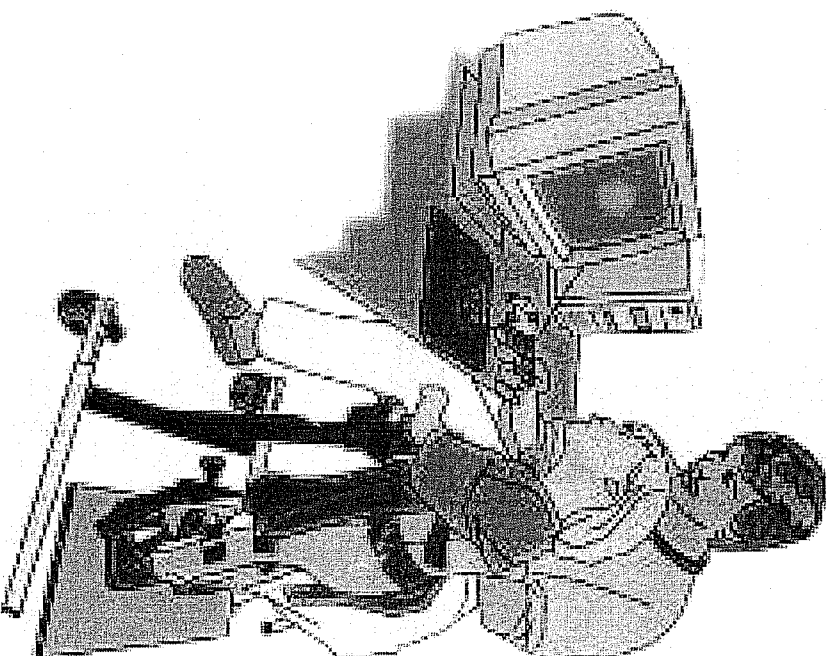
# We assume and so create

- We assume that students with disabilities cannot learn to ride the bus safely **SO**
- We teach them safety half-heartedly or not at all **AND**
- **OF COURSE** They don't learn bus safety! **WHY?**
- Our behavior made our assumptions real **WHY NOT?**
- Assume they can learn 😊



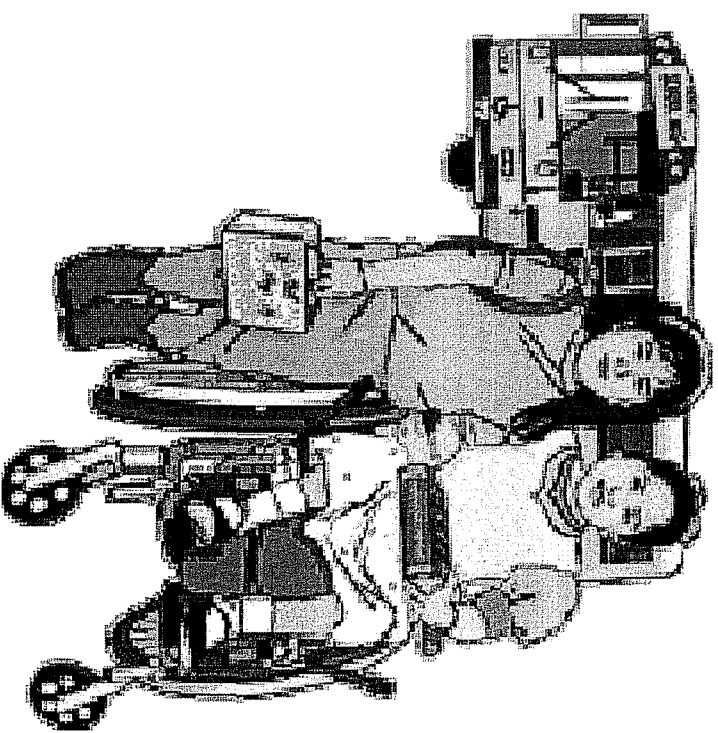
# Different ways to communicate

- Speech (in all its variations)
- Sign language
- Gestures/Behaviors
- Touch screens
- Storyboards
- Typing machines
- Facilitated communication



# Effective communication is...

- Establishing positive relationships
- Talking their language at their level
- Respecting their space
- Build on their abilities
- Offering choice
- Teach one thing at a time
- Modeling
- Practicing
- Repetition, repetition, repetition, repetition



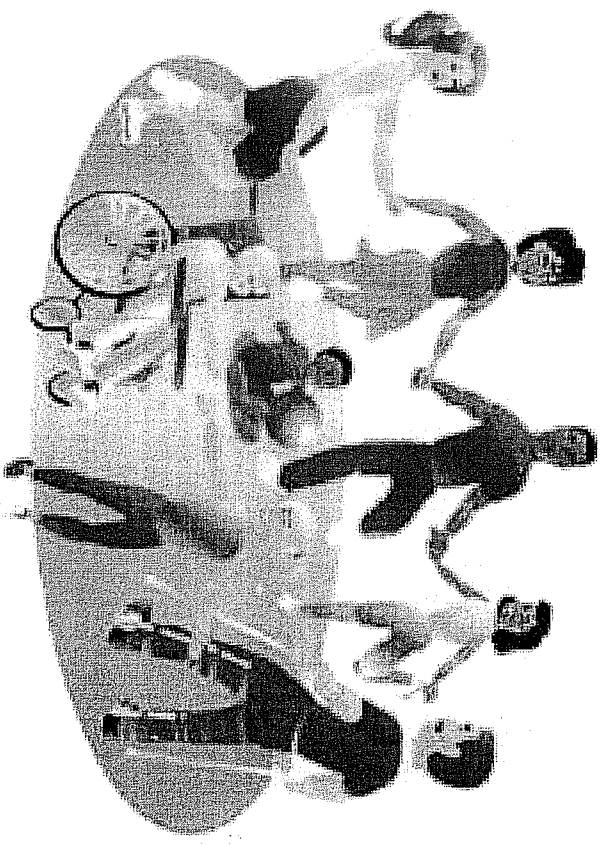
# Language of Respect – Do not...

- Focus on impairments/conditions with language
- Make assumptions or value judgments about a disability by using phrases like “afflicted” “suffers from” “confined to” “mental” “pitiful” “psycho” “stupid”
- Use generic labels for groups of disabled people, “the blind” “the deaf” “the disabled” “wheelchairs”
- Use euphemisms to describe persons with disabilities such as “physically challenged” or “differently able”



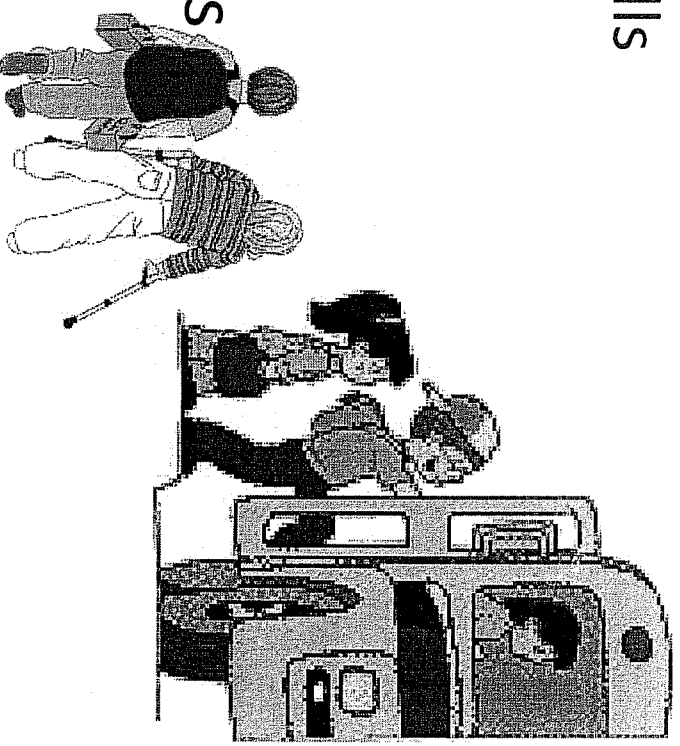
# Embracing Difference

- Everyone has needs
- Everyone can choose
- Societal attitudes are disabling
- No lift is a handicap – not wheelchair use
- Bus changes to accommodate student
- Stigma abandoned



# Next steps

- Annual PJ's Law training
  - Disability-specific issues
  - Working with students
  - Developing bus riding life skills
- Working towards transportation inclusion
- Partnering with students, their families, and educators



1/22/11

Dear New Driver,

Our safety team is committed to training you to be the most professional and prepared bus driver that you can be. With that in mind, this letter is meant to advise you what to expect while under our employ.

The following classes and testing are required for you to complete while you are employed with our company. These classes and tests are either mandated by various state agencies that govern school bus drivers, or our company has elected that these items be mandatory. You will get a one week notice for any classes that you are required to attend. You will be paid for any **training classes** that you attend after this point.

Before you can drive:

- **Pre-service class**- covers basic school bus driving knowledge
- **Physical Performance Testing**- a physical ability test to ensure you can perform duties
- **Physical at Partners in Safety**-including a pre-employ drug and alcohol test

Within the first year:

- **Accident Breakdown Procedures**- 1 hour class
- **Charter Trip Procedure Class** – 1 hour class
- **Wheel chair and special needs** – 3 hour class (may not be required at certain terminals)
- **DOT paperwork class** – ½ hour class
- **Winter driving class** – ½ hour class
- **Defensive driving class**- 6 hours will be given between route hours over 2-3 days
  - *This class is not required but entitles you to personal insurance or point reduction*
- **CPR class**
- **Student management class**
- **Safety Drill Class**
- **Drug and Alcohol Training**
- **Driver Basic Class** – 30 hours will be given between route hours for about 10-13 days in one month-this class goes into much more detail about bus driving knowledge
  - *This class entitles you to personal insurance or point reduction*

Within the first 5 years:

- **Driver Advanced Class**-must be done after 3 years of service
  - *This class entitles you to personal insurance or point reduction*
- **CPI training with BOCES**
- **ARC in-service** – where required

1/22/11

Yearly:

- **Review of your driving abstract**
- **Review of your driving skills**
- **Physical with Partners in Safety**
- **Attend a fall and winter 2 hour refresher class**
- **You will be required to perform 3 safety drill per year on routes**
- **Randomly at any time during the year you will be subject to random drug and alcohol testing**

Biennial (every two years):

- **Physical Performance Test**
- **Written test – 20 DMV questions**
- **Road test**

Along with the above testing and classes, we have a safety team that will make regular observations of you on the job. The results of these observations will all be addressed with you by your terminal manager, utilizing an ORM (Qn the Road Monitoring) form.

Accidents and safety concerns may require you to spend individual training time with a safety officer, or retake certain classes, depending on circumstances, if needed this will be discussed with you prior to this specific training.

If you should ever have any safety concerns please talk to your terminal manager, safety officer or myself. We cannot fix items that we do not know about, and the key to a successful bus driver is a successful communicator.

Thank You

*Linda Kleingardner*

Linda Kleingardner  
Transportation and Safety Manager

# DRIVERS & ATTENDANT EMPLOYEE HANDBOOK



Rolling V Bus Corporation  
Gershowitz Transportation

1/11/2011

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## COMPANY POLICY STATEMENT

Any organization of people needs certain guiding principles in order to operate in an orderly manner. Therefore, this Driver and Attendant Employee Handbook (the “Manual” or the “Handbook”) has been prepared to inform you about your Company and how it operates.

You will want to know more about your job, your pay, opportunity for advancement and other rights and benefits you are entitled to as an employee of the company at the time this Manual is issued.

These policies are here for your guidance and information. This Manual applies to all Drivers and Attendants, who are expected to read, understand, and abide by these policies.

The nature of your employment relationship with our company is “At Will.” That means that either you or the Company can terminate your employment at any time, for any reason, without cause or notice. No one is authorized to change the nature of your employment relationship.

All employees are expected to be familiar with and to abide by the policies in this manual. Any employee who has a question or concern about how the policies are being administered should speak with their Supervisor. No employee shall be penalized or discriminated against in any way for having spoken with a Supervisor about a policy in this Manual. The company may modify the contents of this manual at anytime as may be in the best interest of the company without consultation with employees and will notify you of any changes. Only changes to this Manual issued in writing by the Company may supersede this Manual.

This manual is not a contract and nothing in this manual is intended to guarantee employment for any length of time, or to guarantee any particular fixed or continuing employee benefits. Where benefits are governed by plan documents, and there is a difference between the plan and the information in this Manual, the terms of the plan govern. Please note that most decisions regarding coverage of claims are made solely by the applicable insurance carrier and not by the Company. Employees earn the ability to participate in our benefits programs on the basis of actual time worked. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.

All employment policies, whether written or oral, that existed prior to the issuance of this Manual are superseded by this Manual. This Manual is Company property and must be returned at the end of employment. If you have any questions about anything in this manual, please see your Supervisor immediately for clarification.

Our Address:           P.O. Box 110  
                              5008 Rte 42  
                              South Fallsburg, New York, 12779  
Our Phone Number:   845-434-0511

## WELCOME

I am pleased to welcome you. We're glad to have you with us.

If you are just joining our company, welcome to our team! If you are receiving this Manual after a period of employment with us, please accept our sincere appreciation for your valued service and continued contributions to the company's success.

If you are new to our company, during the coming weeks, you will be learning a great deal about your new job and meeting new people who will be your working associates.

The first few days of a new job can sometimes be a bit confusing. However, we've designed our orientation to help you learn your new job quickly and make you feel right at home in a short time.

This booklet is part of our orientation program and is designed to acquaint you with the company. For current employees, this manual is intended to provide you with updated information regarding the company and the current employee benefits being provided at the time this Manual is distributed.

It includes information about:

- \* The Company's History
- \* Employee Benefits
- \* Rules of Conduct

In our continued efforts to properly support our employees, our Company also offers extensive training for both Drivers and Bus Attendants. There are weekly scheduled classes covering all aspects of the job requirements, from vehicle operation to passenger safety. These classes are in addition to the required NYS mandated training that the company also provides. In addition, we offer a CDL prep class to assist individuals interested in acquiring a Bus License. Please keep this information in mind not only for current bus attendants, but also for any individual you may refer to the company.

Please take the time to read this Handbook carefully. If at any time you have any questions about our Company's policies, please see your Supervisor immediately for clarification. If you are unable to resolve any issue with your Supervisor, please feel free to speak directly to me about it.

Sincerely,

Phil Vallone, Sr.  
President and CEO



## **ABOUT OUR COMPANIES.**

Gershowitz Transportation Inc., formerly known as George Gershowitz, Inc. has a long, proud history of providing reliable transportation services in Sullivan County. The Gershowitz family members, Naaman, George and Martin have contributed greatly to the safety record of student transportation for decades. The company changed hands in 2000 and again in 2006. It is currently operated by the Vallone/DeSabato family who also have a long, proud history of providing professional transportation services to the communities in which they are based.

Vallo Transportation was formed in 1984. The principal line of business of the company is school bus transportation. Additionally, the company handles the transportation needs of the handicapped adult community and local charter requirements as needed. Vallo Transportation's customer base is typically located in Queens.

Rolling V Bus Corp. was formed in 1990. The principal line of business of the company is school bus transportation. Additionally, the company handles the transportation needs of the handicapped adult community and local charter requirements as needed. Rolling V's customer base is typically located in Sullivan and Ulster counties.

The company's founder, President is Phil Vallone Sr. Linda DeSabato, Phil's sister is co-owner of the company. The Vallone family has been in the Bus business since the early 1940's, and has built a reputation of providing quality transportation services.

### **SUPERVISORS**

Each terminal has a terminal manager. They are responsible for all activities at that location. In addition to Terminal Managers the Organization has the following Management/Supervisory positions: Transportation Manager, Maintenance Manager, Safety/Compliance Manager, Safety Officers, Shop Foreman, Terminal Fleet Managers, Dispatchers, a Human Resources Manager, among others.

## **EMPLOYEE DESCRIPTIONS – Employees Covered by this Handbook**

### **DRIVERS**

Regular Route Drivers are any employees who are assigned to a regularly scheduled daily route.

Charter drivers and substitute drivers are occasional employees that work on an as-needed basis. They will be called to work when a route is available and will work when available to do so.

All drivers are responsible for the safe transportation of passengers to and from their place of education, employment, recreation or any applicable location, depending on the route assigned. To achieve this, the driver is responsible to prepare him or herself and the vehicle for the job at hand. Drivers are held responsible for the reasonable behavior of passengers in transit. Knowledge of all applicable laws and guidelines is required. Policies established by the company will give you the guidelines to accomplish this goal.

### **BUS ATTENDANTS**

Bus Attendants are responsible for monitoring and caring for the students and clients on the bus. They are responsible for the safety and well being of the students being transported or those directly under the care of the Attendant. Most Bus Attendants are assigned to routes because of special needs of the passengers.

## **DISCRIMINATION AND HARASSMENT**

### **Equal Employment Opportunity**

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at our Company, where employment is based upon personal capabilities and qualifications without discrimination because of an employee's protected characteristic such as his or her race, color, creed, religion, sex, age, national origin, citizenship status, mental or physical disability, pregnancy, marital status, sexual orientation, military status, status as a victim of domestic violence, genetic information, prior arrest or conviction record, or any other protected characteristic as established by applicable federal, state or local law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, training, benefits, advancement, leaves of absence, termination and all other terms and conditions of employment and is to be followed in all personnel actions taken by the Company.

Appropriate disciplinary action may be taken against any employee willfully violating this policy. No one is authorized to act contrary to this policy.

## **Harassment Prohibited**

The Company is committed to providing a work environment free from unlawful harassment of any kind. Harassment committed against anyone in our Company on any basis protected by applicable federal, state or local law, including the protected characteristics described above, is strictly prohibited. Such conduct can be demeaning and degrading and can create a hostile working environment for our employees, so has no place in our workplace. Unlawful harassment is conduct that may include, but is not limited to, the following:

- verbal conduct such as racial or ethnic epithets, derogatory jokes, comments, slurs, threats or unwanted sexual advances, invitations or comments related to a protected characteristic
- visual conduct such as racially derogatory and/or sexually-oriented posters, photography, e-mail, cartoons, drawings or gestures that are degrading because of ethnicity, religion, sex or another characteristic
- physical conduct such as assault, unwanted touching, blocking of normal movement or interference with one's work, where such conduct is directed at a person because of a protected characteristic

## **Sexual Harassment**

Sexual harassment is a form of unlawful harassment that also will not be tolerated by the Company. In general, sexual harassment is any unwelcome sexual advance, request for sexual favor or other verbal or physical conduct of a sexual nature, or such conduct that is directed to an employee because of his or her sex. Examples of unlawful sexual harassment may include, but are not limited to, the following:

- suggestive or lewd remarks, jokes or comments
- unwanted hugs, touches, or kisses
- inappropriate noises, whistles, cat calls, or the like
- excessive or inappropriate compliments regarding a person's appearance or body
- leering or other inappropriate staring at an individual, or particular body parts
- requests for sexual favors
- repeated requests for dates, dinner, or other invitations that are rebuffed
- sexually explicit or pornographic posters, cartoons, drawings, videos or e-mails

While unlawful harassment consists of unwanted behavior, it is the Company's policy to prohibit such behavior in the workplace, even if it is not unwanted by the recipient. For this reason, the Company prohibits employees from making lewd, crass or derogatory jokes, touching others inappropriately or displaying sexually explicit or suggestive material, even when welcomed by the recipient. Such behavior is inappropriate in the workplace and will not be tolerated. Similarly, the Company's policy is to prohibit any such behavior in the workplace, without regard to whether it constitutes legally actionable harassment. We expect our workplace to be a place where everyone is treated with respect.

To that end, we expect everyone to behave in the workplace in a professional and business-like manner. While collegiality and friendliness is expected, overly-friendly and familiar behavior (e.g., overly familiar language, inappropriate touching (including but not limited to massages), pet-name calling), even when not unwanted or unwelcome by the recipient, is inappropriate workplace behavior and unacceptable.

This policy extends not just to treatment of other employees, but to our employees' treatment of students and other customers on our busses. Our employees are expected to be polite and treat our riders with courtesy and respect at all times.

Employees who violate the Company's harassment or discrimination policy may be subject to discipline, including but not limited to being placed on a disciplinary suspension or having their employment terminated, in the Company's discretion.

#### **Reporting Discrimination, Harassment and/or Retaliation**

Any employee who believes that he or she is being subjected to discrimination or harassment as prohibited by these policies, or that he or she has been retaliated against for reporting such conduct or for participating in an internal investigation regarding such conduct, should immediately advise their supervisor or the Human Resources Manager or the President. Anyone who becomes aware of any suspected or perceived discrimination, unlawful harassment, retaliation or other unlawful conduct regarding another employee, or a student or other rider on one of our busses, should immediately advise their supervisor or the Human Resources Manager or the President. Please see Appendix A: *Discrimination, Harassment and/or Retaliation Reporting and Investigation Procedure* for detailed information regarding this policy. All employees are required to read this policy appendix, and sign and return the attached acknowledgement form.

#### **Reasonable Accommodation for Disabilities**

The Company is committed to complying with the provisions of federal, state and local laws applicable to employees with disabilities. It is the Company's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or any perceived disability so long as the employee is otherwise qualified for the position and can perform the essential function of the job. Consistent with this policy of non-discrimination, the Company will provide reasonable accommodations to a qualified individual with a disability, as defined by applicable law, who has made the Company aware of his and her disability, as long as such accommodation does not constitute an undue hardship on the

Company. In general, an undue hardship is an action that would require unreasonable difficulty or expense, or would unreasonably disrupt our operations.

To be eligible for an accommodation, an employee must notify his or her supervisor or the Human Resources Manager of the disability and explain the way(s) in which the disability affects his or her ability to do the job. The Company also asks that an employee affirmatively suggest to the Company specific accommodations that might be made by the Company, which would allow the employee to better perform the job. Once an employee has identified him/herself as a person with a disability who needs a reasonable accommodation, the Company will engage in a dialogue with the employee to determine what is needed and what can be provided. When appropriate, the employee may be asked to provide medical documentation of the disability or to submit to a medical examination. While the Company will consider each specific accommodation suggested by the employee, it is ultimately the Company that will determine, on a case-by-case basis, which accommodation, if any, will be provided.

All medical and disability-related information will be treated as confidential and will be shared with management and relevant staff only to the extent necessary.

### **Reasonable Accommodations for Religious Observance and Other Reasons**

Reasonable accommodations may also be available with respect to other legally-protected issues, such as to accommodate the religious practices of an employee, including, for example, time off for the observance of holy days or prayer or modifications of a dress code. Bus Drivers or Attendants who take time off for religious observance will usually be provided with the time off without pay. Questions and/or requests for such accommodations should be directed to the employee's supervisor or the Human Resources Manager. Please submit such requests as soon as possible after you become aware of the need for an accommodation.

### **Retaliation Prohibited**

The Company will not tolerate retaliation of any kind against any employee for complaining about any workplace issues, including complaints of discrimination and/or harassment, legally protected whistleblowing activities or other workplace concerns. The Company also prohibits retaliation against employees who seek an accommodation or who participate in any Company investigation, who engage in other types of protected activity. Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work-related matters with any employee because that employee has complained about or resisted discrimination, harassment or retaliation, or because the employee has made other workplace complaints or participated in workplace investigations, will not be tolerated. Any person engaged in retaliatory conduct will be subject to discipline including but not limited to being placed on a disciplinary suspension or having their employment terminated, in the Company's discretion.

## **Open Door Policy**

The Company maintains an “open door” policy and wants its employees to feel free to communicate with Company management about work-related issues. If you have any concerns regarding the Company’s business practices, policy application, safety concerns, or other issues, we would appreciate your bringing those concerns to our attention so that they can be addressed. Whether you have a problem, a complaint, a suggestion, or an observation, your company managers want to hear from you. Employees are encouraged to schedule time to discuss any and all work-related problems or concerns with their immediate supervisor. If the employee’s immediate supervisor is not able to resolve the work-related issue, or the employee does not wish to speak with his or her supervisor about the issue, the employee may then contact the Human Resources Manager. Please also feel free to send a note or memo about any issue or concern so it can be addressed. If the issue is one regarding workplace harassment, discrimination or retaliation, please see the separate policies in this Handbook addressing those issues.

## **Suggestions and Improvements**

You are urged to submit suggestions for improvement of processes and procedures, simplification of workflow, saving of material or time and reduction of cost. Feel free to discuss your suggestions for improvement with your Supervisor.

## **Drug Free Workplace Policy / Substance Abuse / Drug & Alcohol Testing**

To help insure a safe, healthy, and productive work environment for our employees and others, to protect Company property and to insure efficient operations, the Company has adopted a policy of maintaining a workplace free of drugs and alcohol. This means that the Company does not condone, nor permit, the manufacture, use, sale, distribution, transfer, display or possession of alcohol, illegal drugs, inhalants and other controlled substances, or drug paraphernalia on Company property, in a Company facility or a Company vehicle. Furthermore, the Company does not condone, nor permit, any employee to be on Company property or in a Company vehicle while under the influence of illegal drugs, alcohol, or other controlled substance, nor to conduct the Company business while in such a condition. Drug and alcohol use in the workplace can pose dangers both to the user and to other employees. “Under the influence” includes but is not limited to being in an altered mental state due to smoking, injecting, inhaling or otherwise using a substance that alters, or appears to alter, the employee’s cognitive abilities, including mental clarity, perception and judgment. The abuse of substances not intended for human consumption (such as sniffing glue or aerosol inhalants) that alter awareness and cognitive function are also covered by this policy

Of course, this policy does not extend to any employee who is properly using prescription medication on the orders of a physician. If, however, you have been advised not to drive or operate machinery or to otherwise limit your activities while taking a particular medication, and such activities are part of your regular job duties, you must inform your supervisor or the Human Resources Manager of the situation and provide a doctor’s note describing your limitations.

Violation of this policy may be grounds for employee discipline, including but not limited to being placed on a disciplinary suspension or having employment terminated, in the Company's discretion. Although the Company encourages employees with drug or alcohol abuse problems to seek assistance and treatment, doing so may not lessen discipline determined to be warranted based on a violation of this policy.

By accepting employment with the Company, you agree to abide by this Drug Free Workplace Policy.

### **Drug Testing**

The Company at its sole discretion, may conduct pre-employment screening, post - accident testing and conduct searches for illegal drugs and alcohol. Possession of illegal drugs or alcohol or coming to work under the influence of illegal drugs or alcohol will result in termination. Federal law enacted 1/1/95 require testing for drug and alcohol use on a pre-employment basis, in addition to randomly, post accident and reasonable suspicion. Applicable laws and regulations pertaining to procedures in this regard can be found in the booklet "Drug & Alcohol testing: Training & Awareness" which you can obtain from the Human Resources Manager, and which may accompany this Manual.

The Company may, at its discretion, require any employee to submit to a drug or alcohol test, which may require the taking of blood, urine or breath samples, if the Company reasonably suspects that an employee has violated this policy (e.g., if it suspects that an employee is under the influence of alcohol or illegal drugs or other controlled substances, or that the employee used these substances while at work or otherwise on the Company's premises, or while conducting business on the Company's behalf). The Company may also require any employee to submit to a drug or alcohol test immediately after a workplace accident or injury, or as soon thereafter as practical. Refusal to submit to a drug and/or alcohol test may be grounds for discipline, including but not limited to being placed on a disciplinary suspension or having employment terminated, in the Company's discretion.

Our new policy includes a NO TOLERANCE PROCEDURE. If you test positive for or refuse a drug test, and the positive result is confirmed through the test confirmation procedure, your employment will be terminated. We have resources for you to access if you need help to take care of any drug and/or alcohol problems.

All employees will be randomly tested for drugs and Alcohol, along with CDL Drivers and Mechanics. This includes:

- ❖ Attendants
- ❖ Office staff
- ❖ Non CDL mechanics
- ❖ Safety Officers

ALL employees and potential employees will be subject to

- ❖ pre employment testing
- ❖ post accident testing
- ❖ reasonable suspicion testing
- ❖ random selection testing

## **EMPLOYEE RECORDS/HIRING**

### **Application/New Hire Information**

The Company relies upon the accuracy of information presented throughout the hiring process and during employment, including but not limited to information provided in any employment applications or other pre-hire information, or in new hire documents. Any misrepresentations, falsifications or material omissions in any of this information or data, or other information or data provided during employment, may result in the individual being excluded from further consideration for employment, and if any falsified, inaccurate or misleading data is discovered after employment has begun, may result in termination of employment.

### **Immigration Law Compliance**

The Company is committed to employing only United States citizens and aliens who are legally authorized to work in the United States, and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present the required documentation establishing identity and employment eligibility. Former employees who are rehired must also complete this form if they have not completed an I-9 with the Company within the past three (3) years, or if their previous I-9 is no longer retained or valid.

### **Change of Employee Status**

Each employee is personally responsible to alert the Human Resources Manager immediately whenever there is a change in one or more of the following:

- Address
- Telephone number
- Person to notify in case of emergency
- Legal name, through marriage, or otherwise
- Marital status
- Number of dependants
- Insurance beneficiaries
- Military status

### **Access to Personnel Files**

The Company maintains a personnel file on each employee. The personnel file may include such information as the employee's job application, résumé, records of training, documentation of performance appraisals, documentation of salary increases and other employment records. The Company maintains separate files for information regarding employment eligibility verification (Form I-9), and for medical and related benefits information, if any. Personnel files are the property of the Company, and access to the information they contain is restricted.



### **Confidentiality of Medical Information**

Medical information regarding individual employees is treated confidentially, as required by law. Documents containing medical information will be maintained in a file separate from the employee's personnel file. The Company will take reasonable precautions to protect such information from inappropriate disclosure. Supervisors and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

### **Confidentiality of Employees' Personal Information**

The Company maintains the confidentiality of its employees' personal information, as required by law. Such personal information includes, but is not limited to, employees' social security numbers, home address, telephone number, personal e-mail address, birth date, driver's license number, etc. The Company will take reasonable precautions to protect such information from inappropriate use and/or disclosure. Such information is only for Company business use and may not be disclosed outside the Company or used for any other reason. Supervisors and other employees have a responsibility to respect and maintain the confidentiality of employees' personal information. Anyone inappropriately using and/or disclosing such information is subject to disciplinary action, up to and including termination of employment.

## **EMPLOYEE CLASSIFICATIONS**

Understanding the definitions of employment classifications is important in understanding benefits eligibility and other employment status issues. Our employees fall into various classifications for different reasons. All company employees are employed at-will, without regard to any other classification, and their employment may be terminated at any time, for any reason, by either the company or the employee.

**Full-time and Part-time Employees:** Employees are classified depending on the number of hours they are regularly scheduled to work.

**“Full-time”** bus driver and bus Attendant employees are non-temporary, non-seasonal employees who are regularly scheduled to work at least 5 hours per day/ 5 days per week. Employees scheduled to work school routes who are off for the entire summer can still be considered full time if regularly scheduled to work during the school year. In general, full-time employees are entitled to all Company benefits, unless otherwise indicated. Only the Company, in its discretion, may designate someone as a full-time employee.

**“Part-time”** bus driver and bus Attendant employees are those who are regularly scheduled to work fewer than 5 hours per day/ 5 days per week, who are not classified as “Occasional Employees” as described more fully below. Part-time employees are not eligible for employee benefits, except for those required by applicable law.

**Regular, Temporary and Occasional Employees:** Employees are further classified depending on whether there is an expected end-date to their assignment.

**“Regular”** employees are those non-temporary, non-seasonal employees who are regularly scheduled to work some number of hours for the Company each week. There is no particular end-date anticipated to their employment. Their at-will employment is expected to last until either the employee resigns or the employer lets the employee go.

**“Temporary”** employees are those employees hired on a project-basis, or otherwise for an expected limited time. While still employed at-will, temporary employees generally know that their employment is of limited duration, and will last no longer than the end of a particular assignment. Temporary employees are not eligible for employee benefits, except for those required by applicable law.

**“Stand-By”** bus employees are those regular employees who stand-by at the terminal to fill-in or substitute when a Driver or Attendant is absent. Like other regular employees, they are regularly scheduled to work some number of hours for the Company each week. There is no particular end-date anticipated to their employment. Their at-will employment is expected to last until either the employee resigns or the employer lets the employee go.

**“On Call Drivers”** On occasion, the company may engage an On Call Driver who would only need to come to the terminal if called to do so. These employees have no guarantee of any particular number of days they will work in a given year, but are called when the need arises for a fill-in or substitute driver. Occasional employees are not required to be available when called to work, but may be removed from the occasional employee call list if they are repeatedly unavailable to work when needed. They are not entitled to any employee benefits, except for those required by applicable law. They must abide by the policies in this Handbook when working.

**Exempt and Non-Exempt Employees:** Employees are further classified with regard to their entitlement to overtime wages

**“Exempt employees”** are classified as such if their job duties and responsibilities are identified as being exempt from the overtime wage provisions of the Federal and State Wage and Hour Laws. Exempt employees are not eligible for overtime pay. They are paid on a salaried basis or otherwise in accordance with applicable law.

**“Non-Exempt employees”** are those whose positions and job duties require that they receive overtime pay for certain additional hours worked in accordance with applicable federal and state law wage and hour laws. Their compensation is generally calculated on an hourly basis, although it may be paid as a salary.

## **WAGES AND HOURS**

### **Work Schedule**

Our facilities are generally open Monday through Friday, however weekend operations may be a possibility. Employees are advised of their working schedules on hire, and as the schedules may be modified from time to time by the Company. Our employees are expected to be at work and ready to start work at the time their shift commences, and are expected to remain at work until the end of their shift (except for established meal periods), unless arrangements have been made with their supervisor to leave prior to the end of their working time.

Working Time for drivers and attendants is dependent upon the requirements of the route(s) assigned.

### **Meal Breaks**

Where the working time for bus drivers and attendants extends over a meal period, those employees are permitted to take an unpaid non-working meal break of at least a half each work day. All employees are permitted to take such breaks although Bus Drivers' and Attendants' schedules are usually such that they have time to eat between routes. Your supervisor may assign you to a particular meal break slot. Drivers and Attendants may not eat when on duty on their bus and are to note their meal breaks, along with any other breaks over 20 minutes on their time sheets. Employees who work extended shifts may be entitled to additional meal break time. Please speak with your supervisor if you have questions regarding your meal breaks.

### **Other Breaks**

Given that Drivers and Attendants are expected to be working when on duty on their busses, they are expected to attend to personal issues, make personal phone calls, smoke etc. between their shifts.

### **Workweek**

For payroll purposes, unless specified otherwise, the workweek runs from Sunday at 12:01 a.m. to Saturday at 12:00 midnight.

### **Payday**

Employees are paid on a weekly basis on Fridays. All paychecks are available for distribution to personnel after 8:00 am on Friday morning. If Friday is a holiday, paychecks will be available for distribution on Thursday afternoon or on the last business day prior to the regularly scheduled payday. If you are absent on pay day, your paycheck will be held in the office until you return to work, unless you notify the Company to do otherwise. At your request, the Company will mail your check to your home or it may be picked up by another person with an authorization note or call from you. Your paycheck will not be given to anyone without your permission. The Company does not cash employee's payroll checks or personnel checks. Salary advances are granted only upon approval of the President.

### **Direct Deposit**

For the convenience of our employees, the Company has instituted a system of direct deposit for employee paychecks. Once you provide written authorization to the Company, the Company will deposit your paycheck directly to the bank of your choice. Employees that do not elect direct deposit will receive a paper check. Please see your Terminal Manager for information about Direct Deposit.

### **Timekeeping**

Bus employees are required to record time daily at the beginning and end of their scheduled shifts, as well for all non-working meal periods, and breaks greater than twenty minutes on time sheets. All drivers and attendants must fill in their timesheets daily, which are separate from the Trip Sheets kept by Drivers. Lack of complete and correct time entries on your time sheets can affect your paycheck and the Company must have accurate job costing information.

Employees who fail to properly keep their time sheets may be subject to disciplinary action in the Company's sole discretion.

### **Overtime Pay**

Overtime compensation is paid to non-exempt employees at a rate of one and one-half (1 ½) times the employee's regular rate for actual hours worked in excess of forty (40) hours in a given workweek or as otherwise required by applicable state law.

Non-exempt employees are not permitted to work overtime hours without prior permission. Overtime work must be pre-approved by your supervisor. Working overtime without prior authorization may subject the employee to disciplinary action.

Vacation, personal and sick time, and leaves of absence, are not considered hours worked for purposes of performing overtime calculations. Exempt employees are not entitled to overtime pay.

Given the nature of our business, overtime hours may be required from time to time. You are expected to be available to work overtime hours when requested to do so.

### **Payroll Taxes and Other Withholding**

All compensation paid to employees is subject to federal, state and local income tax withholdings and to required Social Security and Medicare contributions based on the exemption information completed and supplied by the employee and submitted to the Company. Under federal law, the Company matches the amount of Social Security paid by each employee. Authorized deductions may also be taken from employee compensation for employee benefits plans, as designated by the employee.

At the end of the calendar year you will receive a statement showing your taxable earnings for the year and the total amount of Federal Income Tax, New York State Income Tax and other deductions made during the year. This W-2 statement of earnings and deductions is to be enclosed when filing your Federal and State Income Tax returns.

The Company strongly encourages all employees to carefully review all pay stubs or statements and to contact the Human Resources Manager with any questions regarding deductions from your pay.

### **Payroll Errors and Corrections**

If an employee believes that there is any time record error or any other payroll error, such as an improper deduction made from his/her salary, the employee should immediately report this information to their Terminal Manager. Disputes regarding hours worked should be immediately resolved. Reports of improper deductions or other payroll errors will be promptly investigated. If it is determined that an improper deduction or other payroll error has occurred, the employee will be promptly reimbursed for any improper deduction or payroll error made, usually in the next regular paycheck. Employees may question perceived errors in pay without fear of reprisal or discipline.

### **Lost or Stolen Paychecks/Misrouted Funds**

It is recommended that your paycheck be cashed as soon as possible. The Company will not be responsible for loss or theft of any paycheck.

In the event that your paycheck is lost or stolen, please notify the Human Resources Manager immediately. If we are able to do so, we will notify the bank to place a stop payment on the original paycheck, and issue you another paycheck. Unfortunately, the Company is unable to take responsibility for lost or stolen paychecks, or funds that are misrouted due to outdated direct deposit information. Therefore, if we are unable to stop payment on your original paycheck you will be responsible for the loss.

### **Confidentiality of Payroll**

The salaries and wage rates of employees may vary for many reasons. Our employees' salary and compensation information is considered to be confidential Company information, and employees may not shared information about other employees' compensation with any other employees or anyone outside the Company except as required, or permitted, by applicable law. No one may have access to the Company's

payroll records other than senior management, and the Company's accountants, accounts payable and/or bookkeeping personnel, and/or payroll service.

## **PAY SCALES**

### **Types of Routes:**

#### **REGULAR ROUTES**

These are routes that occur regularly, on a regularly recurring schedule, with a regular driver and potentially a regular Attendant assigned. These include 4 move and 2 move School Buses and Vans, Adult Community Routes, and Pre-K routes.

#### **SPECIALS**

Specials are short local pieces that generally fit as a supplement to a regular route and may not be regularly scheduled. Examples may be Late Runs or School District Pre-K pieces.

#### **CHARTERS**

Charters are generally defined as Trips that stand alone.

#### **EXTRA WORK**

From time to time extra work becomes available in the form of charters, specials, late runs and extra routes. This work will be distributed as fairly as possible based on a combination of items which may include but are not limited to seniority, reliability, job performance and attendance.

### **Pay Rates:**

**Drivers/Attendants, Regular Routes:** During the first 90 days of employment drivers and attendants assigned to regular routes will be paid a daily rate for days actually worked. Should any holidays or snow days fall during this 90-day period, they will be considered unpaid days off. After 90 days of employment, bus drivers and attendants will also be paid for all holidays which are not worked, school closings (i.e. snow days) and superintendent's days provide the Driver or Attendant has earned a Free Pay Day, as described further in this Handbook. Drivers and Attendants may also be paid for Winter and Spring Break weeks, as further described in this Handbook.

**Drivers/Attendants, Special Routes:** Pay for Bus Drivers and Attendants assigned to Specials is unique to the piece assigned and to the degree that it fits with a regular route.

### **CHARTER PAY SCALE**

Charter routes are paid at an hourly rate, depending upon the length of time the driver has been employed. These rates are subject to change as determined by the Company. Please see the Terminal Manager if you have questions about current Charter route pay rates.

### **NON-REVENUE WORK**

Non-Revenue Work (i.e. Bus switches, parts runs) will pay an hourly rate as determined by the Company.

## **ATTENDANCE, FREE PAY DAYS, AND OTHER PAID DAYS OFF**

### **Attendance and Punctuality**

It is important that all employees are present and on time for work every day. Exemplary attendance is critical to the overall safety and smooth operations of the company. Regular attendance and punctuality are essential parts of every Company job. The Company cannot function properly without consistent and regular attendance from all employees. Unscheduled absences must be avoided whenever possible, and kept to an absolute minimum. Arriving to work before your scheduled start time is also very important so that you are ready to begin work at your scheduled start time and so that your route is not late.

If, for any reason, you are unable to be present and/or on time, you must call your supervisor at least one hour before your expected arrival time to advise of your absence, the reason you will be out or late, and when you expect to return-to-work. If you are unable to report to work because of an emergency, you are expected to advise of the situation as soon as possible. In addition, employees must obtain prior approval before they may leave work early.

Providing notice, however, does not necessarily excuse an unscheduled absence, lateness or early departure, although failure to promptly notify the Company could result in further disciplinary action, up to and including discharge.

Anyone absent for three (3) consecutive business days without prior permission and without calling in as required, above, will be presumed to have voluntarily quit as of the last day worked.

Repeated tardiness and/or excessive absenteeism will result in disciplinary action, up to and including termination.

Because the safest staff (Driver/Attendant) on a route is the regularly scheduled staff, additional incentives are provided to Drivers and Attendants to encourage regular attendance. Absences for reasons other than illness or bereavement are strongly discouraged. Request for absences for other reasons will be considered on a case by case basis, predicated by among other things, the availability of qualified replacement staff. All personal appointments must be made between or after routes. Most routes have sufficient down time which allows for personal appointment scheduling. Good communication and cooperation are critical in this area and this policy will be enforced.



## **Paid Days Off:**

### **1) Drivers/Attendants assigned to Adult Community (ARC)/CDT Routes:**

ARC/CDT routes operate year round, and not just during the school year. ARC/CDT drivers and attendants who are assigned to full AM/PM ARC/CDT routes are entitled to the following paid-days-off benefits:

- ◆ *After 90 days of employment:* ARC/CDT employees may take 3 paid sick/personal days in their first anniversary year of employment. (Unlike school bus employees, as described below, these days may be used for personal reasons)
- ◆ *After 1 consecutive year of service on ARC/CDT work:* employees may take 5 paid vacation days and 5 paid sick/personal days in their anniversary year.
- ◆ *After 5 years of consecutive years service on ARC/CDT work:* employees may take 10 paid vacation days and 5 paid sick/ personal days per anniversary year.

ARC/CDT Drivers and Attendants will be paid for any unused days at their anniversary. Unused days may not be carried forward to the next year.

In addition, ARC/CDT staff with perfect attendance will receive a \$100.00 annual bonus at or after their anniversary date.

ARC/CDT staff who are absent more than their allotted days will not be paid for paid holidays or snow days unless their attendance entitles them to Free Pay Days, as described below. In short, if an ARC/CDT staff member has missed more than the paid-days-off permitted above, that staff member will not be paid for the next holiday or snow day. Miss a day, lose a day.

ARC/CDT employees who are absent more than 15 days in a calendar year lose all eligibility for Free Pay Days and will not be paid for any further holidays or snow days in that calendar year. Employees are subject to termination due to excessive absences.

ARC/CDT employees desiring to take vacation time are required to submit vacation requests at least 30 days in advance to their Supervisor, which are subject to their approval. This 30-day advance request requirement applies to using vacation days for individual personal days as well. Conflicts will be resolved on a seniority basis providing that the requests were submitted 30 days in advance to the Supervisor. The Company may deny vacation requests as it deems appropriate to ensure sufficient coverage. Vacations must be taken in the year they are applicable and cannot be accumulated year-to-year.

Unused vacation, sick or personal days may not be carried over to the next year, but unused vacation, sick or personal days will be paid out to employees within 30 days of their anniversary date.

Upon termination of employment, employees will be paid for any unused paid vacation, personal or sick days that remain in that employee's anniversary year.

If a paid holiday falls during an employee's vacation or other scheduled paid time off, the time off will be counted and paid as a holiday, and will not be deducted from the employee's Paid Vacation bank.

If an employee becomes ill during a scheduled vacation, the days will still be considered to be vacation days.

## **2) Drivers/Attendants assigned to School Bus Routes:**

School Bus Drivers and Attendants are provided with 3 NON PAID "Non-Consequential SICK days" per school year. These days may be taken as personal sick days (i.e. days when the employee is ill or injured), or medical appointments that cannot be scheduled at another time, only and not for other reasons. Misuse of these three available sick days, however, may result in disciplinary action.

School Bus Drivers and Attendants are not provided with any paid personal days or paid vacation days.

To encourage School Bus Drivers and Attendants to have excellent attendance records, as long as a School Bus Driver or Attendant has been with the company for 90 days and misses no more than three days of work during a school year, he or she will also be paid for holidays and when school is closed for snow days or other school closings dictated by the school district. Holidays or school closing days occurring in a school bus employees first 90 days of employment will be counted as unpaid days off.

These additional paid holidays and snow days off are called "Free Pay Days." A "Free Pay Day" is a holiday or snow day when there are no school buses on the road and School Bus Drivers and Bus Attendants need not report to work because school is closed. Drivers and Attendants will be paid for "Free Pay Days" ONLY if they have not previously taken more than their allotted 3 "Non-Consequential SICK days" in that school year.

Unused Non-Consequential Sick Days may not be carried forward by school bus employees to the next year.

### **How Free Pay Days Work:**

As long as the Driver or Attendant has not used more than his or her allotted number of Non-Consequential Sick Days the Driver or Attendant will be paid for the next holiday or snow day or other individual school-closing day (Free Pay Day) that comes. If a Driver or Attendant has used MORE than his or her allotted Non-Consequential Sick Days, that employee will not be paid for the next Free Pay Day.

Here's how it works. This example is a School bus employee, but it applies to ARC/CDT staff, too, who has used all of his or her allotted paid days off:

If a School Bus Driver has used only 1, 2 or 3 Non-Consequential Sick Days when the next the Free Pay day (a holiday or snow day) comes, the School Bus Driver will be eligible to be paid for that day.

If, however, the School Bus Driver is absent a fourth day (for any reason other than loss of an immediate family member (see Bereavement Leave Policy in this Handbook)), the School Bus Driver will NOT be paid for the next holiday or snow day (Free Pay day) because the driver took more than the authorized 3 days off. Use an unauthorized day off, Lose a Free Pay Day.

The same goes for ½ days. If a Bus Driver or Attendant misses a ½ day that he or she was scheduled to work and is beyond his or her allocated number of Non-Consequential Sick Days days off, the Bus Driver or Attendant will lose ½ pay for the next Free Pay Day.

**Example:** If Denise is a school bus Attendant and she is out sick for 5 days and then misses 1 day to take her dog to the vet she will have missed a total of 6 days:

3 Non-Consequential Sick Days PLUS  
2 additional sick days Plus  
1 personal day  
6 days absent, less 3 Non-Consequential Sick Days = 3 excess days absent.

Denise will get not get paid for 3 of the next Free Pay Days (holidays or snow days or other individual school closing days, such as Superintendent Days, designated by the School District).

*So, if Denise was out these 6 days before Thanksgiving, this policy made her lose pay for Thanksgiving, the day after Thanksgiving and 1 subsequent snow day, or, if there is no snow day in December, Denise also will not be paid for Christmas Day. If she is not absent anymore days, she will get paid for every holiday and snow day afterward.*

It doesn't matter if her attendance improves, every time she misses a day after those first 3 non-consequential sick days, during the school year, she will lose another "free pay day" (holiday or snow day or other individual school closing day)

Bus Driver or Attendant employees assigned to school routes who are absent more that 10 days during the school year, including the non consequential sick days, lose all eligibility to be paid for any Free Pay Days following their 10<sup>th</sup> absence. Allowances are made for bereavement of immediate family members.

## **Paid Holidays**

Generally, the Company recognizes the following holidays as paid holidays:

- New Year's Day
- Martin Luther King's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Day
- Washington's Birthday/Presidents' Day

The Company will generally also recognize as paid holidays other days that a school district designates as a holiday and school is closed.

Bus drivers and attendants who have completed 90 days of employment will be paid for holidays under the Free Pay Day policy, above when their school or program is closed in observance of that holiday. Any employee required to work on a federal holiday when their school or program is closed shall receive pay for actual time worked in addition to holiday pay.

An employee shall not receive wages for a paid holiday unless he/she reports as scheduled and completes his/her scheduled run or shift on the day before, the day after and the day of the paid holiday (where scheduled to work).

The Company will not pay employees for holidays not taken because of termination of employment prior to the holiday. Employees will not receive holiday pay for holidays that occur during an unpaid leave of absence. If a holiday falls during an employee's planned and approved vacation, that day will be counted and paid as a holiday and not a vacation day.

## **Pay For Winter and Spring Breaks for School Bus Employees**

School Bus Drivers and Bus Attendants who have been employed with the company for more than 3 years and who work a minimum of 6 weeks during the previous summer on summer camp or summer school routes will be eligible to be paid for days over Winter and Spring Breaks when school is closed in the next school year, not to exceed more than 5 days in any one of the weeks.

## **Emergency Closings due to Weather/Snow Days/other Emergencies**

School routes are cancelled based on weather by the applicable school district. In the case of very severe weather, ARC/CDT routes may be cancelled as well. Bus Drivers and Attendants employed for more than 90 day will be paid for these Free Pay Days dependent on their attendance and the Free Pay Day policy, above. To qualify for this pay, you must have been ready, willing and able to work on that day. The maximum number of school closing days that will be paid to a school bus employee is 10 during any single school year.

## **Sick Days**

As noted above, School Bus Drivers and Attendants are provided with the ability to take 3 NON paid “Non-Consequential SICK days” per school year, and ARC/CDT Drivers and Attendants are provided with a certain number of sick days depending upon how long they have been employed.

Employees who need to take a sick day must contact the terminal manager as soon as practicable, although it is expected that the employee will do so at least one hour prior to the employee’s scheduled start time, except in cases of serious medical emergencies, in which case the Company should be notified as soon as possible. Abuse of the sick leave policy will result in disciplinary action, up to and including termination. Three (3) consecutive days of absence without notification will constitute voluntary resignation from employment as of the last day worked.

## **EMPLOYEE CONDUCT**

### **Expected Conduct from Employees**

The Company expects employees, at all times, to use their best efforts to perform all assigned tasks promptly and efficiently, and to be courteous and impartial in dealing with clients, vendors, independent contractors, other employees and the public. Courtesy, tact and helpfulness can bring about respect and cooperation from others. We also want to create a positive image of the Company in the eyes of the public. All employees have the right to be treated with dignity and respect, just as it is expected that all employees will treat others the same way.

Honesty, trust and integrity are the hallmarks of our business. Your adherence to these values is a factor in contributing to our success as a recognized leader in our industry.

Insubordination and lack of cooperation by our team is unacceptable. While we welcome suggestions from employees, employees are expected to follow directions and instructions from their supervisors and managers with a positive and helpful attitude, and address disagreements in a constructive manner. Anything less reflects poorly on you and our company.

The Company expects all of its employees to act in accordance with the highest standards of personal, ethical and professional integrity in all aspects of their activities and to comply with all applicable rules, regulations and Company policies. In accepting a position with the Company, each of us becomes accountable for compliance with these principles of expected conduct.

It is each employee’s responsibility to become familiar with all Company policies and rules as contained in this Handbook or as may otherwise be issued to employees or otherwise implemented from time to time, and to abide by them. Failure to follow the Company policies and rules may result in disciplinary action, up to and including disciplinary suspension or immediate termination of employment with the Company.

### **Responsibilities Of All Employees**

- ◆ Perform all duties in an efficient and safe manner, at the time assigned. Perform all work in a quality manner.
- ◆ Exercise reasonable and appropriate care to protect Company funds, property, parts and equipment against loss, waste, misuse or destruction through negligence or dishonesty.
- ◆ Please ensure the quality of your work to avoid callbacks and dissatisfied customers. The reputation of our business is at stake.

### **Corrective Action/Employee Discipline**

Any conduct, which, in the Company's opinion, interferes with or adversely affects Company business or the employment environment, and/or otherwise reflects poorly upon the Company, including but not limited to violations of the policies in this Handbook, is grounds for disciplinary action, ranging from a verbal warning to immediate discharge, at the Company's discretion.

The Company may consider implementing progressive discipline, including but not limited to, in any order deemed by the Company as appropriate to the circumstances: informal counseling, verbal warnings, written warnings, performance probation, disciplinary suspensions and termination. Discipline need not be imposed in any order and the Company may apply discipline as it deems appropriate to the circumstances. At all times, employment with the Company remains "at-will," which means that either the Company or the employee have the right to terminate the employment relationship at any time, with or without cause or prior notice. As a result, the Company may determine to either implement disciplinary action or to immediately terminate an employee without benefit of progressive or other discipline, at its sole discretion.

## **Rules of Conduct**

This Handbook contains information regarding the Company's rules and regulations and the expected standards for our employees' behavior. You are expected to perform your duties and responsibilities professionally and follow the policies outlined in this handbook or others that may be given to you by your Supervisor. While employees may be disciplined for anything that adversely affects the Company's business, the following are examples of the kinds of conduct that may result in discipline:

1. Employees arriving late or leaving early and not notifying their Supervisor in advance.
2. Willful damage to or destruction or theft of property belonging to customers, fellow employees, or the assets of the company.
3. Refusing or failing to carry out the instructions of a Supervisor
4. Running out of Fuel.
5. Falsifying any work hours.
6. Intentionally giving false or misleading information to obtain employment.
7. Unauthorized absences from work.
8. Unauthorized possession of weapons in vehicle, on job-site, or on Company premises.
9. Unauthorized use of vehicles.
10. Threatening, abusive, or racially or otherwise degrading language or actions toward a customer, fellow employee or Supervisor by anyone.
11. Excessive absenteeism
12. Excessive tardiness
13. Improper care and use of Company tools, equipment and vehicles, which includes leaving a vehicle unattended while running.
14. Willful disregard for the Company safety rules and regulations.
15. Failure to maintain a neat and clean appearance on the job.
16. Offensive or disruptive behavior, including fighting with or threatening team members or clients, interfering with others in the performance of their duties, or acting in an immoral or indecent manner on company property.
17. Causing general dissension and unrest among team members, including malicious gossip or false accusation.
18. Defamation of character of another team member or client, including a false malicious statement.
19. Insubordination (refusal to carry out reasonable instructions)
20. Disloyalty to company, including but not limited to slandering the company, or acting in such a manner that could damage the company's reputation.
21. Unauthorized disclosure, discussion, or removal of company trade secrets or other confidential or proprietary information.
22. Inappropriate and unauthorized disclosure of information regarding one of our patrons or customers.
23. Poor job performance, including unsatisfactory attitude that distracts from job performance or efficient operation of the company.
24. Not cooperating with company policy at accident scene.
25. Receiving visitors or conducting personal business during working time.

While the above are some of the situations that would lead to employee discipline, including but not limited to discharge in the Company's discretion, all employees remain employed at-will. Thus, the Company does not need cause to terminate any employee's employment. The Company may terminate any employee, as any employee may leave their employment, at any time, without cause or notice.

### **Disqualified Employees/ Suspensions**

Bus Drivers are regulated by several governmental agencies that have the ability to suspend the driver's CDL license due to various types of non-compliance (including, but not limited to failing to pass the required physical, failing to schedule and get your physical, failing to pay child support, etc.). If at anytime an employee falls out of compliance with any of these agencies and is unable to work due to his or her license being suspended, or is suspended by the company or otherwise for disciplinary reasons, the bus driver will retain his or her seniority position for 30 days. If the driver does not handle the situation and return to work in thirty days, the driver will lose all seniority. Time missed while out of work for non-compliance in these situations will affect eligibility for Free Pay Days.

### **Job Responsibilities**

All Company employees are expected to learn and to proficiently perform the individual functions and responsibilities of their jobs, which are assigned based on the needs of the Company. Written job descriptions may be provided to employees, however, all employees must remain flexible in order to adapt to changing and sometimes unexpected situations.

Employees may occasionally be asked to perform job duties other than—or in addition to—those duties that they ordinarily perform. Employees are expected to cooperate in such situations as they are often temporary. You may also take it upon yourself to assist another employee in their absence, or during busy a period. If you should perform a function normally performed by another employee, please let them know what you did in their absence and ensure they have the information needed to perform any follow-up needed with regard to that task.

Management may alter employee work assignments at any time, in its discretion, as is necessary to meet the Company's goals and objectives.

The following are not all the job requirements and responsibilities of bus drivers or attendants, but identify some of the key responsibilities of each position. Drivers and Attendants may be asked to perform other tasks by their supervisors.



### **Drivers Job Requirements and Responsibilities**

- \* Ultimate responsibility is the safe transportation of people.
- \* Attendance at all Company training classes as applicable.
- \* Knowledge of all applicable laws and regulations regarding the job you are performing.
- \* No Kindergarten or 1st graders are to be left at a bus stop unless attended to by a responsible adult, parent, or guardian. There are no second chances on this policy.
- \* Your regularly assigned bus is to be fueled by you at LEAST every other day. Spare buses or buses used for trips are to be fueled daily.
- \* Drivers stopping for coffee, bathroom or other between runs or on trips are to use extreme caution not to park your bus in a spot that can cause a hazardous situation. Specifically but not limited to busy parking lots, areas that would create poor visibility for you and other motorists etc.
- \* Maximum speed to be traveled by company vehicles is 45 mph on secondary roads. Maximum speed on primary roads and highways is 55 mph. Drivers are expected to always observe the posted speed limit (which may be less than these maximums).
- \* All tickets received and vehicle accidents in which a bus driver is involved, whether on or off the job, must be reported to the Terminal Manager.
- \* Buses are to be kept clean by you on the inside.
- \* No smoking on any vehicle at any time.
- \* While a good relationship is encouraged between driver/Attendant and the students/clients, no excess affection can be shown towards them. In today's society, this can be construed as harassment.

### **Bus Attendant Requirements and Responsibilities**

- \* Bus Attendants must assist children who are required to cross the road.
- \* They help pre-K children into their car seats.
- \* They strap down wheel chairs and operate wheel chair lifts.
- \* They assist the children or disabled clients as needed en-route.

### **Professional Appearance and Grooming**

Because we are visible to program staff, children, consumers, clients and the community every day, your appearance is very important to us while you are on your route. While out on the road you are representing our company, as such you should be well groomed along with the appropriate attire which should be a clean professional appearance.

Employees are expected to be neatly groomed and to maintain good hygiene at all times. The Company asks that you dress in a manner suitable for your work and consistent with good taste. Employees who report to work inappropriately dressed will be sent home to change and may be disciplined. The Company, in its sole discretion, may determine what is appropriate workplace attire.

The following articles of clothing/foot wear are not permitted during working hours:

No tank tops

No open toe shoes/sandals/flip flops/clogs or closed shoe without a heel strap

No heels

No bare feet

No cloth skull caps “dew rags”

Baseball caps are permitted as long as they are worn correctly. Do not wear caps backwards or to the side. Any other way but “straight” is not permitted.

Following is a general overview of the Company’s dress code. It is not intended to be all-inclusive, but rather a guideline to which employees should refer.

- Torn or frayed clothing is not acceptable. All seams should be finished
- Costumes or clothing with words, terms, phrases or images that might be offensive to others should be avoided
- ♦ Costumes or clothing with words, terms, phrases or images that depict alcohol or tobacco advertisements, or otherwise encourage alcohol or tobacco use, must be avoided
- Short shorts, extremely short skirts, midriff tops, and clothing that might be considered “too revealing”, too low-cut, or too sheer are not appropriate
- Employees are expected to be well-groomed, and respectful of others if/when using fragrant hygiene or styling products

Anyone needing an accommodation with regard to the Company’s dress-code policy due to a religious practice, disability, or other reason is to speak with the Human Resources Manager

### **Treatment and Return of Company Property**

Employees are responsible for Company property, including equipment, supplies, documents etc., issued to them by the Company for their use on the job, and for all company property in their possession or control. Employees are expected to treat the Company’s property with due care, and immediately report any loss or damage to their supervisors. All of the Company’s property must be returned by employees on or before their last day of work.

### **Use of Company Furnishings and Facilities/ Company Searches**

All of the Company's desks, work stations, filing cabinets and any other facilities and furnishings provided for employees' use are the Company's property. As a result, the Company may inspect these and other items of Company property, with or without notice to the employee in the Company's discretion. The fact that desks, drawers, file cabinets, closets or other facilities may be able to be locked should not provide employees with an expectation of privacy with regard to those facilities and the items kept inside them. Employees are not permitted to add their own locks or locking mechanisms to company equipment, furniture or facilities. To the extent that personal items are stored or maintained on the Company's premises or in its files, desks, computerized data bases and the like, such items and material may be subject to search and inspection by the company or its representatives or designees without the consent of the employee, with or without prior notice, to the extent permitted by law. Employees should be mindful of this policy before bringing personal items into the workplace, and should have no expectation of privacy with regard to items stored in or on Company property, or otherwise brought on to Company property.

The Company expects employees to cooperate with Company searches of Company property.

### **Use Of Company Assets**

No employee may use any of the company's assets for personal purposes (tools, machinery, office equipment, vehicles) without the expressed approval of the Company's management. Employees using any such equipment are responsible for any damage, diminution or destruction of such assets. Possession of a building key does not permit you to be in or on Company property without permission from management.

It is the policy of the Company that the Company vehicles are to be used for business purposes only which includes driving the vehicles between home and business or job-site.

The following guideline shall apply regarding the use of the Company vehicles:

- \*All Company vehicles are to be operated in a safe manner and maintained in good order, inside and outside by the employee.
- \*No alcoholic beverages are to be consumed when driving the vehicles which includes no driving after drinking.
- \*Vehicles damaged while not on Company business is your responsibility.
- \*Friends, relatives and family members are not allowed to drive Company vehicles.
- \*Vehicles must be promptly returned to the terminal when routes are completed.

### **Packages/Parcels/Personal Items**

In order to ensure that no inappropriate items are being brought onto our premises that could harm the safety and welfare of our employees and visitors (such as handguns, other weapons or illegal drugs), to ensure against theft of company property and for other reasons as the Company deems necessary, the Company may choose to inspect any packages, parcels, or personal items (such as briefcases or purses) brought onto Company property at any time, in the Company's sole discretion. Such inspections may be made when entering our premises, when leaving our premises, or as the Company otherwise determines is needed. The Company is not required to engage in such inspections but may do so as it deems appropriate. Employees should have no expectation of privacy with regard to such packages, parcels and personal items on Company property.

### **Company Stationery and Other Documents**

Company stationery, invoices, and other business documents containing the Company's name and/or logo are to be used for authorized business only. They may not be used for personal letters or other personal or non-company use.

### **Conflicts of Interest**

Employees are expected to act in the best interest of the Company and to safeguard the Company's reputation from any conflict of interest or even the appearance of a conflict. A potential conflict of interest arises when an employee's outside interests interfere with the employee's ability to objectively perform his/her job duties. In general, therefore, employees should avoid outside interests that may conflict with the Company's interest, be harmful or embarrassing to the Company in any way or jeopardize the Company's reputation.

If an employee or a member of an employee's family has a financial or other business interest in a customer, vendor or a competitor of the Company, that interest could affect the employee's ability to make impartial decisions on behalf of the Company. As a result, any employee who becomes aware that the Company is or may be doing business with any such individual or company must alert management.

### **Outside Employment**

Employees may hold jobs outside of the Company during hours the employee is not scheduled to work for the Company provided that an outside job does not interfere with an employee's ability to satisfactorily perform the duties of his/her Company position, and provided the employee gives the Company advance notice of the prospective employment. Employees should consider the impact that outside employment may have on their health, physical endurance and ability to effectively perform their responsibilities for the Company. All employees will be judged by the same performance standards and will be subject to the same scheduling demands, regardless of any existing outside work commitments. In all cases, employment with the Company must be considered priority and scheduling obligations for the Company must take precedence over outside employment. Outside employment should not be permitted to interfere with your ability to perform your job for the Company to the best of your ability.

### **Full Attention To Company Position**

During working hours, employees are expected to be attending to duties and responsibilities related to their jobs. While we strive to have a collegial working environment and expect employees to be friendly with each other, lengthy personal conversations should not be occurring on working time. Similarly, personal activities (such as personal phone calls, texting, reading, working on outside endeavors such as political campaigns or outside business interests, etc.) are to be reserved for non-working times. In short, during working hours, employees are expected to be working.

### **Duty to Protect Confidential Information**

The protection of confidential Company and customer information and trade secrets is vital to the interests and the success of the Company. Confidential information is any nonpublic information including, but not limited to, trade secrets involving the Company and/or its customers, products, or employees. All Company and customer information should be held in strict confidence, and not relayed to anyone outside the Company, except in the usual course of business and with Company permission. Confidential information includes, but is not limited to, the following examples:

- business records of the Company
- Company manuals, policies and procedures
- information relating to confidential or proprietary processes and technologies
- customer or supplier lists and related information
- agreements between customers and the Company
- customer financial information
- contracts with Company vendors or suppliers or independent contractors
- financial information of the Company
- Company strategic and development plans
- market analysis information
- Company billing rates to customers
- Any confidential information maintained regarding customers
- employee records and compensation data
- employee agreements

As an employee of the Company, you are in a position of trust and you have an obligation to the Company and to its customers to see that the confidentiality of this information is strictly maintained and protected. Unauthorized use or disclosure of confidential information, even if inadvertent, compromises both you and the Company and seriously erodes customer/client confidence.

Employees may be required to sign a nondisclosure agreement as a condition of employment. However, regardless of whether a formal agreement is signed, any employee who discloses trade secrets or confidential and proprietary business information of the Company to anyone other than a person known to be authorized to receive such information, will be subject to disciplinary action up to and including termination of employment, and may also be subject to legal action. Further, each employee has a continuing obligation to safeguard and not disclose or use all Company

confidential proprietary information even after his or her employment with the Company ends, whether through retirement, resignation, termination or otherwise.

As the Company expects its confidential information to be respected, it is the policy of the Company to respect the confidential information of others. Employees who possess confidential information from a former employer, or relating to customers or clients of a former employer, must keep that information confidential and not disclose or use that information for any purpose. Questions about what constitutes confidential information or the conditions upon which it can be released should be directed to your immediate supervisor or to the Human Resources Manager.

Protecting confidential information regarding our customers or patrons includes refraining from discussing incidents that happen on busses, including without limitation making disparaging remarks about students on the bus. While we can understand potentially wanting to generally discuss your day at home, or wishing to vent about a particular student, Bus Drivers and Bus Attendants must be sensitive to maintaining the confidentiality of a student or other rider's identity. Protecting confidential information about our bus patrons includes refraining from posting any information about them on your personal Facebook page or blog or otherwise on the internet.

### **Theft of Property (Including Confidential Information)**

Company employees are entrusted with and have access to Company equipment, Company products, Company confidential and proprietary information and, most importantly, confidential customer/client information. Removal of Company property, equipment, documents, samples, prototypes, or products without express consent of management is prohibited. Theft of this physical or intellectual property, or otherwise violating this trust, will subject the violator to disciplinary action including but not limited to being placed on a disciplinary suspension or having their employment terminated immediately, in the Company's discretion, as well as possible legal proceedings, including criminal actions, to prosecute the employee and/or to recover Company property. If necessary, the Company may seek a Court Order to examine an employee's personal computer equipment, if the Company has reason to believe that this equipment has been used to breach the security of the Company's confidential information.

### **Break Room**

The Company provides Break Rooms for employees at all terminals. This is a place to relax between routes, eat lunch etc. Please clean up after yourselves and properly dispose of your trash. No smoking is permitted in the Break Room. Please be courteous of others when using your cell phones.

## **WORKPLACE HEALTH & SAFETY**

The Company makes every effort to comply with federal, state and local occupational health and safety laws, including those of the federal Occupational Safety and Health Administration (“OSHA”) and others regulating the bus industry, by providing a safe and secure work environment. The Company, however, needs the help of its employees in maintaining a safe and healthy workplace. To this end, employees must exercise good judgment to prevent workplace injuries to themselves or others, report all injuries (regardless of how minor they may seem) and notify the Company of any possible unsafe conditions, equipment or conduct.

### **General Safety Rules**

The following are some general safety rules and precautions that all Company employees are expected to follow. These are not meant to be all inclusive of the safety rules that apply to our busses. Bus employees are expected to be familiar with the safety manuals and to participate in the safety classes when offered:

- If an employee has not been trained on how to perform a task safely and properly, or is not familiar with the equipment or the materials involved, the employee should advise his or her immediate supervisor and not perform the task or handle the equipment or material until he or she is trained properly.
- Employees should know all safety and emergency procedures, and the location of all emergency exits and fire extinguishers.
- Employees are not expected to handle fires and other emergencies themselves. Instead, employees must know the location of emergency contacts, and should get themselves and others to safety first and then call the appropriate emergency contact.
- No talking on the phone or texting while driving.
- Electrical devices and connecting cords should be regularly inspected for safety prior to use. If an employee sees that an electrical cord is worn or damaged, he/she must advise his/her immediate supervisor so that it may be repaired or replaced.
- Employees must report defective or worn tools, vehicles and equipment to their immediate supervisors.
- A machine or tool should be used only for its intended purpose; guards and other protective devices should never be removed or deactivated.
- Employees should never lift or move anything that may be too heavy for them.
- Employees should read and know all relevant safety procedures for any hazardous substances with which they may come into contact while performing their work duties
- Know the location of the Company’s safety procedures for your position and become familiar with them.

In the interest of safety for yourself, fellow employees and especially our clients, you are expected to perform your duties in a safe and conscientious manner. Horseplay and carelessness can lead to injury and will not be tolerated. The ultimate responsibility for safety lies with you. Every precaution should be taken to ensure that you perform your duties safely. Your Terminal Manager should be able to answer any safety related questions you may have. Additionally, we have a Safety Officer on staff to assist. The Safety Officer conducts on road and yard observations on a random and as needed basis.

If the bus breaks down or you have an accident, radio the terminal first, who will call 911 and make other arrangements. Do not permit passengers to exit the bus until help arrives, UNLESS there is a fire on the bus or other hazard requiring evacuation. In case of evacuation, ensure all passengers remain safely away from the road or other hazards.

SAFETY IS WHAT WE ARE ALL ABOUT.

### **Good Housekeeping**

Cleanliness and orderliness of workspaces helps to reduce accidents and fire hazards. General organization also improves health conditions, adds to the efficiency of work, improves the quality of our service, and portrays a favorable image to visitors and patrons. It is every employee's responsibility to maintain a clean and safe work environment, both on our busses and in the bus yard. This is especially true of areas viewed by our clients, vendors or other visitors.

### **Equipment Care**

The Company has invested significant amounts of money in our busses, facilities, and technology designed to help employees work more efficiently and professionally. Your cooperation in the care and use of this equipment is necessary to maintain its good condition.

If equipment is found not to be working properly or is not the best for our needs, it is important to notify your immediate supervisor. A few timely repairs or system updates may prevent complete breakdown of the equipment and help us work more efficiently. Please follow appropriate reporting procedures regarding any problems with your busses to make sure they are attended to immediately.

Accidents happen and things break, however if an employee is found to be negligent with company equipment or property, he or she may be held responsible for its replacement or repair. Additionally, Company equipment may only be used by those authorized to do so. Permitting unauthorized use of these assets, or using Company equipment when you are not authorized to do so, will result in disciplinary action, up to and including immediate dismissal.

### **Workplace Violence or Threats of Violence**

Employees must have a workplace free of fear, intimidation and threats, and feel safe in their working environment in order to do their jobs. To this end, acts or threats of violence, either verbal or physical, and workplace bullying, will not be tolerated by the Company.



Employees are required to report immediately to their immediate supervisor any acts or threats of violence of any kind against any persons or property. In addition, because abusive or hostile words or actions are often a precursor to more serious violent behavior, such words or actions also will not be tolerated by the Company, and also must be reported immediately to either your immediate supervisor or to the Human Resources Manager.

Employees who violate the Company's workplace violence policy may be subject to discipline, including but not limited to being placed on a disciplinary suspension or having their employment terminated immediately, in the Company's discretion.

### **Weapons**

To further protect employees' safety and security, weapons, firearms, ammunition, explosives and incendiary devices, and knives are strictly forbidden at any time on the Company's premises or to be in an employee's possession while conducting company business off the premises. This policy applies to weapons in personal vehicles used while conducting the Company's business. The only exceptions are box cutters or other small knives as might be used in the course of business, which must always be used appropriately and stored correctly.

### **Smoking**

The Company maintains a smoke-free working environment, in keeping with the Company's desire to provide a safe and healthful work environment, and consistent with state and local law. Smoking anywhere inside the workplace or in any Company Bus or vehicle, at any time, is strictly prohibited. This policy applies equally to all employees and visitors.

Employees who wish to smoke can do so outside the building in the yard during breaks, meal periods, or before or after work, in the designated smoking areas. Be sure not to block entranceways such that those wishing to enter or leave the building need to do so in a cloud of smoke. Employees are expected to limit all breaks during working hours, and smoke breaks are no exception. Smokers should also ensure that their breath, hair and clothing do not smell of smoke when they return to work. Cigarettes should be extinguished completely and disposed of in the proper receptacles.

Smoking is not permitted in School buses or on school grounds.

### **Building and Property Security.**

To best protect the safety and security of employees and property of the Company, employees should take safety precautions regarding access to the premises. Only authorized visitors are allowed in the bus yard or in our facilities. Restricting unauthorized visitors helps maintain safety, protects against theft, protects property, safeguards employee welfare and avoids potential distractions and disturbances.

All visitors should enter at the main entrance. Authorized visitors should be escorted to their destination. Employees are responsible for the conduct and safety of their visitors. If an unauthorized individual is observed on the Company's premises, employees should immediately notify the Terminal Manager, President or Human Resources Manager, or other appropriate manager.

### **Emergency Procedures**

In case of any emergency, such as a bus break down, accident or passenger becoming ill, employees should remain calm and notify the terminal manager, who will immediately call 911. If the terminal manager cannot be reached for any reason, another employee should call 911.

Drivers and attendants are expected to follow all safety and emergency procedures when out on the road.

In case of fire at the terminal, notify your supervisor, evacuate the facility and call 911 from outside the building. Even if the fire seems to be minor, it is better to be safe than sorry. Exit the building and call 911. Also, employees should be aware of the location of fire exits and fire extinguishers at all times. In case of robbery or other intrusion to the terminal, do not attempt to resist the assailants/intruders. Cooperate fully, and call 911 only after they have left the premises. Additional emergency contact information can be obtained from management.

### **Accidents and Illnesses in the Workplace**

If an accident occurs or someone gets sick on company property or in a company bus, whether clients, visitors, or employees, the matter should be referred immediately to your supervisor regardless of how insignificant the accident or illness may appear to be. This policy is to protect you. Under no circumstances should you attempt to treat your own or someone else's injury, unless you are trained to administer first aid.

This procedure is necessary in order to provide immediate medical aid to the injured or ill person and to facilitate a full and prompt report to the insurance company. When the accident involves clients or visitors, you should not make any statements to the injured person about your opinions on the cause of the accident, the severity of their injuries, or their prognosis.

### **Emergency Closings**

At times, emergencies, such as severe weather, power failures or natural disasters, can disrupt Company operations, and cause schools to close or routes to be cancelled. Employees should not attempt to travel to work if they believe that doing so will put them at risk of injury. In extreme cases, these circumstances may require the closing of the office and cancelling of bus routes. In general, unless required by law, bus drivers and Attendants who do not come to work on a snow day or other emergency or school closing will be paid for time off from scheduled work as long as the employee has not gone over their Free Pay Days (see Free Pay Day policy).

## **COMPUTERS AND TELEPHONES**

The Company provides company computers and telephones to employees who need them for their job. Drivers and Bus Attendants are not permitted to utilize company computers for any reason, but may use company telephones when needed in an emergency.

Drivers and Bus Attendants are encouraged to use their personal cell phones for personal phone calls, but are prohibited from using their cell phones while on a bus route, except in the case of a work-related emergency when the radio will not suffice. Drivers and Bus Attendants must keep their personal cell phones off while on duty on a bus, when at a school, or when otherwise attending to a bus route. Drivers must never text, send or receive e-mail, or speak on their cell phones when driving (i.e. when behind the wheel of a bus with the engine on).

Anything sent, received, stored or otherwise relayed on a Company computer is the company's property. Employees should have no expectation of privacy regarding information and messages sent, received, stored or otherwise relayed on a Company computer, including but not limited to messages sent and/or received through a personal e-mail address.

The Company may monitor Company computers and telephones as it determines is necessary in its discretion. Use of the Company's equipment is consent to such monitoring.

All employees in telephone contact with our customers and suppliers are reminded that their telephone manner, voice, modulation, response to questions, etc., are the image projected of the Company. Please project a professional image at all times.

### **Use of Cell Phone Cameras or Recording Devices on Busses Or with Clients**

Bus Drivers and Bus Attendants/Attendants must never use their cell phones or other equipment belonging to themselves or others to photograph or record (whether pictures or sound) students or others on their busses.

## INTERNAL COMMUNICATIONS

### **Solicitation and Distribution Guidelines**

Solicitation of employees for any cause, no matter how worthy the cause may seem to one employee, may be offensive to others and could distract them from doing their work. Accordingly, solicitation for charitable causes, civic or religious groups, outside businesses, political candidates or other organizations during working hours is expressly prohibited during working time (i.e. when either individual is working for the Company), and in areas of the Company where business is conducted and work is performed, including on Company buses. Solicitation for any cause or purpose, or selling anything, and/or distribution of literature, by non-employees on Company property or busses is strictly prohibited at all times.

Solicitation includes, but is not limited to, asking employees for funds or contributions, offering goods for sale (whether for charitable or for commercial purposes), selling tickets, asking employees to sign a petition, requesting employees join or become a member of a group, soliciting support for a political candidate, or otherwise requesting support or commitment with respect to causes, groups, or interests. Solicitation also includes attempting to solicit sales for outside businesses, including but not limited to other activities in which the employee may be involved.

### **Bulletin Board Posting Guidelines**

Posting or soliciting through Company bulletin boards, or otherwise posting fliers or other solicitation material around the Company or on Company busses, is expressly prohibited. The Company bulletin boards are to be used solely for official Company business. Neither employees nor non-employees may post any non-Company notices on any Company bulletin board. Non-Company postings include but are not limited to: all forms of commercial and non-commercial advertising and notices for any charitable, political, civic, religious or recreational events or meetings. These restrictions also apply to e-mail solicitations, which are sent to Company e-mail addresses and accessed by employees at work. The Company's e-mail system may not be used for any solicitation by anyone, inside or outside the Company, at any time. All Company-related notices must be approved by your immediate supervisor prior to posting them on a company bulletin board. All required federal and state postings are displayed on Company bulletin boards.

From time to time, the Company may approve narrow and limited exceptions to these rules to grant permission for an item to be posted on a bulletin board. Approval may be granted only by the Human Resources Manager. Postings, solicitations or distributions that are discriminatory, hateful, harassing, illegal, defamatory, profane, or obscene are prohibited at all times.

## **EXTERNAL COMMUNICATIONS**

### **Public Announcements and the News Media**

No employee, other than a person duly authorized by management, may make any public announcements or comments regarding the Company to newspaper, radio, television or other outside media or public relations representatives. If you are requested to make a public statement regarding the Company, its products or services, its customers/clients or other matters relating to the Company or its industry, you should courteously decline and refer the contact to the President.

### **Electronic Social Media**

Employees are prohibited from posting or relaying information about our company, our partners, clients or employees on social networking sites such as FaceBook, MySpace, Twitter or other such sites as currently exist or may exist in the future. This prohibition includes relaying or posting company confidential information, or defamatory or derogatory information regarding or company, clients, partners or employees. No employee may post anonymous comments regarding our company anywhere on the internet, even if positive. Anyone with questions regarding this policy should speak with the President.

## **EMPLOYEE BENEFITS**

### **Employee Benefits Generally**

A number of state-mandated benefits programs (such as workers' compensation insurance and unemployment compensation) cover all eligible employees in the manner prescribed by law. In addition to the state-required and/or funded programs, the Company offers eligible employees (as defined below or in plan documents) participation in certain additional employee benefits plans.

The following descriptions are intended only as a general overview of available benefits and not a substitute for a summary plan description or other plan documents specifically addressing a particular benefit plan, which may need to meet certain legal requirements. The following overviews are not binding agreements and address the employee benefits being offered at the time this Handbook is issued. The Company may eliminate, modify or amend all benefits plans, at its discretion, to the extent permitted by federal or state law. If there are any variations between the following overviews and the summary plan descriptions or the plan documents themselves, those documents govern the benefits provided. Please make sure to examine all group benefits materials carefully in order to make informed decisions regarding participation.

Please direct questions regarding benefits to the Human Resources Manager.

### **Group Health Insurance**

The Company provides Group Health Insurance coverage for its eligible Bus employees and their eligible dependents as follows:

**Regular Route Drivers:** After 1 year's employment a Regular Route Bus Driver is eligible for individual medical coverage. The Company will pay 70% of the annual premium of the most cost effective plan for individual coverage. The remainder will be deducted from your weekly pay check over a 52 week period. Drivers not working during summer months or other extended periods of time will be required to pay the full 100% of the premium during that time period. Enrollment into the company health plan will only be done during the open Enrollment period (generally in May) or at employee's one year anniversary. These cost shares are based on the most economical plan offered. Drivers are required to pay additional premium for more comprehensive and expensive plans that we may offer at varying times, or for family coverage.

**ARC / CDT Drivers:** ARC/CDT regular route drivers are eligible for Health care coverage after 1 year of employment during the open enrollment period. The company will pay 70% of the premium of the most cost effective plan for individual coverage. The Driver will pay the difference in the form of a weekly payroll deduction over 52 weeks for a higher plan or for family coverage.

**Bus Attendants:** Bus Attendants are eligible for individual medical coverage after 1 year of employment. There is no cost share arrangement with the Company. The attendant must pay the full Health Care premium for individual coverage and for family coverage, which payment may be made by payroll deduction during the weeks the attendant works, and by direct payment to the company during other weeks.

Employee premium payments and percentages are subject to change at the Company's discretion.

Please contact the Human Resources Manager with questions regarding the current Health Insurance plan and eligibility for this benefit.

### **Life Insurance**

The company provides a term life insurance plan at no cost to the employee, subject to the conditions set forth by the plan. All employees, regardless of job classification are eligible to participate in the plan. Please contact the Human Resources Manager for further information.

### **Workers' Compensation**

If you are injured while you are at work, you may be eligible to receive certain benefits under the Company's Workers' Compensation policy. This program applies only to job-related illnesses or injuries. Subject to applicable legal requirements, workers' compensation insurance generally provides insurance payment benefits after a short waiting period or, if the employee is hospitalized, immediately. These benefits normally include the cost of your medical attention as well as a certain percentage of your weekly income for a specified number of weeks, as determined by the Workers' Compensation Board.

The provision of workers' compensation benefits does not guarantee that the employee will receive any specific amount of leave time from work. Entitlement to insurance benefits under this policy, and entitlement to leave away from work are considered separately.

In order to protect your eligibility for Workers' Compensation benefits, employees who sustain work-related injuries or illnesses should immediately inform their supervisor. The phone number of our Company appears in the front of this handbook. No matter how minor, an on-the-job injury or illness may appear, it is important that it be reported immediately so that the Company can provide you with the proper medical attention and ensure that any Workers' Compensation claim is filed promptly.

### **Unemployment Insurance**

Employees separated from their jobs under certain conditions may be eligible for unemployment insurance benefits. If eligible, you receive weekly income benefits, to be determined by the amount of wages you have received. The State Department of Labor, Unemployment Division in the state where the employee worked, typically administers this program and is solely responsible for making determinations regarding eligibility and benefit amount. The company pays for the entire cost of this insurance.

### **Continuation of Medical Coverage (COBRA)**

Federal law provides employees and their qualified beneficiaries with rights to continued health insurance coverage under the employer's health plan when a "qualifying event" event occurs that would otherwise result in the loss of coverage. Qualifying events might include: resignation, discharge, transfer to a part-time position not eligible for benefits, a leave of absence, death of the insured, divorce or legal separation, or a dependent child who no longer meets eligibility requirements. Employees or other qualified beneficiaries must notify the Human Resources Manager of a divorce, legal separation or loss of dependent status. Following a qualifying event, you will be provided with information regarding the steps you must take should you elect to continue your health insurance coverage.

Under continuation coverage, you and/or your beneficiaries pay a percentage of the cost of coverage, up to the full percentage, and, potentially, an administrative fee, as provided under applicable law. If continuation coverage is not chosen within the time required following the occurrence of a qualifying event, the group medical insurance coverage will terminate. Please notify the Human Resources Manager if you have any questions regarding whether you are entitled to continuing health coverage under COBRA.

### **401K Plan**

After 6 months employment, Regular Route Drivers and Attendants are eligible to participate in the 401K retirement plan. You are allowed to contribute up to 15% of your earnings. The company will match 50% of the first 5% of the pay you contribute to the plan. Federal regulations apply.

### **CDL Training**

The Company provides free training to employees interested in obtaining their Commercial Drivers' License. Please see the Human Resources Manager if you are interested in this training.

### **Short-term Disability Benefits**

The Company provides Short-term Disability Insurance for employees in accordance with state law. Employees who need to be absent from work due to a personal injury or illness unrelated to work, or who require leave due to pregnancy, may be entitled to salary continuation insurance benefits under this plan. The provision of short-term disability benefits does not guarantee that the employee will receive any specific amount of leave time from work. Entitlement to insurance benefits under this policy, and entitlement to leave away from work are considered separately.

Employees with questions regarding eligibility should contact their supervisor or the Human Resources Manger.

An employee claiming disability benefits must complete all appropriate documentation, including a doctor's certificate, stating the nature of the disability and expected date of ability to resume work.



### **Disability Leave/Pregnancy Disability Leave**

Unpaid leave time necessitated due to disabilities including pregnancy will be considered by the Company. Any employee who takes disability leave will be required to exhaust any available paid time off. Use of paid time off does not serve to extend the duration of the leave. Please contact your supervisor or the Human Resources Manager for information regarding leave available due to pregnancy or a disability, and provide a doctor's note indicating the reason for, and expected duration of, any required leave. Any employees on leaves of absence due to personal disability or pregnancy are expected to keep the Company informed regarding their expected return to work dates. The Company complies with applicable federal, state and local law with regard to the provision of such leaves, including but not limited to the Family and Medical Leave Act ("FMLA"). If you are eligible for FMLA leave, your leave entitlement will be governed by that statute.

Although disability leave is considered to be unpaid leave, employees may be entitled to some percentage of salary continuation under the Company's Short Term Disability Insurance policy.

### **Family and Medical Leave (FMLA)**

There are certain situations where Company employees may be eligible to take unpaid job-protected leaves under a federal law called the Family and Medical Leave Act ("FMLA"). This unpaid job-protected leaves may be taken for certain family-related or personal medical reasons. FMLA leave runs concurrently with any other similar leave to which the employee may be entitled based on the same reason.

Leave may be taken due to your own injury or illness, or to care for an injured or ill family member, or to care for a new born child or newly placed adopted child or foster child, or for certain reasons related to a family member who is in the military. Appendix B of this Handbook contains the Company's full policy regarding FMLA/NJFLA leave. Please refer to this policy, or contact the Human Resources Manager with any questions.

### **Bereavement Leave**

All regular Bus employees are entitled to 3 paid days off from work for bereavement of an immediate family member. An immediate family member is defined as spouse or partner Mother, Father, Brother, Sister, Son, Daughter, Step-Son, Step-Daughter, Step-Mother, Step- Father, Mother-in-law, Father-in law, and Grand Parents (including in-laws).

### **Jury Duty**

The Company encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees must provide a copy of the jury duty summons to their supervisor as soon they receive notice so that the manager can make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits. The Company may ask the employee to seek a postponement of jury duty, to the extent available, if, in the Company's judgment, the employee's absence at that time would create serious operational difficulties.

Employees who are non-exempt will be paid no less than \$40.00 per day for each of the first three days of their service, if their service is to a New York court, but will not otherwise be paid for their time spent on jury service, unless the employee opts to use available paid time-off.

Exempt salaried employees will be paid will be paid \$40.00 per day for each of the first three days of their service, if their service is to a New York court, but may be entitled to additional salary benefits for their period of jury service, as required by law.

Exempt salaried employees are to coordinate with their direct supervisors as to whether they are permitted to engage in any work (including checking and returning voice mails and e-mail) during their jury service.

If the jury does not convene on the employee's regularly scheduled workday, the employee is expected to report to work. If excused or dismissed from jury service before the end of the workday, employees are expected to telephone their immediate supervisor to determine whether or not it is necessary to report to the office. Once jury duty has been served, a copy of the court's dismissal should be submitted for company files.

### **Voting Leave**

The Company provides New York employees with up to two (2) hours of paid time-off to vote in an election should the employee have insufficient time to vote before or after working hours. An employee is considered to have "sufficient time to vote" if he or she has four consecutive non-working hours in which to vote, either from the opening of the polls until the start of the employee's shift, or from the end of the employee's shift to the close of the polls. Time off to vote must be taken at the beginning or end of the employee's work shift unless otherwise indicated by the Company. An employee who needs time off to vote shall notify his or her supervisor at least two working days before Election Day that time off is required for voting.

### **Military Leave (USERRA)**

The Company complies with all state and federal laws regarding leave of absence for military service, including the Uniformed Services Employment and Re-employment Act

("USERRA"). Contact the Human Resources Manager if you have any questions regarding military leave.

## **ENDING EMPLOYMENT**

Employment with the Company may be ended voluntarily by the employee (such as when the employee resigns or is deemed to have voluntarily quit under the no-call-no-show policy), or the employee's employment may be ended by the Company, either for business reasons or reasons due to the employee's performance or conduct. The Company has no policy with regard to providing severance pay or other similar benefits upon the termination of employment, although it may do so in its discretion.

### **Lay-Offs & Terminations**

Dependent upon economic conditions, and management decisions, it may become necessary for lay-offs to be made.

Any Driver or Bus Attendant employee that is laid off will be given an opportunity to apply for re-hire if a similar position becomes available, however prior employment with the Company does not guarantee rehire after a lay-off.

### **Final Paychecks**

Final paychecks will be payable on the next regular pay date subsequent to termination, and will be mailed to the employee's home address on file, or deposited in the employee's account.

It is the employee's obligation to carefully review the final paycheck to ensure that it is complete and accurate.

### **Exit Interviews**

The Company may schedule an exit interview for a departing employee at the time of termination. The exit interview affords an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the Company, if any, and return of Company property. Suggestions, complaints and questions can also be voiced at that time.

### **Requests for Employment Verification and Reference Checks**

It is the Company's policy to provide prospective employers of the Company's former employees with only dates of employment, job title and compensation verification, provided the potential employer's request for wage information is in writing and is accompanied by a written, signed authorization from the former employee permitting the disclosure of such information. All requests for references and compensation verifications should be directed to the Human Resources Manager for handling.

### **Return of Equipment and Keys**

Employees are expected to treat the Company's property with due care. All Company equipment, property, documents (including this Employee Handbook and any client/customer-related documents or files), and any keys or key-cards must be returned to the Company on or before the departing employee's last day of work, unless other arrangements are made.

### **Resignation-Notice/Pay out of Paid Time Off**

Although all Company employees are employed "at will" and are not required to give notice of resignation, the Company would appreciate at least two (2) weeks written notice of any resignation to allow for an orderly transition of your job duties.

ARC/CDT route employees whose employment with the Company is terminated for any reason will generally be paid their unused vacation time and unused sick days remaining at the time of the termination.

## APPENDIX A:

### **DISCRIMINATION, HARASSMENT AND/OR RETALIATION REPORTING AND INVESTIGATION PROCEDURE**

#### **POLICY**

It has been and will continue to be the policy of the Company to ensure equal employment opportunity without discrimination on the basis of race, color, creed, religion, sex, age, national origin, nationality, ancestry, citizenship status, mental or physical disability, pregnancy, marital status, sexual orientation, military status, status as a victim of domestic violence, genetic information, prior arrest or conviction record, or any other characteristic protected by state or federal law (collectively referred to as “protected characteristics”). All employees should be able to enjoy a work environment free from all forms of discrimination, including unlawful harassment. The Company similarly prohibits retaliation against employees who file complaints under this policy or who participate in complaint investigations. We take claims of discrimination, harassment, and retaliation very seriously. The procedures outlined below will be strictly enforced. We will not tolerate discrimination or unlawful harassment in any form by any of our employees, clients, other business associates, or visitors, nor will we tolerate any form of retaliation or abuse of this policy. This policy applies to both employees and applicants for employment.

Discrimination is any action taken against an employee, which affects the terms and/or conditions of his or her employment, because of a protected characteristic of that person, or because that person associates with another person with a protected characteristic. Forms of discrimination can include improper discipline, discriminatory hiring or promotion decisions, derogatory comments, harassment, as well as any other action or inaction by another which adversely affects the terms or conditions of employment, when such actions are based on an employee’s protected category.

Unlawful Harassment is a form of illegal discrimination in which an employee’s work environment is made hostile by, for example, racial or ethnic epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; or display or circulation in the workplace of written or graphic material, including cartoons, photographs or drawings, that denigrates or shows hostility or aversion toward an individual or group (including through e-mail), because of a protected characteristic of that employee.

Sexual Harassment is a specific type of harassment which can take many forms and is very difficult to define – what may constitute such harassment depends on the specific facts of each situation. In general terms, unlawful sexual harassment is unwanted sexual attention or conduct of a persistent or offensive nature made by a person who knows, or reasonably should know, that such attention or conduct is unwelcome or sexually offensive. Such conduct is either of a sexual nature, or directed to a person because of his or her sex. Examples of sexual harassment may include, but are not limited to, the following:

- conversations about your own or someone else's sex life
- obscene or sexually explicit or suggestive language or gestures
- sexual or lewd remarks, jokes or comments
- displaying pornographic or sexually-oriented posters, photography, cartoons or drawings
- unwanted hugs, touches, or kisses
- comments about, or repeated compliments regarding, a person's physical appearance or body
- sexual advances or requests for sexual favors

Retaliation includes any adverse employment action, or other action taken against an employee, because of protected activity in which the employee engaged, including but not limited to making a complaint under this policy or participating in the investigation of such a complaint.

If you have any questions as to whether specific conduct is discrimination, harassment or retaliation that violates this policy, please contact your supervisor or the Human Resources Manager.

## **REPORTING AND INVESTIGATION PROCEDURE**

The Company has enacted the following procedure to provide a manner for employees to report and for the Company to investigate any discrimination, harassment and/or retaliation complaints.

Report the Incident/Problem Immediately: The Company requires the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position with the Company. Individuals who feel they have experienced conduct that is contrary to this policy or who have concerns about such matters should immediately notify their immediate supervisor or the Human Resources Manager or President. Such complaints may also be brought to any company manager. Anyone who becomes aware of any conduct that possibly violates this policy must immediately notify their immediate supervisor or the Human Resources Manager or President or another company manager. Of course, the availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his/her behavior is unwelcome and requesting that it be discontinued. Initial complaints regarding conduct believed to violate this policy can initially be made verbally, but must be memorialized in writing.

It is the employee's responsibility to disclose any and all information relevant to possible incidents of discrimination, harassment or retaliation. All documents or other physical evidence either the complainant or other employees may possess supporting the complaint of harassment, discrimination or retaliation must also be provided to Company investigators as soon as possible after the employee reports the alleged incident, or the investigator requests such information. Additionally, the employee must identify all known witnesses who may have information relating to his/her complaint. Failure to do so will adversely affect the investigative process.

Investigation: Reported allegations of harassment, discrimination or retaliation will be investigated promptly and thoroughly. The investigation may include individual interviews with the parties involved and, where necessary, with any witnesses who may have knowledge relevant to the complaint. All decisions regarding the scope and duration of the investigation, who is interviewed, what materials are reviewed, etc., are in the sole discretion of the Company. Confidentiality will be maintained throughout the investigatory process to the extent feasible, consistent with an adequate investigation and appropriate corrective action. All employees are expected to cooperate fully with any investigation or inquiry into these matters.

Determination: After a complaint is investigated, the investigator(s) will make a determination and suggest a resolution to the complaint. A determination may suggest discipline, job reassignment, or other solutions to resolve the grievance or complaint. There are certain situations where the actions taken as a result of the determination must be kept confidential. Any actions taken as a result of a grievance or complaint are at the discretion of the Company.

Responsive Action: Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately at the Company's discretion. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary disciplinary suspension without pay, termination, or other such action as the Company believes may be appropriate under the circumstances. To protect the privacy of everyone involved, the Company has a policy of generally not disclosing the specific nature of any disciplinary action taken as a result of an investigation, but may do so in appropriate circumstances.

Retaliation Not Tolerated: The Company will not tolerate retaliation of any kind against any employee who, in good faith, reports or complains about any perceived violation of this policy or participates in any investigation of any such report or complaint. Employees may raise such concerns and make such reports without fear of reprisal or retaliation. Employees who believe they have been retaliated against in violation of this policy, should utilize the complaint reporting mechanism discussed, above. Any person engaged in retaliatory conduct will be subject to discipline up to and including immediate termination, at the Company's discretion. At all times, employment with the Company is "at-will."

**An employee's failure to promptly take advantage of this reporting procedure could adversely affect his or her legal rights in the future.**

## **APPENDIX B:**

### **FEDERAL FAMILY AND MEDICAL LEAVE ACT**

There are certain situations when employees of the Company may be eligible to take unpaid job-protected leaves under a federal law called the Family and Medical Leave Act (“FMLA”). This unpaid job-protected leave may be taken for certain family-related or personal medical reasons, as discussed below. FMLA leave runs concurrently with any other similar leave to which the employee may be entitled based on the same reason.

This policy is intended to be an overview of your rights and obligations under this law. This policy is not intended to cover all the issues that may arise in individual situations. The FMLA and its accompanying regulations detail how this leave is to be administered.

Generally, when you return from a qualifying FMLA leave you will be entitled to be reinstated to your old job, or to an equivalent position. Should you feel you are entitled to a family or medical leave, please see the Human Resources Manager to discuss how these leaves apply to you. The Company complies with all applicable laws and regulations regarding Family and Medical Leave.

Medical Leave is leave taken due to an employee’s personal serious health condition.

Family Leave is leave taken for certain situations regarding an employee’s need to provide care for certain family members.

#### Who is Eligible?

An employee is eligible for leave under the FMLA if:

- ♦ the employee has been employed at the Company for at least 12 months prior to the date leave starts; AND
- ♦ the employee has worked 1,250 hours during the 12 month period preceding the first day of leave; AND
- ♦ the employee is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite when the employee gives notice of the need for leave.

Employees who do not meet these legal eligibility requirements may be granted unpaid leave in the sole discretion of the Company, and should discuss any request for leave with the Human Resources Manager.

#### How much leave is provided?

The FMLA provides eligible employees with:

- ❖ up to 12 workweeks of unpaid leave for certain family and medical reasons (including military exigency leave described, below) during a 12 month period computed on a rolling year basis measured backward from the first day of leave (for example, if your leave begins on April 1, 2010, your available FMLA leave amount is computed based on the amount of FMLA leave you have taken since April 1, 2009); and



- ❖ Up to 26 weeks during a single 12 month period to care for a covered service member family member who incurred a serious injury or illness in the line of duty while on active duty (Military Family Leave).

During the single 12-month period that an employee takes Military Family Leave, the eligible employee is entitled to a combined total of 26 weeks of FMLA leave. In other words, the employee is not entitled to 26 weeks of Military Family Leave, and then another 12 weeks of medical leave for his or her own health condition, during that 12-month period. Rather, during that single 12-month period, the employee may take up to 26 weeks of leave, total, under the FMLA for any qualifying purpose. For the purpose of Military Family Leave, only, the “12-month period” starts on the day the employee takes leave and is measured forward for 12 months.

In most cases, if an employee is also eligible for leave under a similar state law, the state and federal leaves will run concurrently. Under certain circumstances, however, an employee may be entitled to separate leaves under each statute.

#### *For What Reasons Can Leave Be Taken?*

Eligible employees may take leave under the FMLA for the following reasons:

- 1) For your own serious health condition that makes you unable to perform the essential functions of your job, (referred to as "Medical Leave");
- 2) To care for your new-born child, for the adoption of a child, or the foster care placement of a child with you (such leave must conclude within twelve months of the birth or adoption or placement); to care for your spouse, parent, or minor or disabled child with a serious illness (collectively referred to as "Family Leave");
- 3) To care for a family member or next-of-kin who is a service member injured while on active duty in the line of duty (“Military Family Leave”);
- 4) because of a “qualifying exigency” arising out of the fact that an employee’s spouse, son, daughter, or parent is a covered “military member” (which is defined to include members of the Reserves, the National Guard, and certain retired members of the Regular Armed Forces and retired Reserves, but not active duty members of the Regular Armed Forces) who has been notified of an impending call or order to active duty, or who is on active duty, in support of a contingency operation (“Military Exigency Leave”). Qualifying exigencies include:
  - a. Short-notice deployment, and a necessity to address issues that may arise;
  - b. Attendance at military events and related activities;
  - c. Arranging for or addressing child care and school activities;
  - d. Making financial and legal arrangements;
  - e. Attending counseling (other than that provided by a Health Care Provider for oneself);
  - f. Rest and recuperation with covered military member who is on short-term, temporary, rest and recuperation leave during the period of deployment; and
  - g. Attending to post deployment activities.

### What Is a Serious Health Condition?

A “serious health condition” is an injury, illness, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a Health Care Provider. The period of incapacity must be more than three consecutive full calendar days. If the employee or family member is under treatment by a Health Care Provider, the first (or only) in-person visit must take place within seven days of the first day of incapacity.

A “serious health condition” includes any period of incapacity due to pregnancy, or for prenatal care.

Substance abuse may be a serious health condition, however employee leave under this policy must be an absence to obtain treatment, and not an absence necessitated because of the employee’s own substance use.

A “serious injury or illness” related to Military Family Leave means an injury or illness incurred in the line of duty on active duty in the armed forces that may render the service member medically unfit to perform his or her duties, and/or which results in the service member being otherwise listed on the temporary disability retired list.

### Potential Compensation While On Leave

If you require medical leave as a result of your own illness or pregnancy, you may be eligible to receive Short Term Disability insurance benefits during that period for which you are medically unable to work, if such insurance is available to you. If you are disabled as a result of a job-related illness or injury, you may be eligible for salary continuation under the Workers’ Compensation Statute. You may also be able to use accumulated paid vacation, personal or sick days, as discussed below.

Receipt of short-term disability insurance benefits or Workers’ Compensation Benefits does not serve to extent or otherwise affect your 12-weeks of FMLA leave. Entitlement to insurance benefits and FMLA leave is determined separately. Additionally, use of paid time off during your leave will not serve to extend your FMLA leave entitlement. If you require family leave, this leave is unpaid unless accumulated paid vacation, personal or sick days are used, as discussed below.

### Use of Accrued Paid Leave Time

When you are taking unpaid FMLA Leave, you must first exhaust all accrued and unused paid vacation, personal or sick days. The paid days will run concurrently with any FMLA leave for which you are entitled and the use of paid time will not serve to extend the FMLA leave period. You may not use any paid vacation, personal or sick days you are not yet entitled to take.

Employees on unpaid Family/Medical leave will not accrue any additional benefits (including but not limited to paid time off) while on leave although such leave will not constitute a break in service. The period of leave will be counted in the calculation of an employee’s seniority.

### Notice and Procedures

When planning a foreseeable family or medical leave, you must make all reasonable efforts to minimize the disruption of the Company's operations. For this reason, employees seeking leave for situations that are predictable are required to provide advance notice to the Human Resources Manager by submitting a completed Family/Medical Leave Request form 30 days prior to your leave, for foreseeable leave, and as soon as possible if leave is not foreseeable. These forms are available from the Human Resources Manager. In the case of an emergency, either you, a family member, or someone else so designated, needs to call the Human Resources Manager to provide notice of your need for leave. The Human Resources Manager will notify you as to whether you are eligible for FMLA leave and whether your leave will be designated as FMLA leave. The Human Resources Manager will also provide you with written notice detailing your specific rights and responsibilities under the FMLA, your obligations while on leave, and the consequences should you fail to meet those obligations.

### Certification

Employees requesting leave to care for a seriously ill family member, or for their own serious health condition, or for a qualifying exigency, must provide the Company with a Certification from a health care provider or military issued documentation to support their need for leave. Health Care Provider Certification Forms for different types of leave, and Certification for Qualifying Exigency, are available from the Human Resources Manager, and in the case of Medical Certification may also be available from your health care provider. Failure to provide the certification required by the Company, or providing incomplete or insufficient information on the form, may result in the delay of leave, or in some circumstances, denial of reinstatement.

### How Can Leaves be Taken?

Leaves can be taken:

- Consecutively;
- Intermittently (leave taken in separate blocks of time);
- Or on a reduced schedule (leave taken by the employee working fewer hours in a day or days in a week)

Intermittent and reduced scheduled leave may require that they be medically necessary.

### Intermittent or Reduced Schedule Leave

If an employee requires intermittent or reduced schedule leave for the purpose of receiving personal medical treatment or providing care related to medical treatment for a seriously ill family member or service member, employees are expected to consult with the Human Resources Manager prior to scheduling medical treatment where possible in order to work out a treatment schedule (subject to the approval of the health care provider) that best suits the needs of both the Company and the employee. The Company may require the employee to transfer temporarily to an available alternative position with equivalent pay and benefits for which the employee is qualified, or to have some of the employee's assignments reassigned, in order to better

accommodate recurring leave or reduced periods of working time. This leave may be unpaid, in which case the employee's compensation will be reduced based on the amount of time actually worked.

When leave is taken after the birth or placement of a child with you for adoption or foster care, leave may be taken intermittently or on a reduced schedule only if the Company agrees. Please speak with the Human Resources Manager should you wish to take such leave.

#### Maintenance of Health Benefits

The Company will continue to maintain coverage under its health benefits plan for eligible employees on leave under the FMLA for up to their 12 or 26 weeks of leave entitlement. Coverage will be continued under the same conditions as if the employee had continued to work. Employees on leave are responsible for their contribution for health coverage. If any portion of leave under this policy is paid, the employee's contribution will continue to be made through the usual payroll deduction. For any portion of leave under this policy that is unpaid, the employee is responsible for making arrangements to pay his or her usual contribution amount. If an employee's payment of health insurance premiums is more than 30 days late, the Company may discontinue health insurance coverage upon notice to the employee. Should an employee require, and be granted, additional leave beyond the 12 or 26 week FMLA leave entitlement, the Company may not continue health benefit coverage. Any leave beyond the statutory leave entitlement is Company-provided leave, and not FMLA leave. In such situations, employees may be provided with the opportunity to continue their benefits on a self-pay basis.

#### Husband and Wife working for the Company

If a husband and wife both work for the Company, under the FMLA they may take a combined total of 12 weeks of leave for the birth of a child, or placement with you of a child for adoption or foster care, or to care for the employee's parent with a serious health condition.

They may also take a combined 26 workweeks of leave during the relevant 12-month period to care for a covered service member. If a husband and wife both working for the Company also need leave for the birth of a child, or placement of a child for adoption or foster care, or to care for the employee's parent with a serious health condition, their combined leave total during this 12-month period is 26 weeks.

#### Holidays

Holidays occurring during a leave period will be counted against the employee's leave entitlement. Employees on leave are not entitled to Holiday Pay.

#### Designation of Leave

The Company will notify the employee that leave has been designated as FMLA leave within five days of obtaining sufficient information to make a determination. If the employee takes a leave which might qualify as FMLA leave, and has not put the Company on notice of the reason for the leave but desires that the leave be counted as

FMLA leave, the employee must notify the Human Resources Manager that the employee desires the leave to be so counted, and must submit a Leave Request Form as soon as possible.

*Notice on Return/Fitness to Return*

You may be required to present a certification of fitness to return to work prior to your return to work date, when the absence is due to your own serious health condition.

*Reinstatement*

Upon expiration of leave, the Company will reinstate eligible employees, except those who would have been affected by a reduction in force or layoff had they not taken leave, to the same or an equivalent position, with no loss in salary, benefits, or other terms and conditions of employment.

*Limitations on Leave and Reinstatement*

Certain high-salaried employees under some circumstances may be denied reinstatement from leave.

*Return to Work*

If you do not return to work from a leave of absence on the agreed-upon date or do not contact your Manager or the Human Resources Manager advising that you need to extend your leave and provide any supporting documentation regarding extending the leave prior to the end of your approved leave, you will be considered to have voluntarily resigned your employment.

If the Company grants additional leave time beyond the FMLA entitlement provided by law, this leave is no longer statutorily protected FMLA leave and the Company may not be able to guarantee reinstatement to the same or a similar position upon return from the additional leave.

Please contact the Human Resources Manager for further information about FMLA leave.

**ACKNOWLEDGMENT OF RECEIPT**

I hereby acknowledge that I have received a copy of the Company’s Employee Handbook (the “Handbook”) describing the Company’s policies and the benefits being offered when the Handbook was distributed. I understand that I am to read and understand the Handbook in its entirety, and I am aware of my obligations to comply with the policies and procedures contained in the Handbook as a condition of my employment.

I specifically and expressly acknowledge that the Handbook contains policies and notification procedures regarding equal employment opportunity, discrimination, harassment (including sexual harassment) and retaliation. I understand and agree that if I subject others to any of the conduct prohibited by these policies, I may be immediately discharged. I also agree and understand that if I believe that I am subjected to any of the prohibited conduct, I am expected to avail myself of the multiple avenues described in this Handbook by which I may complain.

I also expressly acknowledge that telephone calls, e-mails and Internet usage on Company-owned or leased equipment may be monitored and/or recorded by the Company, and therefore I have no expectation of privacy with regard to any of these devices or communications. I hereby freely and voluntarily consent to this monitoring and/or recording.

I also expressly acknowledge that the Handbook contains a Drug Free Workplace policy and understand that employees may not perform work for the Company under the influence of illegal drugs, alcohol or other substances. I consent to drug testing as performed by the Company, as described in this Handbook.

I also expressly acknowledge that the Handbook contains a discrimination, harassment and/or retaliation reporting and investigation procedure.

I understand that this Handbook is intended to inform employees of the Company’s personnel policies. This Handbook is not an employment contract, express or implied, or a guarantee of employment of any kind or for any duration whatsoever. Employment with the Company is "at will," which means that either I or the Company can end the employment relationship at any time, for any reason, or for no reason, with or without prior notice. In order to retain necessary flexibility in the administration of policies and procedures, I understand that the Company may revise these policies and benefits at any time, at its discretion, without prior notice to me. The Company will issue revised policies should such revisions occur. Revised policies are only effective when issued by an authorized Company representative.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME (Please Print)

**PLEASE SIGN AND RETURN THIS ACKNOWLEDGEMENT TO YOUR TERMINAL MANAGER OR THE HUMAN RESOURCES MANAGER.**

THE UNIVERSITY OF THE STATE OF NEW YORK  
 STATE EDUCATION DEPARTMENT  
 SCHOOL BUS DRIVER PRE-SERVICE EXAMINATION

NAME \_\_\_\_\_  
                     Last                                    First                                    Date

**TRUE/FALSE**

**DIRECTIONS:** Indicate whether or not the following statements are either true or false by circling "T" for True or "F" for False.

- |  |   |   |
|--|---|---|
| 1. School bus driver training requirements are found in section 156.3 of the rules and regulations of the Commissioner of Education.   | T | F |
| 2. Children in grades K-3 are most susceptible to being run over by their own school bus.  | T | F |
| 3. The minimum age for driving a school bus is 18 years of age.  | T | F |
| 4. Most motor vehicle accidents occur at intersections.  | T | F |
| 5. School bus construction standards are regulated by State and Federal governments.   | T | F |
| 6. School bus drivers should not make changes in bus stops without the authorization of the school administration.                     | T | F |
| 7. Drivers should never discharge students before backing a school bus up.   | T | F |
| 8. Drivers shall not eat, drink or smoke or conduct any other act which may interfere with the ability to safely operate a school bus. | T | F |
| 9. Being alert to the actions of other drivers around you is called defensive driving.   | T | F |
| 10. Safety just doesn't happen, drivers make it happen.  | T | F |

**MULTIPLE CHOICE**

**DIRECTIONS:** The following statements have one possible answer. Draw a circle around the letter that best represents what you believe is the correct answer.

1. Which grade level is most susceptible to becoming a school bus fatality by being run over by their own bus:
  - a. K-3
  - b. 4-6
  - c. 7-8
  - d. 9-12
  
2. What is the second most leading cause of school bus fatalities:
  - a. Passing motorist
  - b. Careless pedestrians
  - c. School bus drivers
  - d. None of the above
  
3. State law requires which of the following to wear seat belts on school buses:
  - a. Students
  - b. Matrons
  - c. Bus drivers
  - d. All of the above
  
4. The most effective way to reduce the chances of children run over by their own bus is:
  - a. Train students on a regular basis in the proper procedures to follow when embarking and disembarking from school buses.
  - b. Train drivers on a regular basis in the proper procedures to follow when loading and unloading children from school buses.
  - c. Purchase school buses that afford the greatest forward visibility to the driver.
  - d. All of the above.



5. The most common cause of damage to school buses and resultant injuries to its passengers is:
  - a. Fires
  - b. Collision with other vehicles
  - c. Collision with fixed objects
  - d. Non-collision rollovers
  
6. The most important rule to remember concerning children who must cross in front of the bus upon discharge is:
  - a. Be certain the child is taught to move 10 feet forward from the front of the bus.
  - b. Be certain the child is taught to look both ways while proceeding across the road.
  - c. Be certain the child is taught to move far enough forward from the front of the bus so as to be in the vision of the bus driver.
  - d. Be certain the child is taught to never cross in back of the bus.
  
7. If children who are exiting the bus are carrying many loose objects, you as the bus driver should:
  - a. Wish the children a good day.
  - b. Be especially alert to the fact that one of them may return to the area of the bus to retrieve one of those objects that are very suspect to being dropped.
  - c. Stop the bus and escort the children to their homes.
  - d. Refuse to let the children off the bus until the loose objects are secured.

8. Most school bus accidents are caused by:
  - a. Student unrest
  - b. Driver error
  - c. Administrative neglect
  - d. Mechanical defects
  
9. Who is responsible for the reasonable behavior of pupils while in transit:
  - a. The students themselves
  - b. The school bus driver
  - c. The building principal
  - d. The parents
  
10. All bus drivers should have current student passenger lists. The information included on that list should include:
  - a. An identification of all children who must cross in front of the bus upon either discharge or loading.
  - b. An identification of all children who suffer from a medical condition that may become active at anytime the child is being transported.
  - c. An identification of the exact pick-up and drop-off points for each child.
  - d. All of the above.

**INCOMPLETE STATEMENTS**

**DIRECTIONS:** The following contains several statements which are incomplete for lack of a word or several words and are designated as such with a blank line(s). Wherever there is a blank line or lines, fill in the statement with the word or words you believe are necessary to complete the statement.

1. When school buses are travelling the same highways at the same time as much larger vehicles, it is important for the \_\_\_\_\_ of the school bus to be seated away from the \_\_\_\_\_ or \_\_\_\_\_ of the bus and whenever possible be seated near the \_\_\_\_\_ of the bus to obtain the maximum benefit from the design characteristics of the bus.
2. So that a driver will not drive a school bus that may have a mechanical problem, each school bus driver is suppose to conduct a \_\_\_\_\_ inspection of his/her vehicle before the start of service each day.
3. Most school bus fatalities occur on the trip \_\_\_\_\_ home.
4. Outside the bus is \_\_\_\_\_ times more dangerous to the passengers of the bus in terms of becoming a school bus fatality.

5. Driver management of student \_\_\_\_\_ is essential for good discipline.

6. School buses may not turn \_\_\_\_\_ when transporting students.

7. The maximum age at which a person must cease driving a school bus is \_\_\_\_\_.

<b>SCHOOL BUS DRIVER PHYSICAL PERFORMANCE TEST</b>				
DRIVERS LAST NAME	FIRST NAME	M.I.	DRIVERS SIGNATURE	
STREET ADDRESS			VEHICLE TYPE	
CITY	STATE	COUNTY	ZIP CODE	
MOTORIST ID NUMBER			LICENSE CLASS/ENDORSEMENTS/RESTRICTIONS	TEST LOCATION

TESTER: SEE PT 901 FOR COMPLETE GUIDELINES FOR THIS TEST. CIRCLE "PASS" OR "FAIL" FOR EACH STANDARD. **STOP THE TEST IMMEDIATELY IF ANY ITEM IS FAILED.** ENTER TIME FOR TIMED STANDARDS. IF A TIMED TEST IS NOT COMPLETED ENTER "DNC" (DID NOT COMPLETE).

<b>STANDARD #1</b>	Bus Steps	TIME _____	(3 TRIPS UP & DOWN IN 30 SECONDS)	PASS	FAIL
<b>STANDARD #2</b>	Throttle to Brake	TIME _____	(10 THROTTLE TO BRAKE CYCLES IN 10 SECONDS)	PASS	FAIL
<b>STANDARD #3</b>	Brake/Clutch	(HOLD BRAKE 3 SECONDS 5 TIMES/HOLD CLUTCH THROUGHOUT)		PASS	FAIL
<b>STANDARD #4</b>	Door	(MANUALY OPEN AND CLOSE ENTRANCE DOOR THREE TIMES)		PASS	FAIL
<b>STANDARD #5</b>	Hand Controls (ENTER NAME OF CONTROL FOR EACH SEGMENT OF THIS STANDARD)				
RIGHT SIDE CONTROL #1					
CONTROL NAME:		TIME _____	(WHEEL TO CONTROL TO WHEEL IN 8 SECONDS)	PASS	FAIL
RIGHT SIDE CONTROL #2					
CONTROL NAME:		TIME _____	(WHEEL TO CONTROL TO WHEEL IN 8 SECONDS)	PASS	FAIL
LEFT SIDE CONTROL #1					
CONTROL NAME:		TIME _____	(WHEEL TO CONTROL TO WHEEL IN 8 SECONDS)	PASS	FAIL
LEFT SIDE CONTROL #2					
CONTROL NAME:		TIME _____	(WHEEL TO CONTROL TO WHEEL IN 8 SECONDS)	PASS	FAIL
<b>STANDARD #6</b>	Emergency Exit	TIME _____	(DRIVER SEAT AND OUT EXIT IN 20 SECONDS)	PASS	FAIL
<b>STANDARD #7</b>	Weight Drag	TIME _____	(125 LBS 30 FEET IN 30 SECONDS)	PASS	FAIL

In accordance with the Commissioner's Regulation 156.3, and guideline PT 901, and with knowledge of his/her duties, I certify that the above named driver (check one):

- has passed all 7 standards and **IS QUALIFIED** by the physical performance standards.
- IS NOT QUALIFIED** by the physical performance standards.

**SBDI Information and Signature**

SBDI PRINT NAME	SBDI SIGNATURE	SBDI #	DATE
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Copy #1 should be placed in the Driver's file. Copy #2 for State Ed should be sent to: NYSED, 876 EBA, Albany, NY 12234. Copy #3 should be given to the tested employee. Copy #4 is for the tester's records. **If a waiver has been approved by NYSED**, the testing 19-A Certified Examiner must sign below - in addition to the supervising SBDI.

19-A CE PRINT NAME	19-A CE SIGNATURE	19-A CE #	DATE
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### MONITOR/ATTENDANT PHYSICAL PERFORMANCE TEST

MONITOR/ATTENDANT LAST NAME	FIRST NAME	M.I.	MONITOR/ATTENDANT SIGNATURE
STREET ADDRESS			VEHICLE TYPE
CITY	STATE	COUNTY	ZIP CODE
SOCIAL SECURITY NUMBER (last 4 digits)			19-A CARRIER
			TEST LOCATION

TESTER: SEE PT 901 FOR COMPLETE GUIDELINES FOR THIS TEST. CIRCLE "PASS" OR "FAIL" FOR EACH STANDARD. **STOP THE TEST IMMEDIATELY IF ANY ITEM IS FAILED.** ENTER TIME FOR TIMED STANDARDS. IF A TIMED TEST IS NOT COMPLETED ENTER "DNC" (DID NOT COMPLETE).

STANDARD #1	Bus Steps	TIME _____	(3 TRIPS UP & DOWN IN 30 SECONDS)	PASS	FAIL
STANDARD #2	Emergency Exit	TIME _____	(FRONT PASSENGER SEAT AND OUT EXIT IN 20 SEC.)	PASS	FAIL
STANDARD #3	Weight Drag	TIME _____	(125 LBS 30 FEET IN 30 SECONDS)	PASS	FAIL

In accordance with the Commissioner's Regulation 156.3, and guideline PT 901, and with knowledge of his/her duties, I certify that the above named monitor/attendant (check one):

- has passed all 3 standards and **IS QUALIFIED** by the physical performance standards.
- IS NOT QUALIFIED** by the physical performance standards.

**SBDI Information and Signature**

SBDI PRINT NAME	SBDI SIGNATURE	SBDI #	DATE
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Copy #1 should be placed in the Monitor/Attendant's file. Copy #2 for State Ed should be sent to: NYSED, 876 EBA, Albany, NY 12234. Copy #3 should be given to the tested employee. Copy #4 is for the tester's records. **If a waiver has been approved by NYSED**, the testing 19-A Certified Examiner must sign below - in addition to the supervising SBDI.

19-A CE PRINT NAME	19- CE SIGNATURE	19-A CE #	DATE
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## CERTIFICATE OF RECEIPT

I hereby acknowledge receipt of the employee information package containing material on drug and alcohol testing as required under Section 382.601 of the Federal Motor Carrier Safety Regulations.

The package contains:

1. a policy on alcohol and drug abuse
2. the name of the person identified to answer questions
3. the categories of drivers subject to alcohol and drug testing
4. what constitutes "Safety-Sensitive" functions
5. an explanation of prohibited conduct
6. when a driver must be tested
7. testing procedures
8. testing programs
9. what constitutes refusal to submit to a test
10. consequences of positive tests and refusals to be tested
11. effects of alcohol and drugs on health, work and personal life
12. information on where to go for help

I understand the safety regulations and procedures regarding the testing of drug and alcohol and I agree to follow the company policy.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***To be kept on file by employer***

Partners In Safety

Driver Information

## **DRUG FREE WORKPLACE POLICY & PROCEDURE**

**Rolling V Bus Corp./Gershowitz Transportation** is dedicated to providing safe and efficient service to our community. Moreover, we are dedicated to providing a safe workplace for our employees.

In order to meet this goal, we hereby endorse the Federal Highway Administration substance abuse regulations. We will provide training, education and other assistance to all employees working on or around our vehicles. Drug testing, in compliance with DOT regulations, is an integral part of our program. Non-compliance with this policy or violation of the regulations may result in severe disciplinary action including suspension or dismissal.

### **EMPLOYEE ASSISTANCE PROGRAM**

**Our Company** has established an Employee Assistance Program (EAP) which includes education and training for employees, supervisors and company officials about controlled substances and alcohol.

The accompanied handout will cover the effects of controlled substance use on personal health, safety and the work environment. Manifestations and behavioral changes that may indicate controlled substance use and abuse will also be addressed. Documentation of these training materials will be maintained.

### **PROHIBITIONS**

No employee shall report for duty within 6 hours of consuming alcohol.

No employee shall use alcohol while on-duty.

No employee shall be on duty while having an alcohol concentration of 0.04 or greater.

No employee shall be on duty or operate a commercial motor vehicle while the employee possesses alcohol, unless the alcohol is manifested and transported as part of a shipment

No employee shall use alcohol for eight hours following an accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

No employee shall use controlled substances, except when pursuant to the instructions of a physician who has advised the employee that such use will not adversely affect the employee's ability to perform safety sensitive functions.

### **DRUG AND ALCOHOL TESTING PROGRAM**

This policy applies to all employees, and drivers requiring commercial employee's license as defined by the Department of Transportation Title 49 Code of Federal Regulations part 383.5.

#### **Types of tests**

Drug testing for marijuana, cocaine, opiates, amphetamines and PCP will be performed



on urine specimens. Alcohol testing will be performed by means of breath testing devices approved by the National Highway Traffic Safety Administration. Testing procedures will comply with Federal Motor Carrier regulations 49 CFR Part 40. Individual test reports will be maintained in each employee's confidential file.

Six types of drug and alcohol tests are required under federal regulations: pre-employment, random, reasonable cause, return to duty, follow-up and post-accident. In addition, testing may be done as part of the annual physical exam.

1. All applicants for employment will submit to drug and alcohol testing.
2. Throughout the year, employees are subject to unannounced testing on a random basis. The total number of random drug tests will equal or exceed 50% of the average number of commercial motor vehicle and all other employees (monitors, mechanics, office staff) for which testing is required. The minimum alcohol-testing rate will be 10%. Since employees are chosen at random throughout the year, each individual employee may not be tested or may be tested once, twice or more in a given year.
3. An employee shall submit to testing, upon reasonable cause, when requested to do so by the Supervisor. A supervisor or school official must **directly observe** conduct, triggering the testing. The supervisor making this determination must have received training in the identification of behavior indicative of use of a controlled substance. Documentation of the employee's conduct shall be prepared and signed by the witness within 24 hours.
4. The employee will test for alcohol and drugs as soon as possible after an accident, if the employee receives a citation for a moving traffic violation related to the accident or there is a fatality. The alcohol test should be performed within 2 hours of the accident. If not tested within 2 hours, the employee may be tested for alcohol up to 8 hours following the accident. The drug test will be performed within 32 hours of the accident.

#### **Procedures for drug tests**

Drug testing is done by means of urine collection and analysis. The specimen will be collected by trained personnel in accordance with DOT regulations. The specimen is divided into 2 separate containers (the primary sample and the split sample) and sealed in a tamper-evident container and shipped to a SAMHSA-certified lab for testing. Laboratory test results are reported to the medical review officer (MRO). Before reporting a positive test to the employer, the MRO will attempt to contact the employee to discuss the test results. If the MRO is unable to contact the employee directly, the MRO will contact the employer's Drug Program Administrator who will contact the employee. If no legitimate explanation for the positive test is found, the MRO will report the test as positive. If there is a valid explanation for the positive test other than

illegal drug use, the MRO will report the test as negative. A test showing the presence of a medication, which the employee has used in accordance with a valid prescription, will be considered a negative test.

In the event of a positive drug test, the employee has the right to request that the split sample be sent to a different certified lab for testing. This request must be made within 72 hours of the time the employee was informed of the results by the MRO. The employee is responsible for the cost of this procedure. If there is a financial hardship for the cost of this split sample testing and you feel that this test will clear your employment, then you should talk to your supervisor, about assistance.

#### **Procedures for alcohol tests**

Certified breath alcohol technicians will perform these tests using evidential breath testing devices. If the test shows a result less than 0.02, the test is considered negative. If the alcohol concentration is 0.02 or greater, a confirmation test must be conducted. The confirmation test will be performed fifteen minutes after the initial test and the results of this test determine what actions will be taken.

#### **CONSEQUENCES OF A POSITIVE TEST**

1. Applicants for employment who test positive for drugs will not be hired.
2. Any employee who tests positive for alcohol at a level of 0.04 or higher or who tests positive for drugs will be removed from service, terminated and be referred to a substance abuse professional (SAP). The SAP will determine what treatment the employee needs in resolving the problem. This treatment does not enable you to return to work for our company, but may help you secure CDL work in the field. Any cost for this treatment is solely the responsibility of the employee.
3. If an employee tests positive for alcohol and the test result is between 0.02 and 0.04, the employee must be removed from driving or performing safety-sensitive duties for 24 hours. The employee must undergo an alcohol test with a negative result before returning to duty. No other action will be taken against the employee based solely on test results showing an alcohol concentration less than 0.04.

#### **CONSEQUENCES OF REFUSING A DRUG OR ALCOHOL TEST**

The consequences of refusing a test are the same as testing positive.

## DRIVER INFORMATION

This material is provided to all employees subject to drug and alcohol testing under the federal regulations. The regulations specify that we inform you of various aspects of the government mandated program. All information in this general handout relates to rules imposed by the United States Department of Transportation. *In addition to these regulations, you are also subject to all State and local regulations as well as our company policy. Please read our company policy carefully.*

### PERSON IDENTIFIED TO ANSWER QUESTIONS

As part of our continuing policy to ensure fair and equal treatment of our drivers, we understand that there may be questions and concerns involving our controlled substance and alcohol testing policies and programs. To assist you in understanding the requirements placed on both you, the employee, and us, the employer, we have

Designated **Denise Pisapia – HR manager**

to answer your questions regarding alcohol and drug testing programs.

### EMPLOYEES SUBJECT TO ALCOHOL & DRUG TESTING

The Federal Highway Administration of the United States Department of Transportation requires certain drivers to undergo drug and alcohol testing. The drivers who must be tested are those required to have a Commercial Driver's License (CDL).

Any driver who drives a motor vehicle-

- ≡ With a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight of more than 10,000 pounds;
- ≡ With a gross vehicle weight rating of 26,001 or more pounds;
- ≡ Designed to transport 16 or more passengers; or
- ≡ Of any size that is used to transport hazardous material which require the vehicle to be placarded under the hazardous materials regulations.

### SAFETY SENSITIVE FUNCTIONS

An employee shall not use alcohol when performing safety-sensitive functions nor perform safety sensitive functions within four hours of using alcohol. Most testing will

be done while the driver is performing a safety-sensitive function, just before the driver is to perform a safety sensitive function, or just after the driver has ceased performing such functions.

An employee shall not report for duty or remain on-duty when his or her job requires performing safety-sensitive functions if he or she has been using drugs or has tested positive for drug use.

An employee is performing a safety sensitive function when:

- ≡ Waiting at a terminal, facility, or other property to be dispatched, unless the driver has been relieved from duty by the motor carrier;
- ≡ Performing pretrip inspections or servicing the motor vehicle;
- ≡ Driving the motor vehicle;
- ≡ On the vehicle, except when resting in the sleeper berth;
- ≡ Loading or unloading the vehicle, supervising the loading or unloading, giving receipts for the load, or remaining in readiness to operate the motor vehicle;
- ≡ Performing duties and services at an accident scene; or,
- ≡ Repairing, obtaining assistance, or remaining in attendance of a disabled vehicle.

## **PROHIBITED CONDUCT**

An employee shall not:

- ≡ Report for or remain on duty performing a safety-sensitive function while having a blood alcohol concentration of 0.04 or greater;
- ≡ Use alcohol while performing safety-sensitive functions;
- ≡ Abuse controlled substances;
- ≡ Be on duty or operate a commercial motor vehicle while possessing alcohol unless the alcohol is manifested and transported as part of the shipment;
- ' Perform safety-sensitive functions within four hours of using alcohol (six hours for school bus drivers);
- ≡ Use alcohol for 8 hours following an accident unless the driver has been given a postaccident test; or
- ≡ Refuse to submit to a required alcohol and/or drug test involving post-accident, random reasonable suspicion, or follow-up testing.

## **WHEN AN EMPLOYEE MUST BE TESTED**

The Federal Motor Carrier Safety Regulations are very specific regarding when a driver must submit for a drug and an alcohol test. Other employees of our company will be subject to the same procedures. Pre-employment and return to duty tests may be

conducted at any time prior to the employee's performance of the first safety-sensitive function. Other tests may be conducted during working hours either just before or just after the performance of a safety-sensitive function.

Types of Tests: Preemployment, Random, Reasonable Suspicion, Post-Accident, Return to Duty and Follow-Up (If required by a substance abuse professional.)

## **TESTING PROCEDURES**

### **DRUG TESTING**

The testing program required by the regulations is limited to five drug types:

(1) Marijuana, (2) Cocaine, (3) Opiates, includes testing for Heroin (4) Amphetamines, including testing for Ecstasy, (5) Phencyclidine (PCP).

All drug testing must be done from urine specimens collected under highly controlled conditions. Specimen collection procedures require a designated collection site; security for the collection site; chain of custody documentation; use of authorized personnel; privacy during collection; integrity and identity of the specimen; and transportation to the laboratory.

Employee protection is built into the testing procedures. In order to meet the federal requirements the only laboratories that can be used are those that have been certified by the Federal Government. The Substance Abuse and Mental Health Services Administration certifies laboratories that have met all of the guidelines established by the Department of Health and Human Services.

After the urine specimen has been collected and forwarded to the laboratory, two tests may be performed. The initial test is the immunoassay test. This is a screening test to determine drug usage for the five classes of drugs. If the results of the initial test are negative, the testing laboratory will advise the motor carrier's Medical Review Officer (MRO) that the drug test for the driver was negative.

If the first test is positive, a second test, known as a confirmation test is done. The second test is done by a different method which is even more accurate (and expensive) than the first. All specimens identified as positive on the initial test must be confirmed using gas chromatography/mass spectrometry techniques. Only specimens that are confirmed positive on the second test may be reported as positive to the Medical Review Officer. The Medical Review Officer will contact you directly, using the telephone number you supplied on the drug test form, to notify you of a positive test and to investigate for alternate explanations for a positive test.

A split specimen collection will be done. That is, the urine is divided into two specimen

bottles. If the test result of the primary specimen is positive, you may request the Medical Review Officer to send the second (or split) specimen to a different certified lab for testing. If the result of the test of the split specimen is "negative", the MRO shall cancel the test. If you want the split specimen tested, you must advise the MRO within 72 hours of being notified of the positive test result of the primary specimen.

Breath testing devices are often called "Breathalyzers." The regulations avoid this word because Breathalyzer is actually a brand name for one model of evidential breath testing device.

The company needs to keep a record in the driver's file showing the type of test (pre-employment, periodic, etc.); date of collection; location of collection; entity performing the collection; name of the lab; name of the MRO; and the test results.

### **ALCOHOL TESTING PROCEDURES**

Alcohol testing is done by testing breath, because breath is the most easily obtained bodily substance and the results are known within minutes of testing. The test results are displayed and printed in terms of grams of alcohol per 210 liters of breath. The testing device is called an Evidential Breath Testing Device (EBT). The EBT is a scientific instrument which determines the concentration of alcohol expressed as "percent by weight". It does this by analyzing a specific volume of expired breath. The weight of alcohol in the breath sample is determined and the quantity of the alcohol converted to its equivalent value in blood.

The alcohol testing will be done in a site that affords privacy to the employees being tested. This site could be a room, van, or a partitioned-off area. Only one breath test will be done at one time. The person giving the test will not leave the testing site during your test.

The first part of the testing process is to make sure that the EBT is operating properly. Next, a sealed mouthpiece is opened and placed into the EBT. In order to get a sufficient quantity of deep lung air, the driver is requested to blow into the mouthpiece for at least 6 seconds, or until the EBT indicates that an adequate amount of breath has been obtained. The EBT will immediately read the results of the test and a copy of the results will be given to the driver. Printed results are not required for the initial test.

When the initial test results show a reading of 0.02 BAC or greater, a confirmation test is necessary. Before the confirmation test, a 15 minute waiting period will be observed. The purpose of the 15 minute waiting period is to ensure that the presence of mouth alcohol from recent use of mouthwash does not artificially raise the test result. As the confirmation test is done on the same EBT as the first test, the testing procedures will be the same.

When the confirmation result is different from the initial test, the lower of the two test

results will be used to determine the consequences. A breath alcohol testing form will be prepared with a copy for the tested driver.

## **TESTING PROGRAMS**

### **PRE-EMPLOYMENT TESTING**

Those persons that a motor carrier intends to hire as employees must be tested for drug use prior to employment. A negative test result must be received before the employee makes the first trip.

### **REASONABLE SUSPICION TESTING**

Reasonable suspicion means that the motor carrier believes that the employee's appearance or conduct is indicative of the use of alcohol and/or drugs. The actions or observations of the driver must occur while the driver is on duty or just preceding the work period. The conduct, appearance, or actions of the driver must be observed by a supervisor or company official. The supervisor or official must have received training in detection of probable alcohol and/or drug use.

In the case of suspected drug use, the employee must be taken immediately to a collection site and a urine sample must be obtained. The driver's action that causes the motor carriers supervisor or official to require the test must be documented and signed by the witness within 24 hours after the behavior is noticed.

In the case of suspected alcohol use, the test must be done as soon as possible. The supervisor who makes the determination that reasonable suspicion exists shall not conduct the breath alcohol test on the driver.

### **RANDOM TESTING**

Random testing ensures that every employee has an equal chance of being tested. Random tests are unannounced. The regulations provide that a minimum testing rate of 50% is to be used in drug testing. For alcohol testing the minimum rate is 10%.

The rate for random testing is based on a 1 year period. The unannounced tests should be spread reasonably throughout the year. There are no requirements as to how often the random test must be conducted. With random selections, some drivers will be selected 2, 3 or even 4 times in a row while others might not be tested all year.

### **POST ACCIDENT TESTING**

A driver/mechanic must supply a urine specimen for drug testing or a breath test for alcohol following certain types of accidents. If there is a fatality, testing must be done. Also, testing must be done if the accident results in a death or bodily injury to a person who immediately receives medical treatment away from the accident site, or one of the involved vehicles is towed from the scene, and the driver receives a citation under State

or local law for a moving traffic violation.

**A refusal to take a test has the same consequences as a positive test.**

### **RETURN-TO-DUTY AND FOLLOW-UP TESTING.**

These tests are required when a driver who has violated the prohibited alcohol conduct standards or tested positive for drugs returns to performing safety-sensitive duties. Follow-up tests are unannounced and at least six tests must be conducted in the first 12 months after a driver returns to duty. Follow-up testing may be extended for up to 60 months following return to duty.

## **REFUSAL TO SUBMIT TO A TEST**

The Federal Motor Carrier Safety Regulations provide that a driver shall not refuse to submit to a post accident test, reasonable suspicion test, random selection test, or follow-up test. No motor carrier shall permit a driver who refuses to submit to a required test to perform or continue to perform safety-sensitive functions.

In alcohol testing, the refusal to sign the certification in Step 2 on the form is regarded as a refusal to take the test. Not providing an adequate amount of breath may, under certain conditions, be regarded as a refusal to take a test. In drug testing, failure to provide sufficient urine may constitute a refusal.

Persons not producing an adequate specimen may be referred to a physician to determine the problem.

Not reporting to a test site or taking an unreasonably long time to report to the site may also be regarded as a refusal.

## **CONSEQUENCES OF A POSITIVE TEST**

The penalties listed below represent the minimum penalties required by law. If you test positive, you will be subject to penalties according to the employer's policy which may include suspension or termination. Furthermore, the federal regulations do not require the employer to take back a driver who has completed rehabilitation.

### **CONSEQUENCES FOR DRIVERS WHO TEST 0.04 BAC AND ABOVE**

An employee who tests 0.04 or above

- ≅ Cannot perform a safety-sensitive function,
- ≅ Will be made aware of resources for solving alcohol and drug problems,
- ≅ Must be evaluated by a substance abuse professional (SAP),
- ≅ Comply with treatment recommendations, and



### **CONSEQUENCES OF A TEST OVER 0.02 BAC BUT LESS THAN 0.04 BAC**

No driver who is found to have a BAC of 0.02 or greater but less than 0.04 shall perform safety sensitive functions for at least 24 hours following the test.

### **CONSEQUENCES OF A POSITIVE DRUG TEST**

An employee who tests positive for drugs

- \* Cannot perform a safety-sensitive function,
- \*≅ Must be evaluated by a substance abuse professional,
- \* Comply with treatment recommendations, and
- \*

Rolling V/Gershowitz policy does not require your rehire; the above steps will only help you to prepare yourself to return to driving with a CDL license.

## **THE EFFECTS OF ALCOHOL AND DRUGS ON HEALTH, WORK, AND PERSONAL LIFE**

Misuse of alcohol and illegal drugs affects many people. Impaired employees endanger themselves, fellow workers, and other innocent citizens. Employees with drugs or alcohol in their systems are less productive and more likely to injure themselves or other persons in an accident. Alcohol and drug abusing employees increase the costs related to lost productivity, absenteeism, accidents, loss of trained personnel, theft, and treatment programs. Also, medical costs are higher and are passed on to the employer in the form of higher insurance rates. Alcohol and drug abuse costs both the employer and the employee. Alcohol remains the number one abused drug in this country. Alcohol consumption causes a number of changes in behavior. Even low doses can impair the judgment and coordination required for driving. Low to moderate doses increase the incidence of a variety of aggressive acts. Moderate to high doses cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. If combined with other depressant drugs, much lower doses of alcohol will produce the effects just described. Long-term consumption of large quantities of alcohol can lead to permanent damage to the brain and the liver.

### **SIGNS AND SYMPTOMS OF AN ALCOHOL OR DRUG PROBLEM**

Drugs can show their effects in many different ways. Some of the most noticeable signs of drug abuse are drowsiness, respiratory depression, constricted pupils, nausea, slurred speech, excitement, loss of appetite, poor perception of time and distance, relaxed inhibitions, disoriented behavior, watery eyes, runny nose, chills and sweats, convulsions, apathy, depression, and the use of drug paraphernalia. Some of the signs and symptoms of alcohol misuse are the odor of alcohol, slurred speech, staggering, tremors, vomiting, cramps, delirium, loss of appetite, using arms for balance, leaning against walls and doorways, swaying while maintaining balance, and confusion.

### **METHODS OF INTERVENTION FOR SUSPECTED ALCOHOL OR DRUG PROBLEMS**

Partners In Safety

Driver Information

Alcohol and substance abuse is a complex problem calling for specialized supervision and care. Don't cover-up for a person who you think has an alcohol or drug abuse problem. Don't make excuses for them, don't do their work for them, and don't look the other way. The problem is not going to go away. Don't enable the person to continue the alcohol or drug abuse.

Substance or alcohol abuse is a medical illness, not a character flaw. If you think you might have a problem, get help before it is too late, see your supervisor, so that we can assist you in finding help, and put you on leave while you take care of the problem. Leave the treatment and counseling of persons with an abuse problem to the professionals. The DOT in the regulations require that the person with a problem be evaluated by a professional - such as, a physician, psychologist, other persons with knowledge of abuse and clinical experience in the diagnosis and treatment of alcohol and drug related disorders.

## WHERE CAN I GO FOR HELP?

Listed below are sources of help and information:

National Clearinghouse for Alcohol and Drug Information

Monday through Friday

1-800-729-6686

The National Federation of Parents for Drug-Free Youth

Monday through Friday

1-800-554-KIDS

National Council on Alcoholism

7 days a week, 24 hours a day.

1-800-622-2255

Parents' Resource Institute for Drug Education (PRIDE)

Monday through Friday

1-800-241-9746

Cocaine Helpline

Monday through Friday

Saturday and Sunday, 12:00 p.m. - 3:00 a.m. 1-800-COCAINE

Partners In Safety

845-341-0515

Recovery Center

Monticello, NY 12701

845-794-8080

For information on where to find treatment for alcohol and other drug problems, the best place to look is in the Yellow Pages under "Alcoholism Information" or "Drug Abuse and Addiction Information. Usually there is a listing of the nearest Council on Alcoholism (or

Partners In Safety

Driver Information

Updated 1/31/11

Council on Alcohol and Drug Abuse). These Councils provide information over the phone on the availability of the nearest alcohol treatment programs. Alcoholics Anonymous (AA) or Narcotics Anonymous (NA) may also be listed. Both offer immeasurable help in enabling people to cope with problems with alcohol and other drugs.

# Custodial Care Procedures

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In order to protect the small children that we transport – we strictly enforce the following policy.

***No Pre-Kindergarten, Kindergarten, 1st grader or special needs children are to be left at a bus stop unless attended to by a responsible adult, parent, or guardian.***

- If ANY child seems apprehensive about getting off alone at their bus stop you should question them before you let them off to see if you can offer assistance
  - Ask them if everything is ok
  - Ask them if they would rather go back to the school to meet up with a guardian
- If ANY child resists getting off the bus at their bus stop for ANY reason, you should keep them with you, and notify the base immediately.
- All children who are not dropped off at their \*authorized bus stop, should be brought back to the school from which they came – making sure they are handed over to a school employee ONLY

\*authorized bus stop is their regular stop – or a stop in which they had a note to travel to on that day.

*It only takes 3 seconds.*  
**BUCKLE UP!**  
*It affects EVERYONE.*

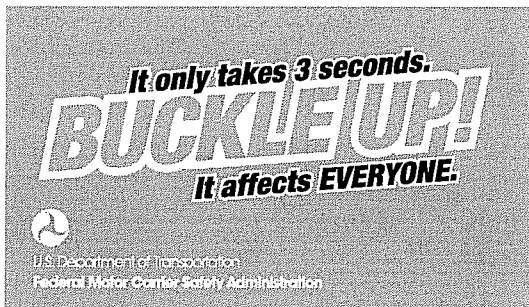


Valued Driver,

Your safety is important to a lot of people—your passengers, your company, your family, and of course, yourself. That's why it's critical to always wear your safety belt. It is one of the quickest and easiest things you can do to protect yourself and others. It can also make the biggest difference. The sad fact is a high percentage of drivers who lose their lives in crashes fail to wear their safety belts.

On behalf of everyone who depends on your safety, we ask you to make a pledge: **promise to always wear your seatbelt every trip and every time.** It is not only a matter of life and death. It is also the law. By signing this pledge, you are making a commitment to being a safe driver, and a leader in setting a good example for others. **So sign up. And buckle up!**

\_\_\_\_\_ pledge to always wear my safety belt.



Please sign your pledge card and keep it with you always!



U.S. Department of Transportation  
Federal Motor Carrier Safety Administration

## **ROLLING V PRE-TRIP INSPECTION**

### ENTER THE BUS AND START IT UP.

- CHECK ALL THE GAUGES ON THE DASH. EX: OIL PRESSURE.
- TURN THE WHEEL TO THE LEFT.
- TURN ON LEFT DIRECTIONAL, HEADLIGHTS, CLIP LIGHTS AND DESTINATION SIGN.
- FLIP THE DOOR SWITCH UP SO IT IS ON AUTOMATIC.
- PUT THE MASTER SWITCH ON AND TURN ON THE AMBER LIGHTS.
- PUSH THE DOOR OPEN.
- EXIT THE BUS...AS YOU EXIT TAKE NOTICE OF THE STEP WELL LIGHT, BE SURE THE HAND RAIL IS SECURE AND BE SURE THE GLASS ON THE DOOR IS CLEAN AND NOT DAMAGED.

### WALK OFF THE BUS.

- CLOSE THE DOORS BEHIND YOU
- CHECK THE DOOR SEAL AND MAKE SURE THE GLASS ON OUTSIDE IS CLEAN AND NOT DAMAGED.
- LOOK UP. MAKE SURE THE CLIP LIGHTS ON PASSENGER SIDE OF BUS ARE ON AND LENSES ARE NOT DAMAGED.
- CHECK THE REGISTRATION STICKER AND INSPECTION STICKER ARE PRESENT AND VALID.
- MAKE SURE THE MIRRORS ARE SECURE.
- MAKE SURE THE HOOD LATCH IS SECURE.
- MUD FLAP IS IN PLACE.

### FRONT PASSENGER TIRE AND WHEEL WELL/WORK FROM INSIDE OUT.

- CHECK THE LEAVE SPRING, LOOKING FOR ANY DAMAGE OR RUST.
- CHECK THE SHACKLE, THE BUSHINGS SHOULD BE TIGHT. NO DAMAGE OR RUST.
- CHECK THE SHOCK FOR ANY LEAKAGE.
- CHECK THE BRAKE HOSE FOR CRACKS OR AIR LEAKS.
- THE FRONT TIRE SHOULD HAVE NO LESS THAT 4/32<sup>ND</sup> OF AN INCH TREAD.
- CHECK THE INFLATION OF THE TIRE IS GOOD.
- MAKE SURE THE WALL OF THE TIRE HAS NO BULDGES OR DAMAGE TO IT.
- CHECK THE RIM OF THE TIRE FOR RUST, CRACKS OR DENTS.
- CHECK THE LUG NUTS SHOULD BE TIGHT.
- CHECK THE CENTER HUB FOR OIL LEAKS.
- CHECK THE STEM; IT SHOULD BE IN THE CORRECT PLACE AND NOT LEAKING AIR. CAP SHOULD BE ON.

### WALK AROUND TO THE FRONT OF THE BUS.

- START AT THE TOP WITH THE 3 CLIP LIGHTS THEY SHOULD BE ON AND NOT DAMAGED.
- CHECK THE DESTIANTION SIGN, SHOULD ALSO BE ON AND NOT DAMAGED.
- AMBER LIGHTS SHOULD BE FLASHING AND NOT DAMAGED.
- SCAN THE WINDSHIELD FOR CRACKS OR DAMAGE AND MAKE SURE IT IS CLEAN.
- WINDSHIELD WIPERS SHOULD BE PRESENT.

- PULL ON THE HOOD MAKE SURE IT IS TIGHT.
- GRILL SHOULD BE FREE FROM DEBRI AND NOT DAMAGED.
- MAKE SURE LICENSE PLATE IS SECURE.
- HEAD LIGHTS SHOULD BE ON AND LENSES NOT CRACKED OR DAMAGED.
- CHECK THE LEFT FRONT BLINKER; IT SHOULD BE ON, BLINKING.
- CROSS OVER MIRRORS SHOULD BE SECURED, NOT CRACKED AND CLEAN.
- KICK THE BUMPER, MAKE SURE IT IS SECURE.
- BACK AWAY FROM THE FRONT OF THE BUS CHECK FOR ANY FLUID LEAKS UNDER THE BUS.

#### FRONT DRIVERS SIDE TIRE AND WHEEL WELL/WORK FROM THE INSIDE OUT.

- CHECK THE LEAVE SPRING, LOOKING FOR ANY DAMAGE OR RUST.
- CHECK THE SHACKLE, THE BUSHINGS SHOULD BE TIGHT. NO DAMAGE OR RUST.
- CHECK THE SHOCK FOR ANY LEAKAGE.
- CHECK THE BRAKE HOSE FOR CRACKS OR AIR LEAKS.
- PULL ON THE SLACK ADJUSTER, NO MORE THAN 1" PLAY IS ALLOWED.
- THE FRONT TIRE SHOULD HAVE NO LESS THAT 4/32<sup>ND</sup> OF AN INCH TREAD.
- CHECK THE INFLATION OF THE TIRE IS GOOD.
- MAKE SURE THE WALL OF THE TIRE HAS NO BULDGES OR DAMAGE TO IT.
- CHECK THE RIM OF THE TIRE FOR RUST, CRACKS OR DENTS.
- CHECK THE LUG NUTS SHOULD BE TIGHT.
- CHECK THE CENTER HUB FOR OIL LEAKS.
- CHECK THE STEM; IT SHOULD BE IN THE CORRECT PLACE AND NOT LEAKING AIR. CAP SHOULD BE ON.

#### DRIVERS SIDE OF THE BUS

- CHECK ALL 3 CLIP LIGHTS ON SIDE OF THE BUS, THEY SHOULD BE ON AND NOT DAMAGED.
- DRIVERS SIDE MIRROR; NOT CRACKED OR DAMAGED, SECURE TO THE BUS AND CLEAN.
- DRIVERS SIDE WINDOW; SHOULD BE CLEAN AND NOT CRACKED OR DAMAGED AND SHOULD OPEN AND CLOSE WITH NO PROBLEMS.
- OPEN THE BREAKER BOX; BE SURE EVERYTHING LOOKS TO BE IN GOOD SHAPE.
- OPEN THE BATTERIE BOX; BE SURE ALL 3 BATTERIES ARE SECURE.
- MUD FLAP IS PRESENT AND SECURE.
- LEFT BLINKER SHOULD BE BLINKING AND LENS IS NOT DAMAGED.
- ALL THE GLASS (WINDOWS) SHOULD BE CLEAN, NOT DAMAGED OR CRACKED.
- ALL REFLECTIVE TAPE IS PRESENT ON THE BUS.
- NOTICE THE SMALL REFLECTORS ON THE LOWER CORNERS OF THE BUS.
- THE STENCILING ON THE SIDE SHOULD BE LEDGABLE.
- EMERGENCY EXITS SHOULD BE LABELED.
- OPEN THE SIDE EMERGENCY DOOR; BUZZER SHOULD SOUND AND THE DOOR SHOULD OPEN PROPERLY FROM THE OUTSIDE.

#### DRIVERS SIDE REAR TIRES

- CHECK THE SPRINGS AND SHACKLES IN THE REAR FOR RUST, CRACKS AND ANY DAMAGE.
- REAR TIRES SHOULD HAVE NO LESS THAT 2/32<sup>ND</sup> TREAD DEPTH.
- CHECK BETWEEN THE BACK DUALS FOR ANY FOREIGN OBJECTS IN THE SPACER.
- CHECK THE INFLATION OF THE TIRE IS GOOD.

- MAKE SURE THE WALL OF THE TIRE HAS NO BULDGES OR DAMAGE TO IT.
- CHECK THE RIM OF THE TIRE FOR RUST, CRACKS OR DENTS.
- CHECK THE LUG NUTS SHOULD BE TIGHT.
- CHECK THE CENTER HUB FOR OIL LEAKS.
- CHECK THE STEM; IT SHOULD BE IN THE CORRECT PLACE AND NOT LEAKING AIR. CAP SHOULD BE ON.
- MUD FLAP SHOULD BE PRESENT AND NOT DAMA'GED.

#### MOVE TO THE REAR OF THE BUS/TOP TO BOTTOM

- 3 CLIP LIGHTS SRE ON AND NOT CRACKED OR DAMAGED.
- DESTINATION SIGN IS ON, NOT DAMAGED AND CLEAN.
- AMBER LIGHTS SHOULD BE FLASHING AND LENSES ON THE AMBERS ARE NOT CRACKED OR DAMAGED.
- WINDOWS (GLASS) NOT CRACKED OR DAMAGED AND ARE CLEAN.
- OPEN THE REAR EMERGENCY DOOR, BUZZER SHOULD ALARM, THE DOOR SHOULD OPEN PROPERLY AND NOTHING BLOCKING THE DOOR FROM OPENING.
- LEFT BLINKER SHOULD BE BLINKING.
- LENES FOR THE BLINKER/4 WAYS, REVERSE LIGHTS AND BRAKE LIGHTS/RUNNING LIGHTS SHOULD NOT BE CRACKED OR DAMAGED AND SHOULD BE CLEAN.
- RUNNING LIGHTS SHOULD BE ON/HEADLIGHTS ARE ON.
- REAR TAIL LIGHTS (SMALL ONES UNDER OTHERS) SHOULD BE ON, NOT CRACKED OR DAMAGED AND CLEAN.
- LICENSE PLATE LIGHT SHOULD BE ON.
- LICENSE PLATE IS ON THE BUS AND SECURE.
- KICK THE TAIL PIPE TO ENSURE IT IS SECURE.
- STEP BACK AWAY FROM THE BUS. LOOK UNDERNEATH CHECK FOR FLUID LEAKS AND DRAGGING OR HANGING OBJECTS.
- NOW IS ALSO A GOOD TIME TO CHECK THE SPACE BETWEEN THE DUAL BACK TIRES FOR ANY FOREIGN OBJECTS STUCK IN THAT SPACE.

#### PASSENGER SIDE OF BUS

- REPEAT FULL PROCEDURE FROM THE DRIVERS SIDE OF THE BUS, PLUS.
- OPEN THE FUEL DOOR AND MAKE SURE FUEL CAP IS TIGHT.
- CHECK THE REAR TIRES (INSIDE TO OUT) AS YOU DID ON THE DRIVERS SIDE OF THE BUS

#### RE-ENTER THE BUS

- FLIP THE DOOR SWICTH UP TO PUT DOOR ON MANUAL.
- TURN MASTERS OFF THEN ON AGAIN
- OPEN THE DOOR WITH OPEN SWITCH TO ACTIVATE THE RED LIGHTS, SIGNS AND CROSSING ARE.
- TURN THE STEERING WHEEL ALL THE WAY TO THE RIGHT.
- TURN HIGH BEEMS ON
- TURN THE RIGHT BLINKER ON.

#### EXIT THE BUS

- WALK TO THE FRONT OF THE BUS
- RED WARNING LIGHTS SHOULD BE ON
- CHECK THE HIGHBEAMS
- CHECK THE RIGHT BLINKER



MOVE TO PASSENGER SIDE OF THE BUS

- PASSENGER SIDE SLACK ADJUSTER SHOULD HAVE NO MORE THAN 1" PLAY
- CHECK THE RIGHT BLINKER ON THE SIDE OF THE BUS

MOVE TO THE REAR OF THE BUS

- CHECK THE RED WARNING LIGHTS
- CHECK THE RIGHT BLINKER

RE-ENTER THE BUS

- TURN OFF ALL WARNING LIGHTS
- TURN ON THE HAZARD (4 WAYS ) LIGHTS

EXIT THE BUS

- CHECK THE SIDES, FRONT AND BACK TO ENSURE ALL HAZARD LIGHTS ARE WORKING.

AT THIS POINT IF THERE ARE NO MIRRORS ON THE PROPERTY, YOU SHOULD FIND A HELPER AND:

- HAVE THEM ASSIST YOU WITH CHECKING YOUR BRAKE LIGHTS AND REVERSE LIGHTS.

**5 BRAKE TESTS**

ENTER THE BUS

- EMERGENCY BRAKE TEST ... WITH THE EMERGENCY (PARKING) BRAKE ON, PLACE THE BUS IN DRIVE AND APPLY YOUR FOOT TO THE GAS PEDAL 3 SHORT TIMES TO ENSURE THE BUS DOES NOT MOVE AND THE BRAKE IS HOLDING.
- STATIC BRAKE TEST... WITH THE ENGINE OFF AND THE KEY IN THE ON POSITION PLACE YOUR FOOT ON THE SERVICE BRAKE AND RELEASE THE PARKING BRAKE AND HOLD FOR ONE MINUTE ENSURING THAT YOU DO NOT LOOSE MORE THAN 2PSI.
- SPRING BRAKE TEST... AFTER YOU FINISH THE STATIC BRAKE TEST GO RIGHT INTO THIS TEST. AT THIS TIME PUMP THE SERVICE BRAKE AS YOU DO YOU ARE LOOKING FOR 3 WARNING SIGNS IN THIS ORDER...
  1. THE WIG WAG WILL DROP AT OR AROUND 57-60PSI.
  2. THE RED LIGHT ON THE DASH AND WARNING BUZZER WILL GO OFF IMMEDIATELY AFTER.
  3. CONTINUE TO PUMP THE SERVICE BRAKE AND THE EMERGENCY (PARKING) BRAKE WILL POP OUT.
- RE-BUILD TEST... AT THIS TIME YOU NEED TO RE-START THE BUS AND ALLOW THE AIR PRESSURE TO BUILD UP. THIS SHOULD TAKE 3-5 MINUTES. WHEN THE

PRESSURE IS FULL AGAIN THE RELEASE VALVE WILL FORCE AIR OUT. (SPITTER VALVE)

WHILE YOU ARE WAITING FOR THE AIR TO REBUILD THIS IS A GOOD TIME TO PRE-TRIP THE INSIDE OF YOUR BUS.

- 50 FOOT BRAKE TEST...AS YOU ARE PULLING AWAY TO START YOUR TRIP, GET YOUR SPEED UP TO ABOUT 5MPH AND STEP FIRMLY ON YOUR SERVICE BRAKE PEDAL

### INTERIOR PRE-TRIP

#### EMERGENCY EQUIPMENT

1. FULL FIRST AID KIT
2. FIRE EXTINGUISHER, IN THE GREEN
3. RED BOX: 3 TRIANGLE REFLECTORS
4. SEAT BELT CUTTER

#### BUS INTERIOR

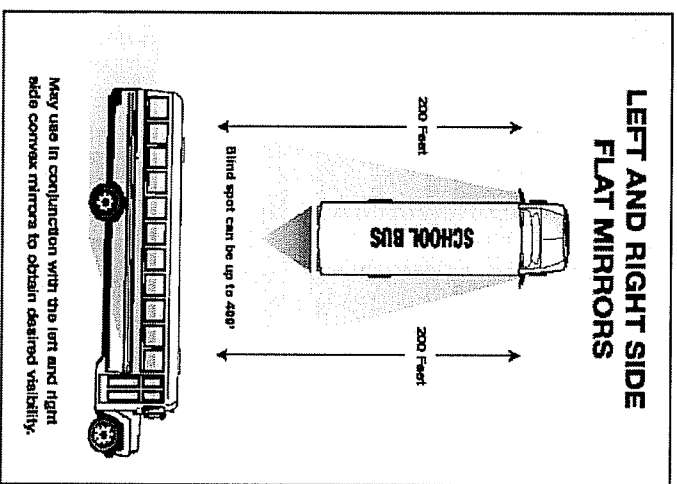
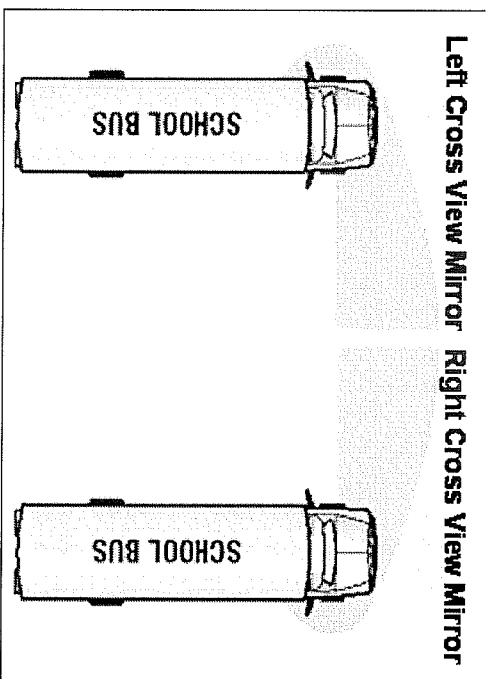
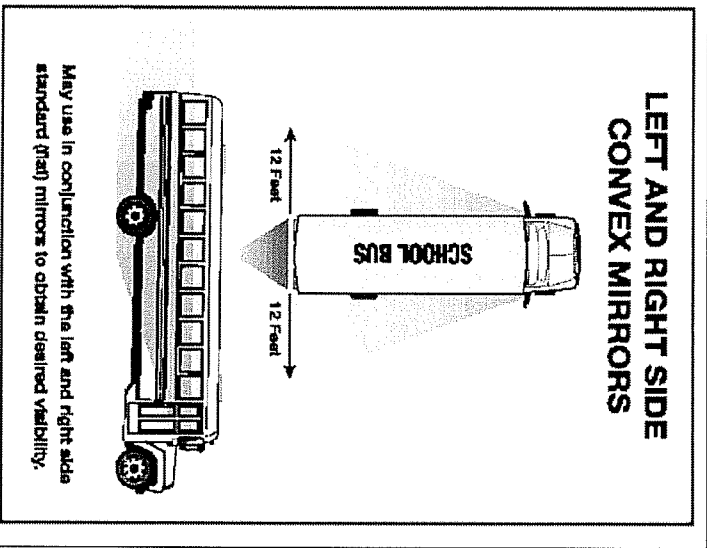
- Go down the isle firmly hitting the tops of the seats and pulling up on the cushions to ensure all seats are safe and secure. Mentioning that there are 3 seatbelts in every seat and they are accessible.
- At the rear of the bus... Start from the top... Emergency light lens is in tact and light works.
- Safety cushion is in tact and secure.
- Open the emergency Door. Buzzer should alarm. Nothing blocking the door from the inside. Making sure that the door opens and closes properly. Close the door and make sure "no child sleeping sign" is removed from window.
- Dome lights are in tact and function properly.
- Open both roof hatches, listen for buzzers to alarm and make sure nothing is blocking them inside or out.
- Open side emergency door, listen for the buzzer to alarm and make sure that nothing is blocking the door on the inside and that the door opens properly.
- Open and close all four window emergency exits, making sure that they work properly and that buzzers alarm, and nothing blocking them. **Re: There is no debate that there are 8 emergency exits to escape....**
- Make sure that all stenciling on the inside of the bus is clearly marked.
- Make sure that the non-slip tread on the floor of the isle is in tact and working properly.
- Check that the handle is secure and the light is working properly and not damaged in the step well.
- Sit back in the driver's seat (**LIFT THE WIG-WAG**) Remember: **SIT AND LIFT**, (remember at this point you should notice if your re-build is complete and you have full air pressure), blow the horn to ensure it works properly, turn the wipers on and off to ensure they work properly.
- Check the control panel turning on and off the heaters, to ensure they work properly.
- Check all gauges on the dash, ensuring they are all reading correctly.

**DRIVE SAFE...**

# Mirror Adjustment

page 9

{Critical for Preventing Incidents}



Handout  
Pre-trip  
Procedures

SAFETY

# Memo

To: All Drivers and Assistants  
Re: Company Policy  
Date: 10/16/08

Drivers and Assistants,

There has been a little confusion in recent days as to how the "Checked for Sleeping Children" sign works. To clear up any confusion this is how the procedure is to be done.

When you complete your pre-trip remove the sleeping children sign from back window because you are preparing to leave the yard to go out on your route and pick up your passengers.

Therefore the sign should NOT be posted in the rear window because you are now prepared to pick up passengers.

When all passengers have reached their destinations the bus must be walked through to make sure there are no sleeping children on board as soon as possible after your last drop off. You will then post the "Checked for Sleeping Children" sign back in the rear window and continue back to the terminal yard.

While your bus is parked in the yard, the Sleeping Child Sign is to be posted in the rear window. This would include spare buses as well.

Periodically we will be doing spot checks in the yard to make sure procedure is being followed correctly. Anyone not following procedure correctly will be given a written warning.

Anyone who leaves a child on the bus or brings a child back to the yard could result in termination of employment.

**This bus has  
been  
checked!**



**For sleeping  
children!**



# “READY BUS”

“READY” is defined as:

- SWEPT CLEAN
- NO DASH CLUTTER
- NO DRIVER’S AREA CLUTTER
- CLEAN INTERIOR of WINDSHIELD
- EMPTY GARBAGE PAIL
- FULL OF FUEL/GAS
- NO MOLD, OR MILDEW ANYWHERE

\* At the beginning of each school year, all drivers will receive an allowance to purchase cleaning supplies for their bus – if you run out it is your responsibility to buy more – and if you borrow someone else’s supplies – you are expected to be courteous and replace them.

## 2 - WAY RADIO USE PROPER USE OF RADIO

TO TRANSMIT: DEPRESS BUTTON ON MICROPHONE AND WAIT 3 SECONDS BEFORE SPEAKING. WHEN YOU ARE DONE SPEAKING RELEASE THE BUTTON AND WAIT FOR A RESPONSE. WHEN TRANSMITTING, USE CODES BELOW AS APPLICABLE.

**ALL RADIOS ARE TO BE TURNED TO CHANNEL #1 WHEN IN THE SULLIVAN COUNTY AND ULSTER COUNTY.**

### RADIO CODES:

THESE CODES ARE TO BE USED INSTEAD OF WORDS FOR THE SITUATION DESCRIBED

- 10-4 UNDERSTAND - OK - WILL COMPLY
- 10-10 ACCIDENT - BODY DAMAGE - BUS IS DRIVEABLE - NO INJURIES
- 10-11 ACCIDENT - BODY DAMAGE - BUS IS NOT DRIVEABLE - NO INJURIES
- 10-12 ACCIDENT - MINOR INJURIES - NEED AMBULANCE
- 10-13 ACCIDENT - MAJOR INJURIES - NEED AMBULANCE
- 10-21 BREAKDOWN - MECHANICAL DIFFICULTY - CANNOT CONTINUE - no passengers aboard
- 10-22 BREAKDOWN - MECHANICAL DIFFICULTY - CANNOT CONTINUE - passengers aboard
- 10-23 MECHANICAL DIFFICULTY - need attention upon arrival at garage.
- 10-25 NO PARENT or GUARDIAN AT STOP TO MEET CHILD.
- 10-26 NEED POLICE UPON SCHOOL ARRIVAL-use when observing potential illegal activity or potential severe issue w/passenger.

\*\*\*\*\*

### REASONS WHY YOU MAY NOT GET AN ANSWER FROM THE BASE OVER THE 2-WAY RADIO:

- \*Office staff is on the phone or dealing with an urgent matter.
- \*Out of range or in dead spot.
- \*Radio is tuned to improper channel.
- \*Radio connections/wires may be loose.

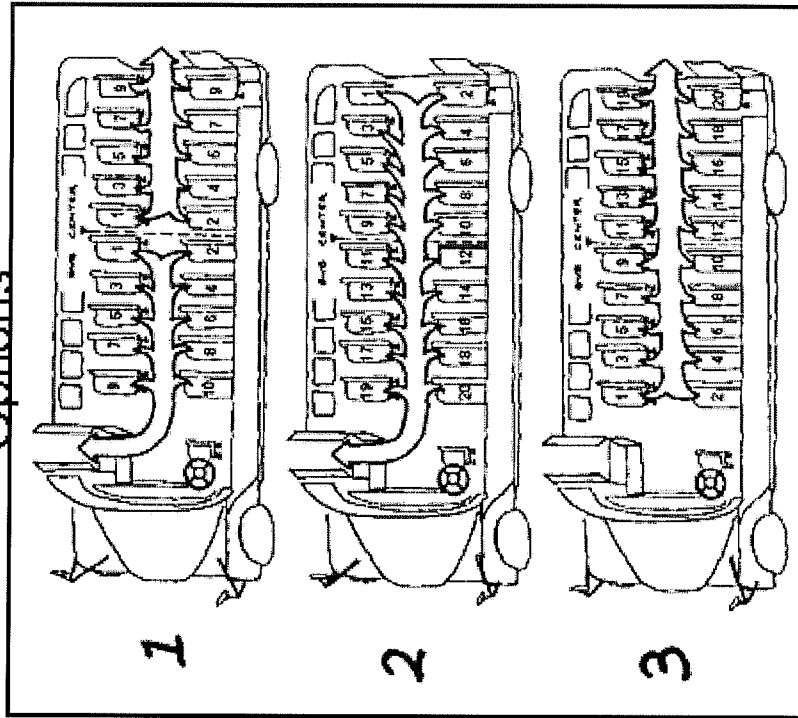
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### COURTESIES:

All of our vehicles in all of our school districts share the same frequency. As a matter of safety and courtesy, please yield radio time to others that are dealing with situations such as an accident, missing student or mechanical difficulties. While we encourage communication with the base over the radio, certain issues take priority.

# Have an Evacuation Plan

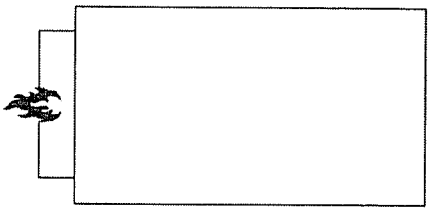
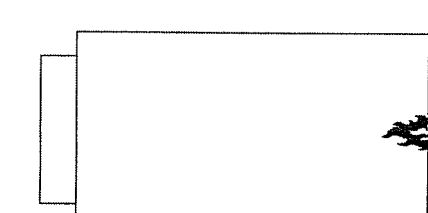
## Front/Rear Evacuation Options



 New York State Basic Course of Instruction for School Bus Drivers  
Overhead # 18

## Evacuation Plan for children with special needs

Route: \_\_\_\_\_ Date: \_\_\_\_\_  
Driver: \_\_\_\_\_ Attendee/Router: \_\_\_\_\_

 <p>Evacuation Plan Description - Engine Fire</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> </ol>	 <p>Evacuation Plan Description - Rear Fire</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> </ol>
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SEE COURSE INT. MATERIAL/Manual Notebook

## Handouts

## NYS Bus Safety Drill Guide and Completion Form

(New York State Education Department Regulations 156.3 f-g)

### FALL DRILL

- *Must be conducted during the first seven days of school in the fall.*
- *Tip: strongly encourage active student participation in the drill - don't just lecture at them!*
- *Instructions to driver/attendant: use this checklist as a guide when conducting a bus safety drill.*
- *In Advance: before the drill, if possible, select 2 reliable and capable student helpers to assist with the practice evacuation.*

- **INTRODUCE THE DRILL.** Introduce yourself to your students. Let them know you take pride in being a professional school bus driver and that you care about their safety. Explain why drills are conducted; stress the importance of following driver directions in an emergency; introduce your student helpers.
- **SAFETY AT THE BUS STOP.** Advise students to be at their assigned bus stops at least 5 minutes early, and to wait for the bus in an orderly fashion, safely back from the edge of the road.
- **RIDERSHIP RULES.** Read aloud and briefly discuss your school's or company's bus rules (stress the NO rules). Explain the disciplinary consequences for students who refuse to follow the bus rules.
- **SEAT BELTS:** Explain your school district's policy regarding the use of seat belts; explain how seat belts should be worn (low on the hips, and snug); show students how to buckle, unbuckle, and adjust belts; stress the importance of not playing with or misusing seat belts.
- **EMERGENCY EQUIPMENT AND EXITS.** Have students point out the location of all emergency equipment - extinguisher, first aid kit, reflectors, etc. - and point out and open all exits. Don't forget the passenger door. Explain the danger of playing with emergency exits.
- **DISABLED DRIVER.** Demonstrate how to stop, secure, and shut off the bus; explain why students should know the bus number and route; demonstrate how to use the bus radio.
- **PRACTICE EVACUATION - REAR DOOR.** To prevent injuries, insist on an orderly, "seat-by-seat" practice evacuation. Student helpers should serve as outside "spotters" during the evacuation practice, outside the rear door. Helpers should get off first. Require all students to "sit and slide" from the emergency door - never let students jump out the door or engage in horseplay during the practice. Students should leave backpacks and all other personal items on the bus. Point out a safe area for students to gather outside the bus; tell students to "buddy up." Younger students should hold hands as they move away from the bus. (Note: Shut off and secure the bus and activate red flashers during the evacuation practice.)
- **SAFE LOADING AND UNLOADING DEMONSTRATION.** After the evacuation practice is over, gather students in front of your bus and demonstrate the Safe Crossing Rule; let students point out Danger Zones; review the NYS Universal Crossing and Danger signals; remind students to never try to retrieve something they've dropped near the bus, and never to run after a missed bus; remind students of the dangers of drawings or other dangling clothing.
- **CONCLUDE THE DRILL.** If your students paid attention and did a good job, remember to thank them! Thank any teachers or school officials who assisted or observed. Distribute the "Letter to Parents" for students to take home.

#### FALL DRILL COMPLETION FORM

DRIVER NAME: \_\_\_\_\_

ATTENDANT NAME (if applicable): \_\_\_\_\_

BUS #: \_\_\_\_\_ DATE/TIME OF DRILL: \_\_\_\_\_

SCHOOL OBSERVER INITIALS (if applicable): \_\_\_\_\_

COMMENTS:

(File this form with the Transportation Office when drill is completed)



## NYS Bus Safety Drill Guide and Completion Form

(New York State Education Department Regulations 156.3 f-g)

### WINTER DRILL

- **Must be conducted between November 1 and December 31**
- **Instructions to driver/attendant:** use this checklist as a guide when conducting a bus safety drill.
- **INTRODUCE THE DRILL.** Remind students about why drills are conducted and the importance of following driver directions in an emergency; remind students who your appointed helpers are.
- **SAFETY AT THE BUS STOP.** Advise students to be at their assigned bus stops at least 5 minutes early, and to wait for the bus in an orderly fashion, safely back from the edge of the road. Stress the danger of another vehicle sliding out of control on slippery roads. Advise children to wear bright colored clothing so they are visible in early morning darkness.
- **RIDERSHIP RULES.** Read aloud and discuss your school's or company's bus rules (focus on any rules that your riders have had trouble following). Remind students of the disciplinary consequences for those who refuse to follow the bus rules.
- **SEAT BELTS:** Explain your school district's policy regarding the use of seat belts; explain how seat belts should be worn (low on the hips, and snug); show students how to buckle, unbuckle, and adjust belts; stress the importance of not playing with or misusing seat belts.
- **EMERGENCY EQUIPMENT AND ENITS.** Have students point out the location of all emergency equipment - extinguisher, first aid kit, reflectors, etc. - and point out and **open** all exits. Don't forget the passenger door. Remind them of the danger of playing with emergency exits.
- **DISABLED DRIVER.** Demonstrate how to stop, secure, and shut off the bus; explain why students should know the bus number and route; demonstrate how to use the bus radio.
- **PRACTICE EVACUATION - FRONT DOOR.** Insist on an orderly "seat-by-seat" practice evacuation. Student helpers should get off first and wait on both sides of the front passenger door to keep students moving and prevent students from falling down the stairs. Students should leave bookbags and all other personal items on the bus. Point out a safe area for students to gather outside the bus; tell students to "huddle up." Younger students should hold hands as they move away from the bus. (Note: Shut off and secure the bus and activate red flashes during the evacuation practice.)
- **SAFE LOADING AND UNLOADING DEMONSTRATION.** After the evacuation practice is over, gather students in front of your bus and demonstrate the Safe Crossing Rule; let students point out Danger Zones; review the NYS Universal Crossing and Danger signals; remind students to never try to retrieve something they've dropped near the bus, and never to run after a missed bus; remind students of the dangers of distractions or other dangling clothing.
- **CONCLUDE THE DRILL.** If your students paid attention and did a good job, remember to thank them! Thank any teachers or school officials who assisted or observed. Distribute the "Letter to Parents" for students to take home.

#### WINTER DRILL COMPLETION FORM

DRIVER NAME: \_\_\_\_\_

ATTENDANT NAME (if applicable): \_\_\_\_\_

BUS #: \_\_\_\_\_ DATE/TIME OF DRILL: \_\_\_\_\_

SCHOOL OBSERVER INITIALS (if applicable): \_\_\_\_\_

COMMENTS:

(File this form with the Transportation Office when drill is completed)

## NYS Bus Safety Drill Guide and Completion Form

(New York State Education Department Regulations 156.3 f-g)

### SPRING DRILL

- Must be conducted between March 1 and April 30
- Instructions to driver/attendant: use this checklist as a guide when conducting a bus safety drill.
- Tip: strongly encourage active student participation in the drill - don't just lecture at them!
- In Advance: before the drill, remind your selected student helpers that they will be assisting you in the practice evacuation as well as in any real evacuation.
- **INTRODUCE THE DRILL.** Remind students about why drills are conducted and the importance of following driver directions in an emergency; remind students who your appointed helpers are.
- **SAFETY AT THE BUS STOP.** Advise students to be at their assigned bus stops at least 5 minutes early, and to wait for the bus in an orderly fashion, safely back from the edge of the road.
- **RIDERSHIP RULES.** Read aloud and discuss your school's or company's bus rules (focus on any rules that your riders have had trouble following). Remind students of the disciplinary consequences for those who refuse to follow the bus rules. Stress that the school year is almost over and students need to keep up their focus on safe ridership until the end of the year.
- **SEAT BELTS:** Explain your school district's policy regarding the use of seat belts; explain how seat belts should be worn (low on the hips, and snug); show students how to buckle, unbuckle, and adjust belts; stress the importance of not playing with or misusing seat belts.
- **EMERGENCY EQUIPMENT AND EXITS.** Have students point out the location of all emergency equipment - extinguisher, first aid kit, reflectors, etc. - and point out and open all exits. Don't forget the passenger door. Remind them of the danger of playing with emergency exits.
- **DISABLED DRIVER.** Demonstrate how to stop, secure, and shut off the bus; explain why students should know the bus number and route; demonstrate how to use the bus radio.
- **PRACTICE EVACUATION - SPLIT EVACUATION.** Divide your students in half front to rear. Those in the front half of the bus go out the front door, and those in the back half go out the rear door - make sure students know where they are to evacuate before the evacuation starts. Insist on an orderly, seat-by-seat, practice evacuation. Student helpers should go out the rear door before other students, and should "top off" for other students exiting the rear door. Remind students to leave bookbags and all other personal items on the bus. Point out a safe area for students to gather outside the bus; tell students to "buddy up." Younger students should hold hands as they move away from the bus. (Note: Shut off and secure the bus and activate red flashers during the evacuation practice.)
- **SAFE LOADING AND UNLOADING DEMONSTRATION.** After the evacuation practice is over, gather students in front of your bus and demonstrate the Safe Crossing Rule; let students point out Danger Zones; review the NYS Universal Crossing and Danger signals; remind students to never try to retrieve something they've dropped near the bus, and never to run after a missed bus; remind students of the dangers of drawings or other dangling clothing.
- **CONCLUDE THE DRILL.** Thank your students for their cooperation in the drills this year. Thank any teachers or school officials who assisted or observed. Distribute the "Letter to Parents" for students to take home.

#### SPRING DRILL COMPLETION FORM

DRIVER NAME: \_\_\_\_\_

ATTENDANT NAME (if applicable): \_\_\_\_\_

BUS #: \_\_\_\_\_ DATE/TIME OF DRILL: \_\_\_\_\_

SCHOOL OBSERVER INITIALS (if applicable): \_\_\_\_\_

COMMENTS:

(File this form with the Transportation Office when drill is completed)

## NYS Bus Safety Drill Guide and Completion Form

### ACTIVITY TRIP MINI-DRILL

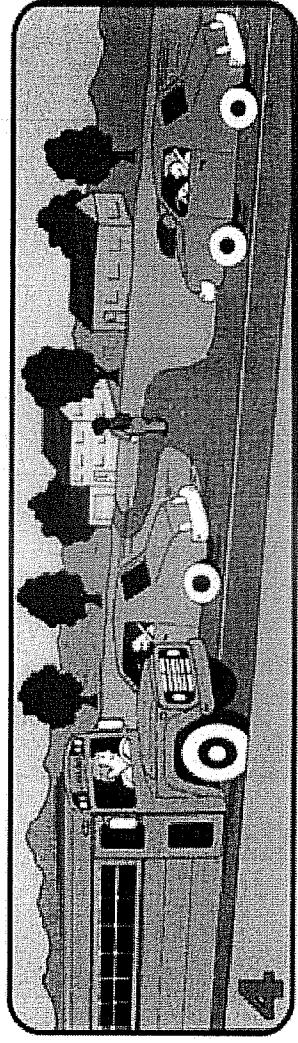
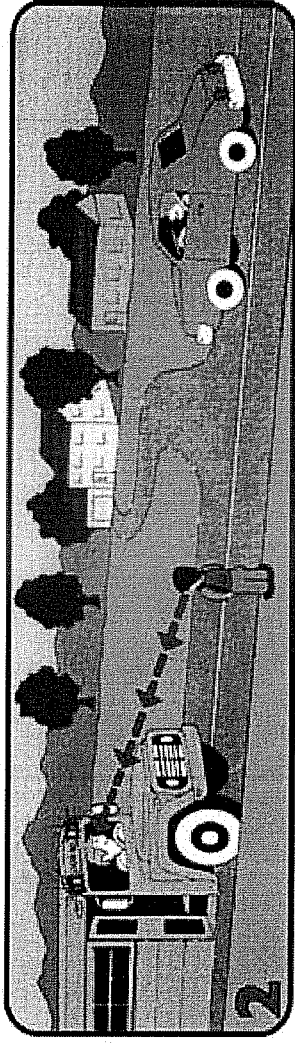
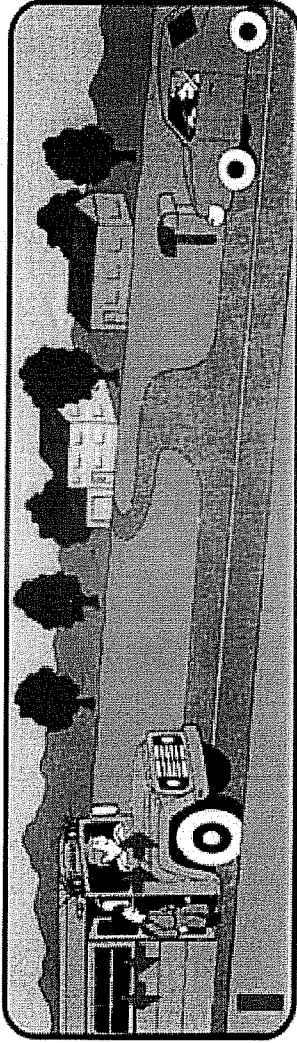
- *Conduct a mini-drill at the start of each field trip, sports trip, charter trip, or other type of school activity trip.*
  - *Instructions: use this checklist as a guide when conducting a mini-drill.*
  - *Tip: some of your passengers may not be seasoned bus riders. Don't assume everyone knows safety procedures and the location of emergency exits and equipment!*
  - *In Advance: before the drill, talk with the coach, teacher, or chaperone on board. Show students you're all working as a team when it comes to student behavior during the trip.*
- INTRODUCE THE DRILL.** Introduce yourself professionally to the students (students who are not regular bus riders might not know you). Explain that before you begin the trip you want to go over a few important safety procedures. Make it clear that the mini-drill will be short - students are often understandably excited to get going on a trip. Explain that the purpose of the mini-drill is to ensure a safe and enjoyable trip, and to be prepared for any emergency that arises.
- RIDERSHIP RULES.** Review your school's or company's bus rules for the trip. Establish reasonable expectations for student behavior on the trip, and explain the "whys." Ask students for their cooperation. Ask the coach, teacher, or chaperone to say a few words about appropriate behavior too.
- SEAT BELTS:** Explain your school district's policy regarding the use of seat belts on activity trips; explain how seat belts should be worn (low on the hips, and snug); show students how to buckle, buckle, and adjust belts; stress the importance of not playing with or missing seat belts. (Note: seat belts might not be present on a charter bus.)
- EMERGENCY EQUIPMENT AND EXITS.** Point out the location of all emergency equipment - fire extinguisher, first aid kit, reflectors, etc. Have students point out and open all emergency exits, including the passenger door. Remind students to not play with emergency exits at any time.
- DISABLED DRIVER.** Demonstrate how to stop, secure, and shut off the bus; demonstrate how to use the bus radio. On long trips out of radio range, discuss other methods of calling for help in emergency, such as cell phones. Describe the route you plan to follow to your destination.
- BREAKS AND LAY-OVERS.** Discuss any plans for breaks during the trip. Explain what you'll be doing during the layover at your destination point. Answer any other concerns about the trip schedule before you leave.
- CONCLUDE THE DRILL.** Thank your students for their time and encourage them to let you know if they have any concerns during the trip.

#### ACTIVITY TRIP DRILL COMPLETION FORM

DRIVER NAME: \_\_\_\_\_  
ATTENDANT NAME (if applicable): \_\_\_\_\_  
BUS #: \_\_\_\_\_ DATE/TIME OF DRILL: \_\_\_\_\_  
SCHOOL OBSERVER INITIALS (if applicable): \_\_\_\_\_  
COMMENTS:

(File this form with the Transportation Office when drill is completed)

# HOW TO CROSS SAFELY



# Gilchrest Road, New York crossing accident

Coordinates: 41.1338°N 73.9452°W﻿ / ﻿

From Wikipedia, the free encyclopedia

## Gilchrest Road crossing accident

The **Gilchrest Road crossing accident** was a level crossing accident that occurred on March 24, 1972 in the town of Clarkstown, New York, between Valley Cottage and Congers, roughly 25 miles north of New York City. Five students from Valley Cottage were killed, and 44 other students were injured.

The Penn Central railway crossing at Gilchrest Road West, just outside of Valley Cottage, contained only crossbucks and lacked additional warning hardware, such as flashing lights or a warning bell. The railway line was also difficult for road vehicles to see due to the curvature of the road and roadside trees.

	<b>Details</b>
<b>Date and time:</b>	March 24, 1972
<b>Location:</b>	Clarkstown, New York
<b>Coordinates:</b>	<span><span><span><span><span>41.1338°N</span> <span>73.9452°W</span></span></span><span><span>﻿</span> / <span>﻿</span></span><span><span></span></span></span></span>
	<b>Statistics</b>
<b>Vehicles:</b>	Freight train and school bus
<b>Deaths:</b>	5
<b>Injuries:</b>	46

## Accident

On the morning of March 24, 1972, 35-year-old Joseph Larkin was driving a school bus, loaded past capacity, downhill on Gilchrest Road. Penn Central freight train number 2653, travelling at 25 miles per hour with 73 loaded freight cars, was heading towards the Gilchrest Road crossing, and began blowing its horn. Larkin did not decrease the speed of the bus as he approached the grade crossing. The train motorman saw the bus cross the tracks and immediately applied the emergency brakes. However, the train's momentum carried it through the crossing, where it collided with the bus. The freight train ripped through the school bus, severing it into two sections, with the front half coming to rest 1,000 feet (300 m) down the tracks.

Three students were killed instantly. 45 more students and Larkin were rushed to a nearby hospital, where two more students died from injuries they sustained. Some of the children that survived required artificial limbs.

## Trial

Larkin was brought to trial and charged with criminally negligent homicide in the death of the five students. Larkin claimed he had come to a complete stop and looked both ways before the collision; sixteen witnesses claimed he did not. Larkin was given probation; the judge told him "You will be punished for the rest of your life and you deserve to be".

At the time of the accident, Larkin was a part-time bus driver who had been driving the route less than a week. Larkin also worked as a fireman. The surviving children admitted to the fact they did not like Larkin, claiming he frequently drove aggressively and tried to beat other cars to an intersection.

The current railway crossing at Gilchrest Road West is now protected with crossbucks, flashing lights, a warning bell and safety gates. Frequent freight trains are operated there by CSX Transportation.

## References

- Wallechinsky, David and Irving Wallace (eds.) (1975). *The People's Almanac*. Garden City, New York: Doubleday & Company. pp. 566–567. ISBN 0-385-04186-1.

Retrieved from "http://en.wikipedia.org/wiki/Gilchrest\_Road,\_New\_York\_crossing\_accident"

Categories: Level crossing accidents in the United States | Bus accidents in the United States | Railway accidents in 1972 | 1972 road accidents | 1972 in the United States | Disasters in New York | Rockland County, New York | Rail transport in New York | United States rail stubs

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*Penn Central Freight Train/School bus Collision**March 24, 1972.*

About the New York train-school bus collision in 1972, history of the disaster and the cause.

**TRAIN-SCHOOL BUS COLLISION**

Loaded beyond capacity, school bus number 596 detoured downhill on Gilchrest Road, in Congers, N.Y. At the bottom it would cross the Penn Central tracks. A few minutes out of Congers, train number 2653 with 73 loaded freight cars was also heading for Gilchrest Road. Fifteen hundred feet before the crossing, the required warning blasts sounded from the diesel's air horns. The school bus maintained its speed. There was a 2nd warning blast from the train, then engineer Carpenter applied the air brakes, locking the train's wheels, but the 4,000-ton freight didn't respond. Seconds later there was a sickening crash.

When: At 7:55 A.M. on March 24, 1972.

Where: Congers, N.Y.

The Loss: Three students were killed out-right and of the 46 hospital-treated victims, 2 more died. The bus had cost \$8,000.

The Cause: Gilchrest Road crossing, like 2,400 others in New York State, had no gate, watchman, bell system, or flashing lights. Trees bordered Gilchrest Road right up to the crossing and though the part-time bus driver, 35-year-old Joseph Larkin, had driven this alternate route for a week, there had been no trains.

Despite the tremendous responsibility, school bus drivers are underpaid. No particular training is required, other than to pass a driving test. Because of low salary, the turnover in bus drivers is high. It invites those who are out of work temporarily, moonlighters, housewives who need part-time employment, and retirees. All of these people are probably good neighbors and excellent drivers, but they are not necessarily suited for a job that, at best, is a frustrating, nerve-racking experience.

The morning of the disaster was a normal spring day. The weather was clear and the bus had been checked for possible mechanical malfunctions. Train number 2653 was traveling at 25 mph and had sounded all required warnings. The collision shouldn't have happened, but it did.

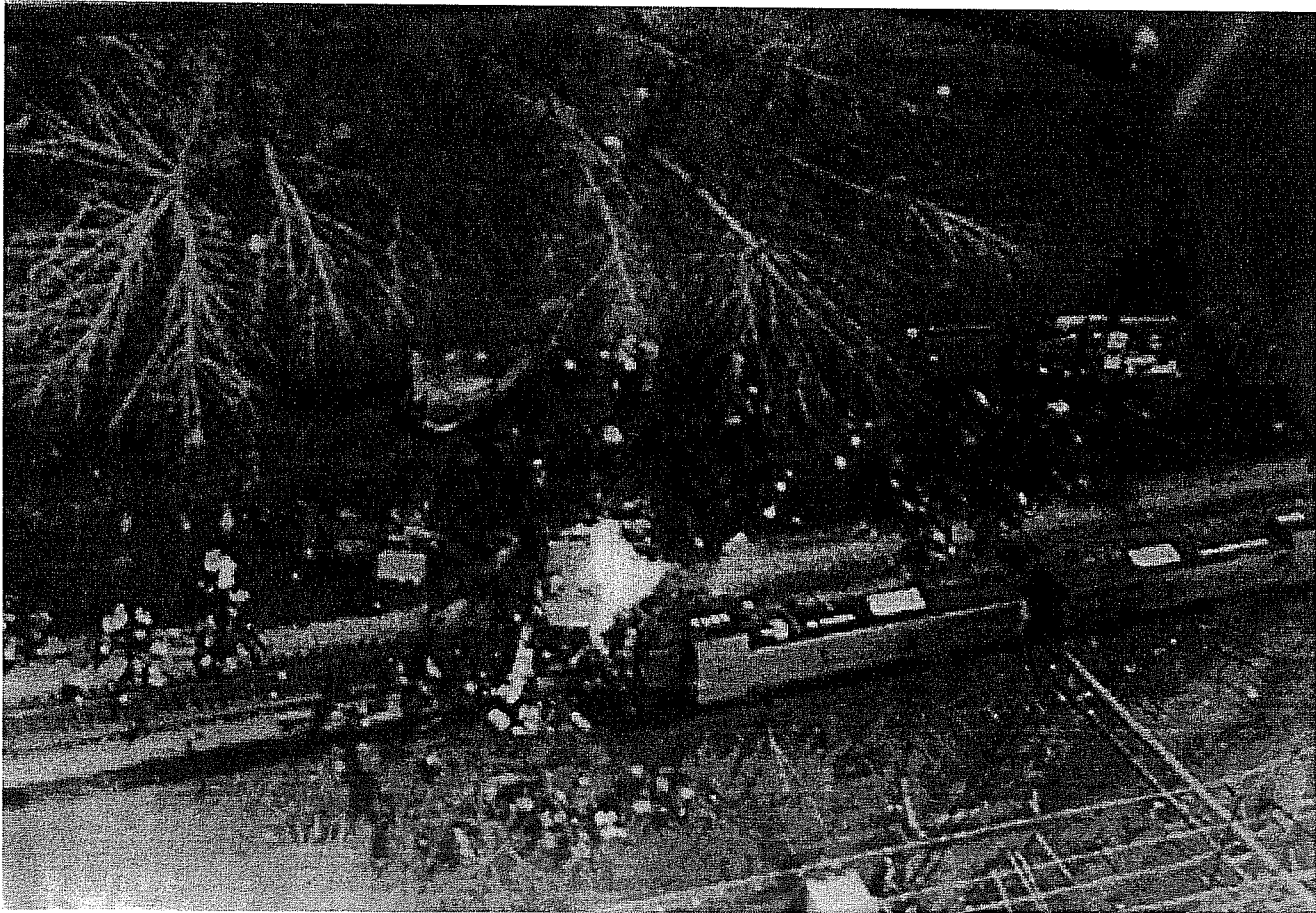
The Disaster: The Penn Central tracks curve before the straightaway approach to the Gilchrest Road crossing. Two long warning blasts, followed by one short and then another long blast, were sounded routinely. Headed downhill on Gilchrest Road, the yellow school bus could be plainly seen from the cab window of the diesel engine. There was plenty of open space before the crossing and so 2653 thundered onward. On the side of the tracks opposite the approaching school bus, William Muccio had stopped his garbage truck to await the train's passing. He could see that the bus was not slowing down. Transfixed, he watched the distance narrow between the train and the bus. In desperation he sounded his horn. It blended with another long blast from the diesel.

From the engine cab, the engineer, brakeman, and fireman watched the yellow bus hold its speed on a collision course. The engineer hit the air brakes praying they would stop his 4,000-ton juggernaut. Inside the bus, window-seat passengers pressed their fear-ridden faces against the glass, too frightened even to cry out.

The front diesel rammed the school bus just behind its center, tearing it in 2, tossing the back half upside down off the tracks. Seats, bodies, books, and papers flew in every direction. The front half wrapped itself around the front of the engine to be pushed 1,000' down the tracks. From the kitchen window of their home, a few hundred feet from the crossing, John, Joan, and Eileen Fitzgerald saw it happen. The only words spoken were John's. He kept repeating: "My God, the bus didn't stop! The bus didn't stop."













## **Rolling V Expectations For Student Behavior**

### Safety

- Be on time. Wait at bus stop/end of driveway before bus arrives.
- Wait calmly at the bus stop. Horseplay, noise making can prevent you from hearing traffic.
- Follow driver's instructions when boarding the bus.
- Cross the road carefully.
- Use caution walking and boarding the bus in slippery conditions.
- Use the bus handrails when boarding.

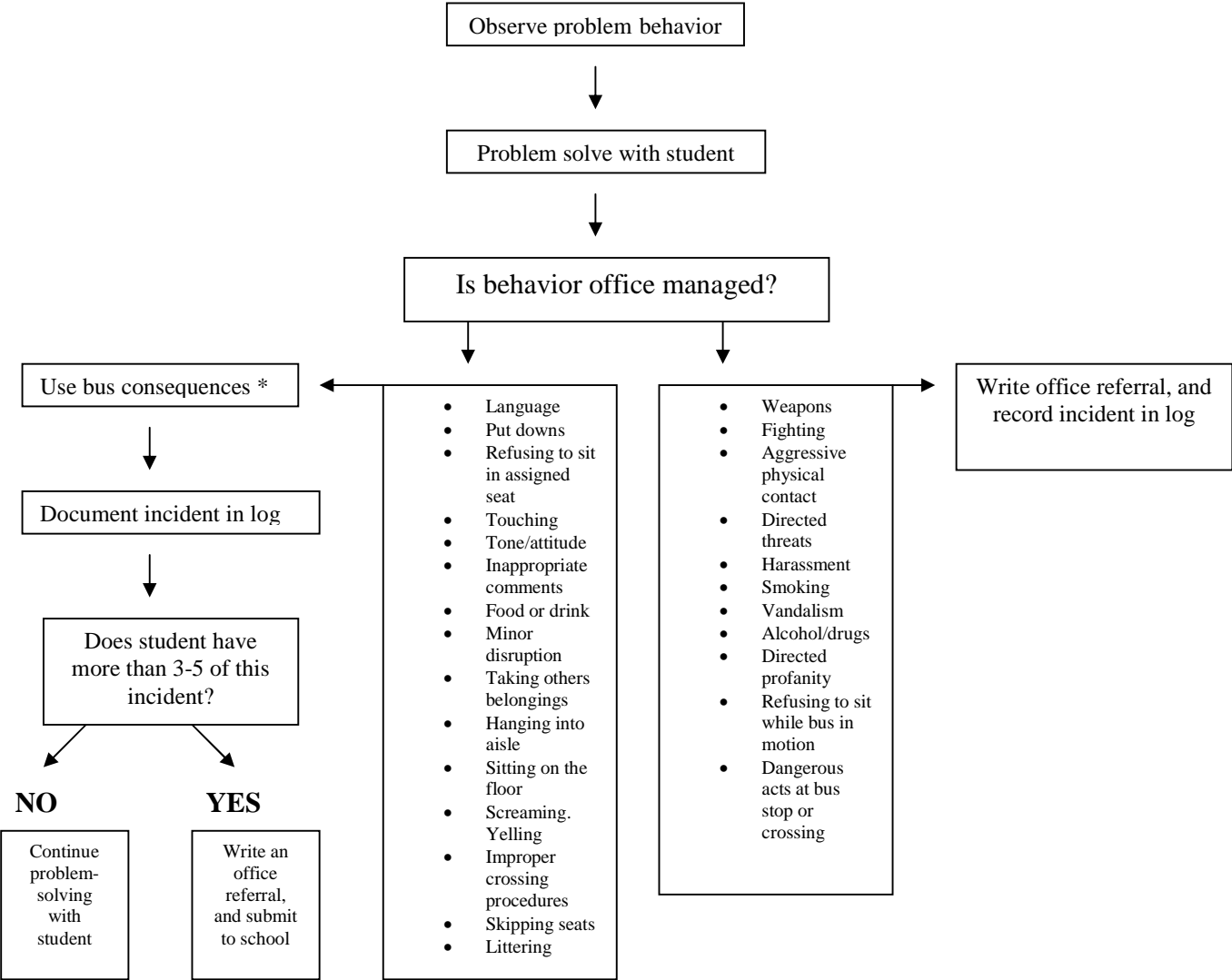
### Respect

- Use only appropriate language
- Be polite and safety conscious
- Clean up after yourself
- Keep the bus in good condition; avoid causing damage
- Keep your hands, feet, and possessions to yourself
- Respect the property of others

### Responsibility

- Cooperate with the driver, follow directions
- Board the bus promptly and go to your assigned seat
- Be aware of your stop and leave the bus promptly upon reaching your stop
- Bring all of your belongings off the bus
- Speak in a low voice
- Keep your body and objects inside of the bus
- Pass objects to others, if you have to. Do not throw things on the bus
- Use the emergency door only in an emergency
- Finish eating and drinking before boarding the bus
- Keep illegal, offensive, and/or dangerous objects off of the bus (including, but not limited to, weapons, pornography, glass, lighters, tobacco products, drugs, alcohol, etc.)
- Keep the center aisle clear of objects, and your body
- Report problems to the driver
- Get help by raising your hand

### Student Behavior Management Process



**\* Possible bus consequences:**

- change/rearrange seat
- talk with student alone
- phone call to parent (by driver or bus office)
- talk with principal/school staff member