

**SCHOOL DISTRICT  
OF  
WAUPACA**

**BUS DRIVER HANDBOOK**

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## Introduction

This Bus Driver Handbook is a summary of some of the employment policies, procedures, rules and regulations of the Board of Education for the School District of Waupaca. However, this Bus Driver Handbook should not be considered all inclusive. It has been prepared to acquaint employees with the policies, procedures, rules and regulations and to provide for the orderly and efficient operation of the District's Transportation Department. Most employee questions will be answered in this Handbook. However, if there are questions regarding the Bus Driver Handbook, or matters that are not covered, they should be directed to your immediate Supervisor. Employees are also responsible for adhering to the School District of Waupaca Board Policies, Administrative Policies and all applicable federal and state laws and regulations.

This Bus Driver Handbook has been prepared for informational purposes only. None of the statements, policies, procedures, rules or regulations contained herein constitute a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, expressed or implied. Nothing in this document is intended to create an employment contract. All of the District's Bus Drivers are employed "at will" and employment is not for any definite period, unless otherwise set forth in writing by contract or statute. The School District of Waupaca Board of Education reserves the right to add, delete, revoke, suspend, terminate or otherwise modify any or all of the below policies and procedures of employment in whole or in part, at any time with or without notice for the good of the School District of Waupaca.

This Bus Driver Handbook supersedes all previous handbooks, statements, procedures, rules, contracts or any other documents governing the terms and conditions of employment previously handed out, whether verbal or written.

### 1. Route Assignments

The District reserves the right to make bus driver route assignments that are in the best interests of the District. The District will consider the wishes of the employee in making bus driver route assignments but the final decision rests with the District.

### 2. Health Insurance/Dental Insurance

The contribution levels for health insurance based on hours are listed below. Dental insurance is available at driver's expense to drivers who meet the criteria for coverage.

0 – 629 hours	None Paid	
630 – 1039 hours	\$103.00 Single	\$129.00 Family
1040 – 1394 hours	\$129.50 Single	\$212.00 Family
1395 – 2079 hours	\$160.00 Single	\$230.00 Family

### 3. Retirement Fund

Retirement – The Board will comply with the requirements of the Wisconsin Retirement System (WRS) as established by State Statutes and the Department of Employee Trust Funds.

### 4. Time Off

4.1 Sick leave: granted on the basis of one day per month of employment to a maximum of nine (9) days per year. In order to count as a month of employment at least eleven (11) days must have been worked in the calendar month. Sick leave time will be calculated on an hourly schedule based on each individual drivers route times (i.e. 4 hours/day, 6.25 hours/day, 8 hours/day, etc.)

Sick leave is available for situations in which the employee is unable to conduct his/her duties due to his/her physical or mental illness. A doctor's statement and release may be required for absence from work.

An employee off work under sick leave must give notice to the immediate supervisor at least sixty (60) minutes in advance of their regularly scheduled starting time.

Bus drivers may accumulate sick leave up to a maximum of fifty-four (54) sick days.

Bus Drivers accumulating more than the maximum number of days following the end of the fiscal year will be compensated at \$25.00 per day in excess of maximum on the second July payroll.

4.2 Unpaid Leave of Absence: Any employee who wishes to absent his/herself from his/her employment for any reason not otherwise provided for in this Agreement, must make application for unpaid leave of absence from the Employer.

4.3 Definitions: "Day" or "Day's" as used in this article shall be defined as the number of hours the employee is regularly scheduled to work.

4.4 Family Medical Leave Act: Employees may be eligible for additional benefits under the State and/or Federal Medical Leave Act.

4.5 Emergency Leave: Each bus driver shall be allowed up to two (2) days of emergency leave per year. Emergency leave shall only be taken with the approval of the supervisor. Emergency leave days used shall be

subtracted from each bus driver's sick leave balance. Emergency leave shall be granted to:

- a. Deal with emergencies such as family illness or injury.
- b. If school is closed for a full day because of problems and the day will not be made up by students, the employees will have the option of utilizing an emergency day if they have any remaining or it can be taken as a salary deduction. If school is closed for a full day because of problems and the day will be made up by students, the employee must take the day off and work on the make-up day. No paid emergency leave will be granted. One additional emergency leave day may be taken only if school is called off for the whole day. This day is not deducted from the sick leave and can only be used if the snow day is not made up. This day is not cumulative. If school is closed for a full day because of problems and the day will be made up by the children, the employee must take the day off and work the make-up day. No paid emergency leave will be granted.
- c. Other items such as birth of a child, court appearance for self, spouse or child, fire or accidents, etc.

4.6 Funeral Leave: Each employee shall be allowed up to three (3) days per occurrence to attend the funeral of a person having direct impact on the employee or the funeral of a member of the employee's immediate family. Immediate family shall include spouse, parent, child, brother or sister of the employee, or the parent of employee's spouse. Funeral leave days shall be subtracted from each employee's sick leave balance.

## 5. Holidays

Bus drivers will be paid for the following holidays: Labor Day, Thanksgiving Day, day after Thanksgiving, Memorial Day, Christmas Day and New Years Day. If a holiday falls on a Saturday, Sunday, or a day school is in session, the actual date of the holiday will be determined by the District. In order to qualify for holiday pay, the employee must be on current pay status the workday immediately before, and the workday immediately after, the holiday in question.

## 6. Employee Complaints

If employees have complaints, they should be taken up directly with their supervisor. If the issue is not cleared up at this point the complaint is then brought to the Business Manager by the employee. All complaints will be dealt with according to Code 161.1 of the Board policies. An employee **should not** contact individual Board Members pertaining to problems they encounter performing their assigned duties.

## **7. Discipline Procedures**

The following procedure will be utilized to correct and assist in correcting any unsatisfactory performance of ones duties. Every Supervisor will review general work duties with each of his/her staff. While progressive discipline is encouraged, serious issues may result in immediate suspension or dismissal.

When a Supervisor determines that there is unsatisfactory performance of duty he/she will issue an oral reprimand which will consist of a conference with the employee. It will be incumbent upon the Supervisor to point out the unsatisfactory situation and counsel with the employee pointing out what is wrong, how it should be corrected and by when it should be corrected.

If an unsatisfactory situation continues or a different unsatisfactory situation arises the Supervisor may issue a written reprimand to the employee.

When an unsatisfactory situation continues or a different unsatisfactory situation arises the Supervisor may suspend or recommend dismissal depending on the severity of the infraction. The employee may request a conference with the Supervisor and the District Administrator within 24 hours of the suspension or dismissal.

## **8. Grave Misconduct**

Grave misconduct refers to such actions as drinking alcoholic beverages on the job, reporting to work under the influence of alcoholic beverages, using drugs, child abuse, or tampering or falsifying employee records or time cards. The definition of grave misconduct is not limited to those listed as examples. The consequences of grave misconduct may be immediate dismissal.

## **9. Resignations**

Employees who intend to resign from their employment shall give written notice to the District as soon as possible, but at least ten (10) working days prior to the effective date of the resignation.

## **10. Pay Periods**

Salaries shall begin with the first September payroll and be made on the 10<sup>th</sup> and 25<sup>th</sup> of each month through June by direct deposit into one designated bank account.

## 11. Physical Examination & Tuberculin Skin Test

As a requirement for employment, employees shall furnish evidence of a physical examination and skin Tuberculin test. All physical exams, required by the state law or the Board of Education will be paid up to designated amounts by the Board approved provider. The exam form (MV3030B, 4/2012) can be obtained from the Business Office or Transportation Supervisor. Employees may go to any medical provider, however the reimbursement will be limited to the Board approved rates.

## 12. Drug Screening

All Waupaca Area School District school bus drivers are subject to random and reasonable suspicion drug test in accordance with 49 CFR 382.17

## 13. School Bus Driver License Requirements

Be at least 18. Persons beyond 70 years of age can be licensed on a year to year basis provided they pass required annual physical examination.

1. Possess a valid operator's license.
2. Have not been convicted of reckless driving, operating a motor vehicle while under the influence of an intoxicant or controlled substance or any of the offenses under State Statutes 343.313(1), within the 2 year period immediately preceding the date of application.
3. Have not been convicted of a felony or offense against public morals within the past 5 years.
4. Have sufficient use of both hands and the foot normally used to currently operate the foot brake and accelerator pedal.
5. Possess at least 20/40 vision, corrected or uncorrected, in each year, have minimum of 70 degree field of vision in each eye and be able to identify traffic signal colors.
6. With or without a hearing aid, hear a forced whisper at five feet.
7. Pass a physical examination based on requirements drawn up by the Department of Transportation.
  - a. Examination must be performed by an approved provider.
  - b. Examination date must be within 3 months of issuance of original or renewal school bus license. The exception is proof of being free of tuberculosis which is acceptable within 12 months of application.
  - c. MV3030B is used for the medical report. Present a copy to the examiner. Additional medical forms may be required for heart disorders.
8. Furnish a current copy of driving record (not older than 30 days) to their employer.
9. School bus licenses expire every four years on licensee's birthday. Applicants 70 years of age and older must file a medical report yearly and take a skills test every 2 years.

#### 14. Duties and Responsibilities of Bus Drivers

1. The safety and health of the bus riders should be the prime consideration by the bus driver at all times.
2. The driver shall follow a strict time schedule, but never sacrifice safety to maintain a schedule. Sometimes a sick child on the bus, road conditions, or other circumstances will affect the bus schedules; drivers should attempt to maintain the daily schedule as a priority after student safety.
3. The driver shall set an example by dignified personal behavior and cleanliness and maintain the respect and obedience due the driver from all pupils.
4. All highway signs must be observed and instructions followed.
5. The driver shall not:
  - a. Leave the bus with motor running.
  - b. Fill the fuel tank while children are on the bus.
  - c. Allow anyone except pupils and those authorized to ride the school bus.
  - d. Transport merchandise, animals, weapons, or other loads or attachments when transporting children.
  - e. Back up a bus on school grounds or loading zone unless two adults or bus patrol assignees are stationed on the outside rear of each side of the bus to assist the driver.
  - f. Move the bus unless all riders are properly seated.
  - g. Smoke on buses or grounds as per school Board Policy Code 831.
6. The driver shall pickup and discharge pupils only at designated bus stops or loading zones and shall park their vehicles at their proper place in the school loading and unloading zone. Bus drivers will check all seats and interior of the bus after each use of the bus to transport students.
7. Drivers shall maintain order among the children at all times when they are being transported to and from school and shall:
  - a. Report to Building Principals any unmanageable pupils.
  - b. Stop the bus when attempting to discipline pupils.
  - c. Never put a child off the bus to walk home.
  - d. Never strike a child or use corporal punishment.
  - e. Never use profane or indecent language within the hearing of the pupils, and tolerate none from the pupils.
  - f. Always be patient, kind and firm.
8. Drivers shall remain with the bus until all pupils have been discharged.

9. Drivers will check all seats and interior of the bus after **each** use of the bus to transport students.
10. Drivers never shall exceed the maximum posted speed limits while transporting pupils nor shall the driver exceed 15 mph when in the vicinity of the school building when children are present or when passing an intersection or crossing where school children cross the street or highway.
11. The driver always must comply with the instructions in regard to school bus routes, schedules, instruction for loading and unloading, and promptly file all reports required.
12. The driver shall practice the use of the emergency exits at least twice during the school year.
13. The driver shall never leave students alone on the bus. If help is needed, send two or three older, responsible children. The driver shall properly display warning bi-directional reflectors in case of breakdown.
14. The driver shall not distribute literature and/or materials unless authorized by the Board of Education.
15. The driver shall assign bus seats at his/her option and shall be responsible for keeping the seating chart current.
16. The driver of a school bus is required to stop at all railroad tracks. The bus shall come to a complete stop not less than 15 feet nor more than 50 feet. The hazard warning lights will be used when bus starts slowing for tracks and will remain on until bus has resumed normal speed. When bus has come to a complete stop, driver will open both the drivers' side window and the service door. The driver will both look and listen for signs of a train on the track. If clear, the driver will proceed across tracks only in gear of bus that will make it unnecessary to shift bus while crossing the tracks. The service door shall remain open until the front wheels of the bus have cleared the first set of tracks for each required stop but shall be closed before shifting.

**15. School Buses Involved in Accidents or Fires**

1. Drivers responsibilities are:
  - a. protect accident scene
  - b. keep cool head
2. Notify base of trouble
  - a. call on two-way radio installed in the bus
  - b. use personal cell phone, if no phone is available, ask a passing motorist to call for you
3. When should you evacuate your bus:
  - a. when bus is in an unsafe position due to: area, fire, or if safety of students is in jeopardy
4. If a student complains of an injury you should:
  - a. provide first aid as necessary
  - b. treat any injury as possibly being serious

5. Information you should record about students on bus at time of accident:
  - a. student's name
  - b. student's injuries
  - c. age or grade of students
6. If students are taken to hospital by ambulance. The information you must record is:
  - a. name of hospital taken to and students name
7. Your prime responsibility following an accident is:
  - a. the safety and welfare of your students
8. Information to be requested from the other driver is:
  - a. name, address and phone number of driver
  - b. driver license number
  - c. vehicle license number
  - d. insurance company and policy number
9. Alternating flashing red lights should be used after accident if:
  - a. they were on immediately before the accident
  - b. you plan to evacuate the students
  - c. the bus is in an extremely hazardous position
10. Drivers responsibilities are done when:
  - a. all reports have been made out after accident

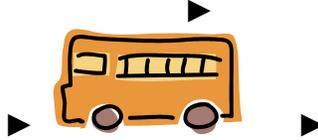
## 16. Evacuation Procedures

- A. One bus helper will sit near front of bus; the other will sit near the rear of the bus. Under no circumstances will the helpers take any action without direction from the driver.

### Special Problems

1. Helpers open both front and rears doors (if so equipped)
  2. Getting the children to move rapidly without sacrificing safety.
  3. What to do with personal belongings.
  4. Where to split the load if front and rear doors are used (if so equipped).
  5. Select a safe place with room for children to evacuate to during drill.
  6. Let each child decide how much help he/she will need to exit.
  7. Keep an accurate timing of the drills to measure improvement.
  8. Caution tall children to duck their heads at the back door (if so equipped).
  9. Girls may want to gather skirts before jumping.
  10. When reloading bus, children enter by front door only.
  11. Avoid pushing and shoving on the bus while waiting to evacuate by urging students to be quiet and remain calm during drills.
- B. Setting out bi-directional reflector kit in case of accident or breakdown:
    1. One two lane highway: Place warning devices
      - a. At the traffic side toward nearest approaching traffic;

- b. Approximately 100 feet to rear in center of occupied lane;
- c. Approximately 100 feet ahead in center of occupied lane.



- 2. On divided highway: Place warning devices
  - a. At the traffic side of bus about 10 feet from approaching traffic;
  - b. Approximately 100 feet to the rear in center of occupied lane;
  - c. Approximately 200 feet to the rear in the center of occupied lane.



## 17. Extra Curricular Trips

On extra-curricular trips that return the same day, drivers are paid from the time they do pre-trip inspections to the time they return to the bus compound and complete post-trip duties.

On overnight trips the Transportation Supervisor works out the paid time based on the itinerary for the trip.

Drivers for extra trips, field trips, or drivers who drive as a substitute or relief driver on scheduled mid-day routes shall be drawn from a pool of regular drivers who indicate a desire to drive such routes or trips.

There shall be reasonable attempt to have a minimum of one (1) chaperone, exclusive of the driver, for each bus on any extra trip.

## 18. Extra Curricular Driving and Special Trips

- 1. Buses will begin extra-curricular trips only when a teacher or chaperone is present on the bus in addition to the driver.
- 2. Students on an extra-curricular trip must return on the same bus unless written authorization has been presented to the supervising professional employee supervising the trip.
- 3. Standards of conduct on extra-curricular trips shall be the responsibility of the professional employee supervising the trip.

4. All extra-curricular trips will be handed out on Friday mornings to drivers. The trips will be assigned to driver's seniority wise from sign up lists for either extra-curricular, field trip, or mid-day routes. If a driver can't be at the garage, they must let the Supervisor know if they will take any of the trips for the week.
5. Extra-curricular trips if canceled, the school should let bus supervisor know as soon as possible. If not called and canceled and driver takes bus to school where trip is to leave from and finds out trip has been canceled, the driver will get 2 hours minimum pay or amount to cover his/her regular wages that were deducted because they had to miss their regular route.
6. A Bus Driver shall be paid their 2 hours minimum if a coach bus is substituted for a school bus after the Driver has been assigned to that trip.
7. Drivers shall be given free entrance to all local sporting events sponsored by the School District of Waupaca during the regular season.
8. Regular route drivers driving in place of a scheduled mid-day driver shall be paid at their regular rate.
9. Extra-curricular trips, field trips, etc. shall be paid at the drivers' regular driving rate per hour per trip, with a two hour minimum. Extra curricular trips, field trips, etc. will not be classified as one trip if multiple trips are driven any one day.

#### 19. **Student Discipline Procedures**

Reasonable student behavior should be expected at all times. Many rule infractions by a student are of a minor nature and can and should be handled by the bus driver plus calling the parents to inform them and to get their help to remedy the problem. However, repeated violations and those of a more serious nature are to be referred to the Transportation Office and building principal and by calling the parent.

In normal cases of this type of behavior, the driver should quiet the situation and proceed on the route. The driver should not touch or use bodily force of any kind, unless it is to break up a fight in progress. At the completion of the route, the driver should call the parents to inform them of the problem and to let parents know that you are submitting an unsatisfactory bus conduct report to the school principal. If necessary a driver can ask to speak directly to the principal, he/she can explain in more detail what happened on the bus. The principal should call the student into the office at that time for a conference with all concerned people. In cases of gross misconduct the principal has been delegated by the District Administrator to suspend students from riding the school bus for up to 5 days. If a notice of hearing on expulsion has been mailed, suspension may be for a total of ten consecutive school days.

The Board of Education hereby retains the exclusive right to expel students.

All discipline problems with students on buses must be documented either by records kept by drivers on what has been done by them to help resolve the problem or a number of discipline reports that have been submitted to building principals concerning problems with students.

## **20. Licensing**

The Board of Education will pay for all renewal licenses required by the State to drive buses for the Waupaca School District.

The Board of Education will reimburse new drivers for the initial bus driving license fees required when hired to drive a bus for the Waupaca School District. The reimbursement will be made after a driver has completed six (6) months of continuous driving for the School District of Waupaca.

## **21. Scheduling Work Time**

Drivers shall be paid a minimum of two (2) hours for a.m., p.m., and mid-day routes, which includes one half hour pay for cleaning, refueling, delays, safety inspections, paper work, etc. Additional payment will be made in multiples of fifteen (15) minutes beyond the driving time over 3 hours per day, excluding the mid-day route or 4.5 hours including the mid-day routes at the regular hourly rate per driver.

Full time route drivers (those working 8 hours a day) must be driving or on premises for eight hours a day to meet the requirements of getting paid 40 hours a week.

1. Overtime: Overtime work hours for all employees is paid at the rate of time and one-half for hours worked over 40 hours per week. All overtime must have prior approval from District Administrator or his/her designee.

Regular route drivers driving in place of a scheduled midday driver shall be paid at their regular rate.

Drivers shall be paid a flat rate of \$25.00 for time required by the Board of Education for attendance at hearings or meetings.

Appendix A

Job Classification and Wage Chart

The hourly driving rates for the school year July 1, 2015 through June 30, 2016 are as follows:

New Subs.....	\$13.02
Step 1.....	\$13.02
Step 2.....	\$13.29
Step 3.....	\$13.54
Step 4.....	\$13.82
Step 5.....	\$14.10
Step 6.....	\$14.38
Step 7.....	\$14.67
Step 8.....	\$14.97
Step 9.....	\$15.26
Step 10.....	\$15.49
Step 11.....	\$15.73
Step 12.....	\$15.96
Step 13.....	\$16.20
Step 14.....	\$16.94
Longevity 1 .....	\$17.30
Longevity 2 .....	\$18.35
Longevity 3 .....	\$20.60