A. **INTRODUCTION**

Your position as a PUHSD school bus driver/attendant for special needs students requires great responsibility. The educational needs of these students are dependent on your smooth and efficient transportation, common sense and adherence to safety practices.

The purpose of this manual is to state the operations policies and procedures that apply directly to school bus operators and attendants. These guidelines are to help you follow the rules and regulations prescribed by the Arizona Department of Motor Vehicles, Arizona Department of Public Safety and the governing board of the Phoenix Union High School District.

Violation of these policies and procedures is subject to disciplinary action up to and including termination of employment.

This manual is not a substitute for common sense, when in doubt call the dispatcher for interpretation and guidance.

This Procedural Manual was updated May 2012.

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GENERAL RESPONSIBILITIES OF DRIVERS AND ATTENDANTS

1. Provide safe and efficient transportation for the students & staff of the Phoenix Union High School District.
2. Develop and maintain good relations with students, parents, the public and fellow employees.
3. Maintain a professional appearance and attitude.
4. Comply with “Minimum Standards for School Buses and School Bus Drivers” as outlined by the Arizona Department of Administration.
5. Attend Monthly Safety Meetings – Employees will be compensated for meetings outside of Contract Hours. Monthly safety meetings are required for all Transportation employees.

1.0 CERTIFICATION

Drivers are required to maintain their certification by: attending six and a half hours of classroom refresher training, passing a Physical Performance Test and obtaining a DOT Medical Exam once every two years, or as prescribed. Drivers must pass a nine panel drug test annually. The District shall pay for driver physicals and required drug testing. The driver shall obtain a copy of the examination for inclusion in their driver training record and completion of the physical shall be entered on the chronological record. It is the driver’s responsibility to inform the dispatcher of any changes to their license and certification.

The refresher training course as provided by the District should be conducted during the summer. A certificate of completion shall be provided to the driver and a copy included in the driver training record. Completion of refresher training shall be logged, including test score, on the chronological record.

2.0 CODE OF ETHICS FOR DRIVERS AND ATTENDANTS

1. Personnel shall not use profane or abusive language at any time.
2. Personnel shall not fraternize with any student. Personnel shall not fondle, hug, kiss, or caress any student. A simple handshake is the only acceptable contact, except where contact is necessary in assisting students on or off the bus.
3. Except for prudent restraint when necessary, physical force must not be used.
4. Personnel will be responsible for reporting all incidents involving threats, coercion, intimidation, injuries to students, or other behavior that threatens the safety of other students, personnel, or operation of the vehicle.
5. Personnel will be courteous to all faculty, staff, contractors, parents and students at all times.
6. Personnel will maintain a sense of professionalism and cooperation in interacting with fellow employees.
7. Personnel will not conduct personal business during “on duty” Contracted Time nor will the use of any District vehicle/equipment be used in conducting personal business, unless authorized by a Transportation Supervisor.
8. Personnel will not falsify or alter any District forms or reports, including Route and Trip/Time Sheets. If personnel are found to falsify/alter District forms or reports, they will be subject to District discipline and may be subject to Criminal/Civil Prosecution.
3.0 **APPEARANCE**

ACCEPTABLE: Trousers and walking shorts no more than 6” above the knee, with short or long sleeved shirts/blouses with collars, or dresses. Spandex with shirt or skirt over it is acceptable. Closed toe and heel footwear is required for safety reasons. Hair must be clean. Personal hygiene must be kept to a high standard.

NOT ACCEPTABLE: Spaghetti-type straps, low cut necklines, tube tops, bare midriffs, oversized arm holes, sleeveless shirts for men, transparent or see through blouses, cutoffs, short shorts, halter tops, excessively soiled clothing and shirts or tattoos that display profane/vulgar/obscene language/drawings or gang/drugs/alcohol signs or drawings or advertisements. Thongs, sandals, high heels, open back, or open toe shoes are not permitted due to safety requirements.

Failure to follow these appearance guidelines may result in disciplinary action.

4.0 **ADDRESS AND PHONE NUMBERS**

Any address or phone number change must be submitted to the District and immediate supervisor, of the employee, within (3) working days of the changes.

This information will not be released to any person or agency, other than those required by law.

5.0 **ABSENCES FROM WORK**

Unscheduled absenteeism creates stress for the department and your co-workers. When you are absent someone else must assume your responsibilities.

Notify the Dispatcher of anticipated absence(s) or tardiness, no later than one half hour before the scheduled starting time or sooner, if possible.

All employees shall strive to be punctual in accordance with the Classified Employee’s Handbook. (Section 10)

An “un-excused absence” is any absence where a driver/attendant does not produce a doctor’s note/co-pay receipt that MUST have doctor office letterhead/information printed on the document. A plain debit/credit card receipt or an appointment business card is not acceptable. Un-excused absences will be used to determine summer work.

All absences will be conducted in accordance with the Classified Employees Handbook. (Section 16 & 18)

6.0 **HOURS OF WORK**

All employees are expected to be available for work when scheduled, and at least 15 minutes prior to scheduled departure for their route.

Scheduling will be established by the Dispatchers or Transportation Supervisor.

Drivers will be required to work split shifts, as necessary to cover scheduled routes.

Employees shall not leave their work area during Contracted working hours without the approval of the Dispatcher(s) or the Transportation Supervisor.

Bus Drivers shall not drive a school bus for more than (10) hours in any 24-hour period.

Drivers/Attendants will clock in/clock out at their assigned shift times prior/after each morning and afternoon “Contracted” Route Times, as well as reflect their time on their Trip/Time Sheet. Culinary and Mid-day drivers/attendants must also clock in and clock out. Mid-day drivers will be compensated daily for (2) hours, as pre-set guaranteed time. Special Route drivers will be compensated daily for (1) hour, as pre-set guaranteed time. Employees **may not leave** District property, for personal business **while on the clock,** without permission of the Dispatcher or Transportation Supervisor.
7.0 **SENIORITY**

The principle of seniority will be recognized, where practical, for all work in the Transportation department.

8.0 **SPECIAL JOBS**

Special job functions such as maintenance assistance, etc., will be established on the basis of District needs and will be posted in the bus driver’s lounge. These jobs, as may be established from time to time, will be awarded on the basis of an interview and ability to perform the work.

9.0 **ROUTES**

Routes will be established yearly, before school starts.

Routes may change, collapse or be combined to meet the needs of the District.

Drivers will be assigned regular bus routes through the bidding process by posting routes and selecting them on the basis of seniority. Buses are assigned as needed to the route and are not subject to bidding by seniority.

Drivers shall work with the Transportation Supervisor to resolve problems/issues regarding their routes, but shall not make changes to their routes without Dispatcher/Router approval.

Drivers and attendants may be assigned new/different routes to meet the needs of the District. If this is done for reasons other than poor performance or misconduct, every effort will be made to maintain the number of hours the employee works.

One bus attendant shall be assigned to each SPED, Mid-Day SPED and Special Route.

Parents will be informed of the schedule established for student pick-up and drop-off by the bus driver/attendant during the dry running of routes prior to the start of school. Bus Driver/Attendants should introduce themselves to the parents at this time.

10.1 **MID-DAY ROUTES**

Mid-Day routes are not part of the District Contract Time. These routes will be filled via bidding, by seniority at the start of the school year. A driver/attendant may be replaced by the Dispatcher, without re-implementing the bidding process in case of a vacancy, poor attendance, unreliability (more than 4 unexcused absences in one semester period including tardiness and no show) or misconduct.

10.2 **SUMMER ROUTES**

Summer routes will be filled via bidding, by attendance and seniority.

10.0 **FIELD TRIPS**

Definition: A “field trip” is an extra-curricular trip, which is not a part of the regular route assignments. **It is the driver’s responsibility to check the bulletin/trip board.**

1. Field trips will be posted on the bulletin board as they are requested by the schools and numbered according to the order in which they were received.

2. Qualified drivers will be eligible for field trips on the basis of seniority on a rotating basis. Rejection of a field trip will be documented and given to the next senior volunteer.

3. Drivers/attendants with a 40 hour scheduled work week will qualify for field trips.
4. If more than one driver is required for any given trip, the senior driver will have a choice of the assigned buses, and will be responsible for the trip along with all related paperwork.

5. Long Distance Trip: Drivers will sign up for this trip like all other field trips. If overnight stay is required, the drivers who sign for the trip will remain to complete the round trip.

6. If you are absent the day before a trip, you are not eligible to go on a trip the day following your absence. If you are taking the afternoon off, but are present in the morning, you may take a trip immediately after your AM route.

7. A driver may give up their route to do a field trip as long as there is a substitute driver to cover their route.

8. If a driver/attendant awarded a field trip fails to show up for the field trip or extended time, that driver/attendant’s name will be removed from the field trip and extended time list for (30) school days.

9. Drivers shall not exchange or reassigned their field trip. Such changes may be made as necessary by the dispatcher or Transportation Supervisor.

10. In the event no driver volunteers for a field trip, such trip shall be assigned in accordance with Classified Employee’s Handbook. (Section 23)

11. All field trips will be assigned by 4:30 pm, the working day before the trip when possible.

12. If a field trip is cancelled before 8:30 a.m., the trip/trips will be reassigned, according to how the signatures fell on the original sign-up sheet.

13. Field trips are never split unless it is an unusual day, because of early dismissals or several trips, making it impossible for one driver to do the round-trip field trip.

14. If one or more drivers are requested for a field trip, but one or more drivers are not needed once they arrive at pick-up point, then the last driver/drivers on rotation list will return. The starting senior driver on the original list will remain or have the option to leave.

15. If a driver/attendant is scheduled for a field trip/extended time and use of another driver out of rotation should be required, rotation will return to the scheduled driver/attendant, unless they were the cause.

16. If under abnormal circumstances, a field trip is assigned to an extended time volunteer driver, and the field trip is cancelled, you may not decide to do your extended time. Once your extended time has been given up you cannot change your mind.

17. Field trip drivers may not leave their field trip destination site, without the permission of the trip sponsor and then only for lunch/dinner, no more than 1 hour. Notify dispatcher if during normal work hours.

18. Drivers who are on field trips will signal and obtain the attention of their passengers when all are aboard. The driver should courteously introduce him/herself and briefly explain the location of the emergency exit doors (using a pointing gesture), the location and use of the fire extinguisher(s), and first aid & blood borne pathogen kits. The driver should then thank the passengers for their attention and proceed with the field trip.

11.0 EXTENDED TIME

Definition: Time that excludes field trips but exceeds the standard “6-hour Contract Time”.

Extended time is all done by seniority and will be rotated until all employees have a chance at extended time. Extended time will not exceed 8 hours per day for any employee unless authorized by the Dispatcher or Transportation Supervisor. If for any reason the driver/attendant is excused from assigned extended time, the extended time will be posted if practical.
12.0 DUTIES OF BUS ATTENDANTS

These are the main job duties of your job assignment.

1. Assist Special needs students when they are being transported.
2. Assist students getting on and off the bus.
3. Provide first-aid assistance as needed.
4. Maintain discipline on the bus.
5. Assist bus driver as needed.
6. Provide help with seizure situations.
7. Assist cleaning buses.

Additional duties are as follows:

1. Ensure all students wear seatbelts while on the bus.
2. While the driver pre-trips the bus, the attendant will check the inside of bus for trash & cleanliness, check seat belts and tie-downs for proper stowage and check supplies, i.e. tissues, gloves & wipes.
3. Contact each parent in person in order to be sure someone will be home on the day of early dismissal, as a shared responsibility with the driver.
4. Record each student that rides daily on your Daily MIPS Report. Make monthly reports for submission to the dispatcher by the 3rd of every month, as a shared responsibility with the driver. Driver signs the monthly MIPS Report.
5. Report all incidents involving threats, coercion, intimidation, injuries to students, or other behavior that threatens the safety of students, personnel, or the operation of the vehicle.

Reporting to the School: It is your responsibility to assist the driver in making an incident report to the school and parents, which may be significant in the treatment of the student.

Attendants should be fully trained & familiar on the subjects listed:

| First Aid/CPR | Daily Routes |
| CPI | Operation of two-way radio |
| Bus Evacuations | Assist with the pre-trip |
| Wheel chair straps and belts | Wheel chair lifts – Auto/Manual |

Attendants are required to pass the Minimum Standards Physical Performance Test.

14.0 DUTIES OF BUS DRIVERS

These are the main job duties for your job assignment.

1. Drive a bus on a regular route transporting special needs students to and from school.
2. Drive a bus on field trips.
3. Maintain fuel & oil at proper levels.
4. Provide first-aid assistance as needed.
5. Maintain discipline on bus.

6. Clean interior of bus daily, may include the use of body fluid clean up kit. Clean exterior of bus.

7. Conduct safety check of bus before and after daily route. To include a pre-trip operations check, walk around operations check, post trip check & fill out the DVIR. (daily vehicle inspection report)

8. Prepare and submit reports.

Additional duties are as follows:

1. Ensure parents are contacted with student pickup drop off times before the first day of school and as needed throughout the year.

2. Ensure all students wear seatbelts while on the bus.

3. Contact dispatch in the event you have a no show student, or parent.

4. Report all incidents involving threats, coercion, intimidation, injuries to students, or other behavior that threatens the safety of students, personnel, or the operation of the vehicle.

5. Update dispatcher/router of any changes/ inconsistencies in your route, to include pickup & drop off times, missing students and the order in which students are picked up/dropped off. Ensuring route sheet is correct for sub driver.

6. Conduct school bus evacuation drills twice each year.

7. Ensure the bus has at least ½ tank of fuel.

15.0 VEHICLE MAINTENANCE AND INSPECTION

Regardless of how well a school bus is engineered and constructed, it will not function to its maximum capabilities if it is not properly maintained. Even though you do not do the mechanical repairs, you are the only one who may be aware of malfunctions and it is your responsibility to report such defects before a hazardous situation develops which could endanger the lives of your pupils.

If a major defect affecting the safety of the bus is found, the bus shall not be used to transport children until the defect has been corrected and signed off by a mechanic.

Deficiencies discovered during the use of a school bus shall be reported in writing, to the transportation manager, at the end of the trip.

16.0 SCHOOL BUS OPERATION

1. No school bus shall back up on or adjacent to the school grounds unless an adult is standing at the rear of such bus in a position as to be visible to the driver while directing the maneuver. This provision does not apply in garage and bus storage areas where pupils are not permitted. If no spotter is available use the GOAL method. (get out and look) DSF requires a spotter when backing.

2. The driver of a school bus about to engage in backing shall sound the horn to warn other motorists and pedestrians prior to movement this provision does not apply if the bus is equipped with an operable audible back-up alarm.

3. A school bus shall not be refueled while the engine is running or there is someone on the bus.
4. When it becomes necessary for the driver to leave the driver’s seat he/she shall set the parking brake, place transmission in park or proper gear, turn off the ignition and remove the keys. The only exception to this will be during the pre-trip inspection.

5. The doors of the bus shall be closed prior to moving and shall remain closed whenever the bus is in motion, whether or not pupils are aboard. This provision does not apply within garage and bus storage areas.

6. It is the bus driver’s responsibility to maintain the bus, by keeping at least ½ tank of fuel.

7. The bus driver shall know which students are on the bus.

8. Drivers will not perform any maintenance on assigned vehicles, except as outlined in or on the motor vehicle trip ticket, and in this manual. Drivers will not change or modify the existing bus interiors or exteriors.

9. Head lights and clip(marker) lights must be on while the bus is in operation.

10. Personal items such as pictures and dangling items will not be displayed on the bus.

11. All accidents will be reported to proper authorities (Transportation Supervisor and others required by law).

12. Never deviate from your route without getting prior permission from the Dispatcher, in the event of an emergency, notify the Dispatcher of the need to re-route.

13. Don’t rush, you can’t “rush” and drive cautiously at the same time.

14. School buses shall be checked for remaining students after each trip.

15. Personnel will not damage or disable video equipment mounted in bus. If personnel are found damaging/disabling video equipment they will be subject to discipline up to and including termination.

16. Never park for extended times with the engine running. We are part of the School Bus Idling Reduction Program, to help limit exposure to harmful exhaust fumes. There is always a danger of carbon monoxide fumes entering the bus.

17.0 EMERGENCY PROCEDURES – ACCIDENTS

17.1 EMERGENCY PROCEDURES - ACCIDENTS

A bus driver’s first responsibility is the safety of his/her passengers. The following steps are recommended:

During normal duty hours call dispatch, give your location and the number and extent of any injuries.

Do not move the bus unless it creates a less hazardous situation than may currently exist.

Turn off ignition and remove keys.

Check for fuel leaks that may cause a fire.

Determine if it is necessary to evacuate or if it is safe to leave passengers in the bus. Notify dispatcher of evacuation.

Place emergency triangle reflectors in the correct positions.

Try to protect the scene so evidence will not be destroyed. Take pictures if possible.

If an accident occurs during the hours of darkness, all hazard lights on the bus should be lighted to give motorists notice that they are approaching a hazardous area.
After hours or weekends, notify the appropriate law enforcement agency and the proper school official. (School Official: Transportation Supervisor).
DO NOT RELEASE ANY PUPIL(S) to anyone unless told to do so by a school official (School Official: Transportation Supervisor). List the seat position, name, address, and phone number of all students.

Do not discuss any facts of the accident with anyone except law enforcement or school officials.

Get driver’s license number, name and address of the owner of the other vehicle, from the registration slip. Get names and address of witnesses if possible.

You are required to furnish your name, driver’s license number, registration, insurance, name of supervisor, address and phone number. Do not enter into arguments, and be courteous at all times.

NOTE: Registration and proof of insurance is located in bus.

17.2 EMERGENCY PROCEDURES- BREAK DOWN

During normal business hours contact dispatch.

After hours and weekends use emergency call list.

Place emergency traffic warning triangles.

17.3 EMERGENCY PROCEDURES- UNSAFE STUDENT BEHAVIOR

1. Pull the bus over and stop in a safe location.

2. Call Dispatcher.

3. Defuse situation if possible. If students are fighting, let them know they must stop or you will contact police. If they do not stop have dispatch call 911 for police assistance. If unsafe behavior stops and it is safe to continue the route do so. Write up an incident report.

18.0 KNOW YOUR STUDENTS

Successful transportation of special needs students depends on the driver/attendant team. You need to have a positive attitude and awareness of all children. All medical and/or physical problems permissible to be given to the driver/attendant team will be furnished by the Phoenix Union High School District.

The team’s knowledge of each child should include:

1. Medical and/or physical problems.

2. If the student is on medication and if so it’s effects.

3. The ability to determine if the student is behaving normally.

4. What special steps to take in case of accident or bus breakdown in handling the student’s well-being.

5. Understanding of the individual student’s needs and pre-planning to deal with those needs.
19.0 **LOADING AND UNLOADING STUDENTS**

Loading and unloading students will be done in accordance with Arizona Department of Administration Minimum Standards for School Buses and School Bus Drivers. Additionally the following practices will be used.

1. Load & unload the student on the side of the street on which they live and close to the curb so no bicycle or other vehicle can “squeeze” between the bus and the curb.

2. Handicapped students are not allowed to cross the street.

3. Transfer students are to be escorted by an adult to their respective buses.


5. Assistance to board or dismount the bus shall be provided by the attendant.

20.0 **AUTHORITY OF SCHOOL BUS DRIVERS**

The driver of a school bus is responsible for the orderly conduct and safety of pupils and other passengers being transported in accordance with AZ Minimum Standards and the policy established by the governing board. All adult passengers such as coaches, teachers, monitors, etc., are also under the authority of the school bus driver.

If, at the beginning of the year, the driver will explain what he/she expects of the pupils, and why he/she does not want them to do certain things, the driver will generally have their understanding and cooperation. If pupils know what the driver’s requests are and that he/she has their safety in mind, they are usually willing to comply with the rules. The driver must realize that each student who rides the bus is an individual and that no two will react the same.

If the driver makes it a practice to handle each problem fairly and in accordance with established rules, his/her passengers will soon learn to respect the driver and attendant’s authority.

20.1 **TIPS ON HANDLING STUDENTS:**

1. A student must not be put off along the route for breach of discipline.

2. Do not attempt to handle a serious problem while the bus is in motion.

3. Be sure students know and understand the rules.

4. Never give an order you do not mean to enforce. Do not bluff.

5. Give a student time for reaction.

6. Have a reason for what you ask a student to do, and when possible take time to give the reason.

7. Be fair. Do not show favoritism.

8. Be friendly. Show an interest in what they are doing.

9. Commend good qualities and actions.

10. Try to be constructive, not repressive, in all dealings with students.

11. Remember that a sense of humor is extremely valuable.

12. Do not allow bullying

13. Never strike a student. Use prudent restraint only to prevent injury or damage.
14. Maintain poise at all times. Do not lose your temper.
15. Know what is important. Sometimes it is wiser to overlook some things.
16. Listen for suggestions and complaints from the students.
17. Never hold a student up to public ridicule.
18. Set a good example yourself.
19. Have your students sit in the same seats daily, use a seating chart.

21.0 **AM/FM RADIO**

The radio station that you listen to in the school bus is your choice. However you are NEVER allowed to listen to radio stations with obscene or vulgar programming/DJs, or listen to radio stations that feature religious music, messages, discussions or political programming.

Volume shall not interfere with your ability to hear the 2-way radio or the bus attendant and students.

22.0 **2-WAY RADIO**

1. A radio check must be performed before leaving the DSF.
2. Initiate all radio transmissions with your route number followed by your bus number. Example; Camelback route 3 bus 210 to base.
3. Keep your conversations short and to the point.
4. Radio use is for official business only.
5. Exercise discretion when giving student information over the radio, student information is generally confidential.
6. Do not allow others to use your radio, give them the phone number for the dispatch office.

22.1 **RADIO FUNCTIONALITY**

1. Maintain a sufficient level of volume.
2. Ensure a clear radio frequency before transmitting.
3. Press the microphone key and wait a moment before speaking.
4. Speak clearly and directly into the microphone.
5. Do not use the radio while the bus is in motion, if at all possible.
6. Do not use the radio while fueling.
7. Monitor your radio at all times.
22.2 RADIO EMERGENCY CODE WORDS

Hijacking Code Word: DSF Route 9

If you are in a hostage situation or have an unauthorized entry and you have the opportunity, use DSF Route 9 bus ### the next time you radio dispatch. Use your best judgment, do not attempt anything that you feel would jeopardized yourself or your passengers.

Life Threatening Emergency Code Word: CODE RED

If you are in a life threatening emergency use CODE RED right after your bus number when you radio dispatch. Give dispatch the following information:

- Exact location
- Need for Police, Ambulance, and/or Fire department.
- Details if requested.

23.0 CELL PHONES AND ELECTRONIC DEVICES

1. Drivers will adhere to Minimum Standards. No cell phone use while the bus is in operation.

2. Attendants; use only for official business when students are onboard the bus.

24.0 EVACUATION DRILL PROCEDURES

24.1 FRONT DOOR EVACUATION DRILL FOR SPECIAL NEEDS STUDENTS

1. Stop the bus in pre-selected location on the school ground away from traffic.

2. Shut off engine, place transmission in park, set brake and turn on hazard lights.

3. Remove ignition key.

4. Driver will open service door, standup, face students and get their attention.

5. Give command “This is an emergency evacuation drill, remain seated, and leave personal belongings on the bus”.

6. The driver should explain where the students are to evacuate to.

7. Driver working with the attendant and any students capable of helping will evacuate the ambulatory students first.

8. The driver and attendant will then work together to remove all of the wheelchair students.

9. The driver must make a final check of the bus to ensure everyone is off the bus.

10. After the driver leaves the bus, he/she will join the students and tell them of a job well done and dismisses them for class.

11. As part of the pre evacuation training, the driver should show students where the two way radio is and how to operate it. Show the location of the first aid kit, fire extinguisher and blood borne pathogen kit.

15. The driver and attendant must have a plan to evacuate the bus in different situations, a service door evacuation, an emergency door evacuation, a lift door evacuation and a combination of all doors & or emergency windows.
25.0 CLEANING BUSES

Cleaning the bus is a shared responsibility of the driver and attendant.

1. Bus will be kept clean at all times.
2. Windows shall be kept clean.
3. Floors will be swept daily, and mopped weekly or more frequent as needed.
4. Bus interiors will be disinfected as needed.
5. Twice a year, thorough cleaning, walls, ceiling, etc., will be conducted.
6. Washing of the buses will be done when bus is dirty.
7. Washing is suggested after the morning route, or during your scheduled allocated (6) hour workday or extended time when approved by the Transportation Supervisor.
8. All cleaning will be done at D.S.F.
9. Buses will be checked periodically at random.

25.1 SUMMER CLEAN AND SHUTDOWN

1. Wash interior and exterior of bus.
2. Armor-all seats and dash lightly.
3. Place seat belts over seats.
4. Remove all personnel items from bus.
5. Leave Emergency Equipment on bus: First aid kit, reflectors, gloves, body fluids kit.
6. Fill fuel tank with appropriate fuel.
7. Turn in Phoenix Union High School badge, unless you are working in the summer.
8. Shut off all electrical items, both radios.
9. Close all windows and doors.
10. Tie downs, (LEAVE IN BUS).
11. If you have any type of problems with your BUS, such as sun visor broken, music radio, bad seat, etc. please let us know so it can be fixed.
12. Turn in all Districts keys, bus & gate.
13. Clean out your mailbox, leave only empty clipboard.
14. Remove cups and personnel items from refrigerator.
26.0 FORMS

26.1 FIELD TRIP REQUISITION

1. Provide information for billing and payroll.
2. Provide documentation of vehicle operation.

26.2 DAILY VEHICLE INSPECTION REPORT

1. Provide a guide for pre-trip safety inspections.
2. Provide information from which appropriate repairs to the vehicle can be made.
3. Provide a continuous record of vehicle operation.
4. Before transporting pupils, it is the driver’s responsibility to perform a planned and systematic daily pre-trip inspection of the school bus.

26.3 DAILY TRIP REPORT

The purpose of the trip ticket is to:

1. Record data pertinent to daily runs and field trips.
2. Provide data and substantiation for completing the Annual Route Report required to receive state funding for transportation.
3. Provide documentation for driver payroll.

Each driver who drives a district bus is required to complete the trip ticket for their daily run or field trip. The trip ticket is designed to be used for both the morning and afternoon runs of any route and should be turned into the Dispatcher, no later than the end of each day.

26.4 MIPS LOG

1. Provide information used to reimburse the transportation costs of special needs students.

26.5 ATTENDANT DAILY TRIP REPORT

1. Provide documentation for attendant payroll.

26.6 DAILY INCIDENT REPORT

1. Provide documentation for incidents that occur on or with the bus.
2. Provide information on student behavior to campus.
FIELD TRIP REQUISITION

School Activity: ___________________________ Contact: ___________________________ REO. # ____________

Date of Trip: ___________________________ Student Count: ____________ Bus Used: ____________ PHONE # ____________

PICK UP LOCATION: __________________________________________________________

DROP LOCATION: __________________________________________________________

Driver Assigned: __________________________________________________________

*Pick Up Time: ____________

Depart Site: ___________________________ Arrival Time: ___________________________

*Depart Location Time: ____________

Return to School: ___________________________ Return to Base Time: ___________________________

Contact Signature: ___________________________

Pre Trip Time: ___________________________ Post Trip Time: ___________________________

Pick up Mileage: ___________________________ Drop Mileage: ___________________________

*Start Mileage: ___________________________ End Mileage: ___________________________

Depart Location: ___________________________

Driver Signature: ___________________________ Date: ___________________________

Special Instructions: IN CASE OF BUS BREAKDOWN CALL DISPATCH 602-764-1328
5:00 am - 5:30 pm Mon-Fri. Weekend and after hours PLEASE call Steve 602-686-0905

DRIVER RESPONSIBILITIES:

....THOROUGHLY PRE-TRIP YOUR VEHICLE BEFORE LEAVING!

....ARRIVE AT PICK UP POINT 10 TO 15 MINUTES EARLY!

....VERIFY ALL TRIP INFORMATION WITH THE DISPATCH!

....UNLESS OTHERWISE INSTRUCTED STAY WITH THE GROUP!

....ON ANY TRIP THAT YOU TAKE IF THE GROUP DOESN’T SHOW CALL DISPATCH ASAP!!

DO NOT LEAVE THE SCHOOL UNTIL YOU CHECK WITH DISPATCH AND GET AN O.K.!!

602-764-1628 - OFFICE

....MAKE SURE THE VEHICLE IS CLEAN FOR THE NEXT ROUTE OR TRIP!

....FILL THE FUEL TANK AFTER THE TRIP!

....TURN IN ALL YOUR PAPERWORK TO DISPATCH AS SOON AS POSSIBLE!

REMEMBER THAT WE CAN’T BILL THE CUSTOMER CORRECTLY AND YOU CAN’T BE PAID CORRECTLY IF THE
INFORMATION IS INCORRECT OR NOT TURNED IN.

FOR OFFICE USE ONLY

Charges: _______miles @ (.50 per mile) = _______ + ($45 Bus) + _______ Hrs. @ _______ Per hour = $ _______

Budget Code: ___________________________ Fuel Charges: ___________________________

Fuel Code: 001-100-2650-6619-500-0-01M

Employee Charges: ___________________________

Employee Code: 001-410-2700-6519-500-0-01M

Total Charges: ___________________________
## DAILY VEHICLE INSPECTION REPORT

<table>
<thead>
<tr>
<th>BUS#</th>
<th>DATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Driver</th>
<th>Signature 1</th>
<th>Signature 2</th>
<th>Signature 3</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Begin Miles</th>
<th>End Miles</th>
<th>Begin Time</th>
<th>End Time</th>
</tr>
</thead>
</table>

| Mark ALL items on report. If no defect, print “OK” in box. If defect found, print “X” in box. |
| If not applicable, print “N/A” in box. |

### VEHICLE EXTERIOR CHECKS

<table>
<thead>
<tr>
<th>Driver</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>All lights and lenses</td>
<td>Glass &amp; mirrors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overhead flashers/indicators</td>
<td>Body damage/lettering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Turn signals and 4-way flashers</td>
<td>Under vehicle leaks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windshield wipers and washers</td>
<td>Stop arm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door operation, seals intact/right</td>
<td>Crossing arm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency door/windows/alarm</td>
<td>Lift door hold backs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tires, wheels &amp; lugnuts</td>
<td>Lift operation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER – Explain in comments</td>
<td></td>
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</tbody>
</table>

### VEHICLE INTERIOR CHECKS

<table>
<thead>
<tr>
<th>Driver</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speedometer/tachometer</td>
<td>Exhaust noise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heaters, defroster &amp; ventilation</td>
<td>Steering operation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All gauges</td>
<td>Air conditioner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horn/dash lights/HI-LO indicator</td>
<td>Wheelchair secure &amp; covers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interior lights</td>
<td>Two-way radio operation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driver seat operation &amp; belts</td>
<td>Water leaks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass. seat securement &amp; covers</td>
<td>Floor/step condition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand rails/modesty panels</td>
<td>Backup alarm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All required emergency equipment</td>
<td>Vehicle doc./certification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER-Explain in comments</td>
<td>Child check mate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### BRAKE SYSTEM CHECKS

<table>
<thead>
<tr>
<th>Driver</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut in pressure</td>
<td>Operating not less than 15” VAC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cut out pressure</td>
<td>Low VAC warning 15 inches</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Static press. loss P/B on</td>
<td>Brake pedal height (applied)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Static press. loss P/B off</td>
<td>Parking brake light (HYD)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied press. loss P/B off</td>
<td>Parking brake hold</td>
<td></td>
<td></td>
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<tr>
<td>Low pressure warning</td>
<td>DEFECT – Explain in comments</td>
<td></td>
<td></td>
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<tr>
<td>Auto pop out (park brake)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Parking brake hold</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEFECT – Explain in comments</td>
<td></td>
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</tbody>
</table>

**NO DEFECTS**

Driver 1 [ ] Driver 2 [ ] Driver 3 [ ]

**Driver Comments:**

---

Driver Signature: __________________________ Date: ________________
# DAILY TRIP REPORT

<table>
<thead>
<tr>
<th>BUS #</th>
<th>ROUTE NUMBER</th>
<th>1st Pickup Time</th>
<th>Last Drop Time</th>
<th>Trip Time</th>
<th>Odometer Start</th>
<th>Odometer End</th>
<th>Trip Miles</th>
<th>No. of Students</th>
<th>Gallons of Fuel Added:</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**TOTALS:**

**CAMPUS**

**NON ROUTE TRIPS**

**SIGNATURE:**

**CHECKED BY:**
**MIPS LOG**

A) Name of Bus Driver: (please print) ______________________________________________________

B) Bus #: _______________________________________

C) School District: PHOENIX UNION HIGH SCHOOL

D) Phone: ______________________

Please Circle Month

<table>
<thead>
<tr>
<th></th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
</table>

Enter Dates

<table>
<thead>
<tr>
<th>Name:</th>
<th>AM</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOB:</td>
<td>GENDER:</td>
<td>AM</td>
</tr>
<tr>
<td>Name:</td>
<td>AM</td>
<td>PM</td>
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<tr>
<td>DOB:</td>
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<tr>
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<td>GENDER:</td>
<td>AM</td>
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</tbody>
</table>

(E) AND (F) STUDENT INFORMATION

(LAST NAME, FIRST NAME)

| (G) Rounded 1-way Miles | (H) | M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F |

*G) PLACE A CHECK √ IF STUDENT IS IN WHEELCHAIR (In W/C Column)

*H) MILEAGE IS ONE-WAY MILEAGE. ROUND TO NEAREST ACTUAL MILE

SERVICES MUST BE RECORDED ON A DAILY BASIS

I certify that this information is accurate. Please sign and date in BLUE ink only.

DRIVER'S SIGNATURE ONLY: __________________________________________________________________________

DATE: ______________________

SOUTHWEST EDUCATIONAL BILLING SERVICES

Toll Free: 1-866-245-7848

www.swbilling.com

Fax: 1-866-245-9767
ATTENDANT DAILY TRIP REPORT

ATTENDANT: ___________________________   Date: _____________

AM DRIVER: ___________________________   PM DRIVER: ___________________________

AM BUS #_________   PM BUS #_________

Beginning (yard) _______________   Beginning (yard) _______________

Ending (yard) _______________   Ending (yard) _______________

TOTAL TIME: ___________________________

________________________________________

METRO MID-DAY: ___________________________   BUS #_________   TIME: _____________

Beginning (yard) _______________   End (yard) _______________

TOTAL TIME: ___________________________   TOTAL EXTENDED TIME: ___________________________

ATTENDANT DAILY TRIP REPORT

ATTENDANT: ___________________________   Date: _____________

AM DRIVER: ___________________________   PM DRIVER: ___________________________

AM BUS #_________   PM BUS #_________

Beginning (yard) _______________   Beginning (yard) _______________

Ending (yard) _______________   Ending (yard) _______________

TOTAL TIME: ___________________________

________________________________________

METRO MID-DAY: ___________________________   BUS #_________   TIME: _____________

Beginning (yard) _______________   End (yard) _______________

TOTAL TIME: ___________________________   TOTAL EXTENDED TIME: ___________________________
DAILY INCIDENT REPORT

SCHOOL: ______________________

DATE: ________________________   BUS #: _______________________

DRIVER: ________________________   ATTENDANT: ___________________

NUMBER OF A.M. STUDENTS: _______   NUMBER OF P.M. STUDENTS: _______

STUDENTS ABSENT: ____________________________________________

________________________________________________________________

INCIDENTS: ____________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

ACTION TAKEN: _________________________________________________

________________________________________________________________

________________________________________________________________

DRIVER SIGNATURE: ________________________   DATE: _________________

MECHANICAL PROBLEMS: __________________________________________

________________________________________________________________

SUPERVISOR’S SIGNATURE: ________________________   DATE: _______________

REMARKS & COMMENTS: ____________________________________________

______________________________________________________________
