

SCHOOL DISTRICT OF WAUPACA

SERIES 500 PERSONNEL

CODE: 541.62

BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. The safety and health of the bus riders should be the prime consideration by the bus drivers at all times.
- B. The driver shall follow a strict time schedule, but never sacrifice safety to maintain a schedule. Parents should realize that a sick child on the bus, road conditions, etc. sometimes effect time schedules but drivers attempt to maintain a strict time schedule.
- C. The driver shall set an example by dignified personal behavior and cleanliness and maintain the respect and obedience due the driver from all pupils.
- D. All highway signs must be observed and instructions followed.
- E. The driver shall not:
  - 1. leave the bus with motor running.
  - 2. fill the gasoline tank while children are on the bus.
  - 3. allow anyone except pupils and those authorized to ride the school bus.
  - 4. transport merchandise, animals, weapons, or other loads or attachments when transporting children.
  - 5. back up a bus on the 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.
  - 6. move the bus unless all riders are properly seated.
  - 7. smoke on buses or on grounds as per school board policy code 831.
- F. The driver shall pick up 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 driver will check all seats and interior of bus after each use of bus to transport students.
- G. Drivers shall maintain order among the children at all times when they are being transported to and from school and shall:
  - 1. report to the Building Principal any unmanageable pupils.
  - 2. stop the bus when attempting to discipline pupils.
  - 3. never put a child off the bus to walk home.
  - 4. never strike a child or use corporal punishment.
  - 5. never use profane or indecent language within the hearing of the pupils, and tolerate none from the pupils.
  - 6. always be patient, kind and firm.
- H. Drivers shall remain with the bus until all pupils have been discharged.
- I. Drivers will check all seats and interior of the bus after each use of the bus to transport students.
- J. Drivers shall never exceed the maximum posted speed limits while transporting pupils nor shall the driver exceed 15 m.p.h. when in the vicinity of the school building when children are present or when passing an intersection or crossing where children cross the street or highway.
- k. 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.

- L. The driver shall practice the use of the emergency exits at least twice during the school year.
- M. 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.
- N. The driver shall not distribute literature and/or materials unless authorized by the Board of Education.
- O. The driver shall assign bus seats at his/her option and shall be responsible for keeping the seating chart current.
- P. 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 the 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 any 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.

ADOPTED: 071376

REVISED:110976, 080878, 121278, 121493, 101210

REVIEWED:

LEGAL REFERENCE:

CONTRACT REFERENCE:

CROSS REFERENCE:

School District of Waupaca is an Equal Opportunity Employer