

Custodial Care Procedures

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.

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 4/32ND 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 4/32ND 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 2/32ND 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

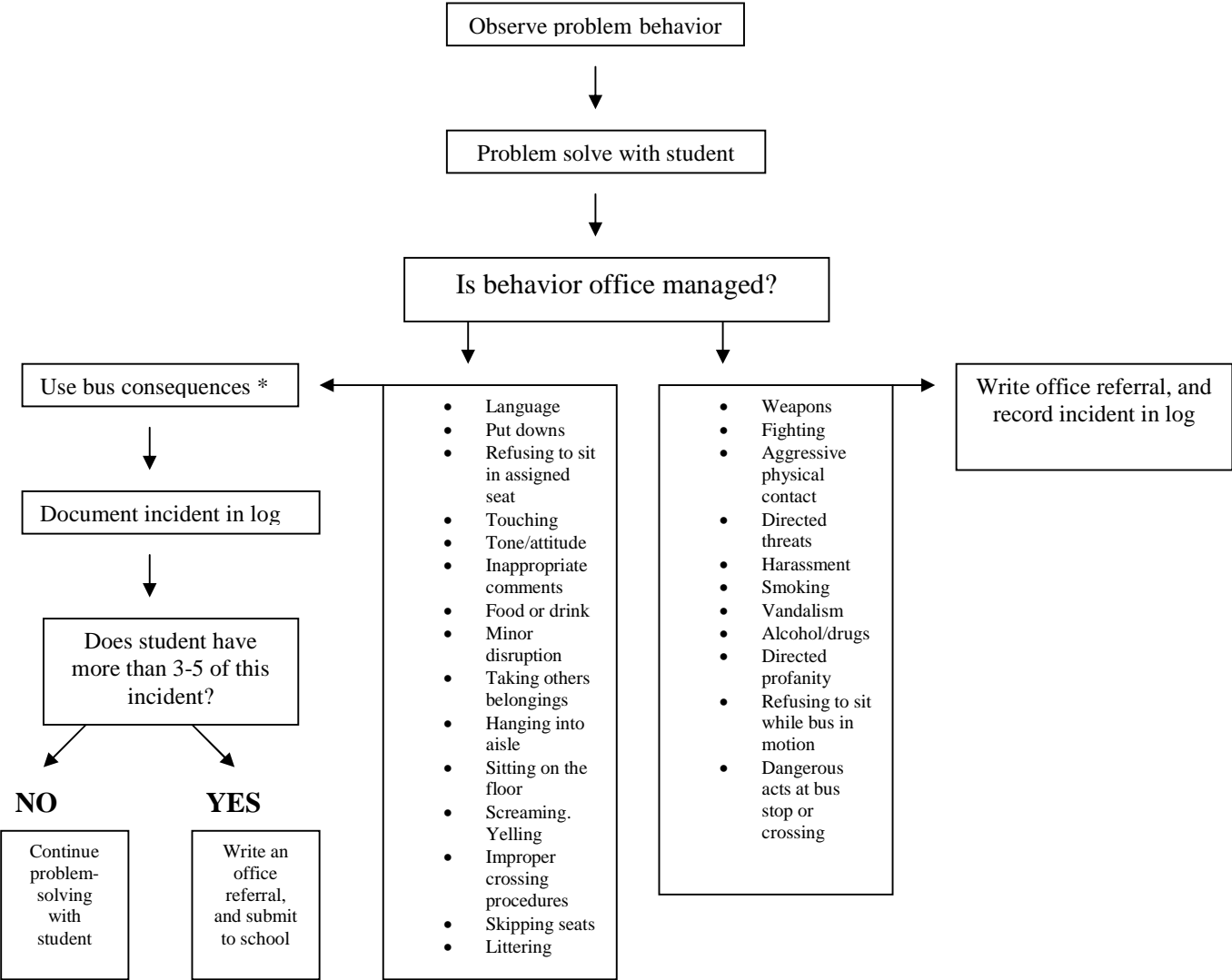
1. FULL FIRST AID KIT
2. FIRE EXTINGUISHER, IN THE GREEN
3. RED BOX: 3 TRIANGLE REFLECTORS
4. SEAT BELT CUTTER

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...

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

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

WEEKLY TRAINING PROGRESS

Trainer Name: _____
 Week ending: _____
 Trainee: _____
 Road Test Date: _____

Phase	Day one		Day two		Day three		Day Four		Day Five		Total time
	start	finish	start	finish	start	finish	start	finish	start	finish	
Orientation											
Brakes											
Interior Pre-trip											
Exterior Pre-trip											
Driving Skills and Hazards											
Backing											
RR X-ing/School bus											
Communication											
Simulated Road Test											weeks time
After they pass the test	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
VDRA time (PUT A CHECK MARK FOR ROUTES THEY RIDE)											

* to be handed in weekly, for payroll and trainee progress tracking. One form per trainee, per week

Notes

Script and CHECKLIST for VETERAN DRIVERS

Checklist of items to review

- Review script – what they should expect

Congratulations on becoming a CDL driver. I am here to help you become a SCHOOL BUS DRIVER. Job 1 is to protect the children and protect the interest of the company and the organization we transport for. We accomplish this by knowing all the rules, following these rules and teaching our passengers to follow the rules as well. The toughest part is teaching our passengers to follow our rules. We accomplish this through building a mutual respect with the children AND the parents, and it starts simply with a hello and a good-bye and it grows through clear communication of the rules and goals, followed up by a fair approach to dealing with issues that come up.

We take great pride in providing excellent back up and support to our drivers that encounter issues and difficulties while doing your job – but we need to have confidence that you are committed to following all the procedures in place to deal with these issues as they come up.

If you have any procedure questions, don't hesitate to ask me or our terminal manager

- Review complete pre / post trip procedures *
- Review sleeping child procedures (at last stop)*
- Review no kids under 2nd grade get left alone *
- Never to leave bus unattended without pumping down brakes and remove key
- Line up procedure at program*
- Your student management techniques that work best*
- If they have any questions you are not sure about direct them to the correct person in the office
- Express a team work attitude when working with other drivers and monitors

**please give handouts for these items*

I, _____ have gone over the above items with my Veteran Trainer and understand the procedures expected of me.

Signature

Date

EMPLOYEE EVALUATION

Employee Name:	Evaluation for the period:
Staff Person:	Evaluation for training area: (circle one) Interview/CDL class/BTW training/VD ride along
GOALS AND OBJECTIVES DURING THIS EVALUATION PERIOD	
<input type="checkbox"/> On time for all appointments <input type="checkbox"/> Respectful <input type="checkbox"/> Neat/Clean Hygiene/Attire	
ACHIEVEMENTS, ACCOMPLISHMENTS, AND RESPONSIBILITIES	
<input type="checkbox"/> Turned in all paperwork <input type="checkbox"/> Completed all tasks required	
PERSONALITY	
<input type="checkbox"/> Good eye contact <input type="checkbox"/> Asks questions <input type="checkbox"/> Takes constructive criticism without arguments <input type="checkbox"/> Pays attention to details	
VEHICLE HANDLING	
<input type="checkbox"/> Has progressed well in BTW training <input type="checkbox"/> Unsafe maneuvers have decreased as training has progressed <input type="checkbox"/> Makes good decisions behind the wheel	
CONCERNS	
STAFF PERSON SIGNATURE	
Name:	
Date:	

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!**