

**CAMDENTON R-III SCHOOLS**  
**TRANSPORTATION STAFF**  
2015-2016 School Year

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**2015-2016**  
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6/10/2015

## **SCHOOL BUS DRIVER MEDICAL EXAMINATION INFORMATION AND INSTRUCTIONS**

1. Every year, each school bus driver must pass a medical examination within six months of the first day of school.
2. The District's Physician, as appointed by the Camdenon R-III School Board, must be the one to sign the required medical examination form.
3. The MEDICAL EXAMINATION FOR SCHOOL BUS OPERATOR'S PERMIT (Form 3056) will be used for reporting this exam.
4. Drivers are responsible for calling Dr. Abbott's office and setting their annual physical appointment to take place between June 1 and July 31<sup>st</sup>. This will be at the expense of the school district. Without a successfully completed physical, drivers will not be allowed to drive.
5. If you have a medical condition that could cause you to fail; it is strongly recommended that you bring any current medical records from your personal physician/surgeon/specialist with you to your exam.
6. The district's physician may require additional physical examinations and/or medical testing in accordance with law.
7. Guidelines for the determination of a School Bus Driver's medical qualifications are pursuant to Section 391.41 of the Federal Motor Carrier Safety Administration. (*Copies of this regulation may be obtained from the Director of Transportation*).

## **SCHOOL BUS DRIVER MEDICAL EXAMINATIONS**

Annually each school bus driver must pass a medical examination within six months of the first day of school starting. The district's Physician, as appointed by the Camdenton R-III Board of Education, must complete the required examination. The examination will be reported to the district using Form 3056 from the Drivers License Bureau of the Missouri Department of Revenue. The cost of the medical exam will be paid by the School District.

At the time of the medical examination, it is strongly encouraged that each driver be prepared to provide current records from a personal physician for medical conditions that the District's Physician may request additional medical information from the Driver's Personal physician.

The driver may appeal the results of the medical examination within five business days of the official notification. The appeal must be made in writing to the associate Superintendent of Schools. Upon receipt of the written appeal, the District's Physician will appoint the appropriate physician to conduct a second opinion. Upon receipt of the second opinion, the District's Physician will make the final decision. The cost of the second opinion will be paid by the School District.



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CRITICAL**

## BUS DRIVER EXAMINATION AND TRAINING

All drivers of district transportation will be appropriately licensed and will obey all state and federal requirements for licensing and maintaining a license. In addition, the district may require drivers to attend training sessions and other professional development to maintain their position in the district.

In addition to the state and federal requirements, the district requires the following for all school bus drivers:

- ▶ Drivers will submit the numbers of all licenses they possess to the superintendent or designee prior to the first day of school.
- ▶ Drivers will immediately notify the district if they are charged or convicted of any crime that might jeopardize their licensing.
- ▶ Before driving, all drivers must meet the physical examination and physical ability requirements as set out in federal law for the possession of a commercial driver's license. This examination will be conducted annually during the summer by the district's Medical Director. The district may require additional physical examinations in accordance with law.
- ▶ Drivers will be neat and clean and display appropriate conduct while working for the district.
- ▶ Drivers may not use tobacco or tobacco products while on the bus and may only use it on school property in accordance with district policy.
- ▶ Drivers will submit to drug and alcohol testing as required by law and Board policy.

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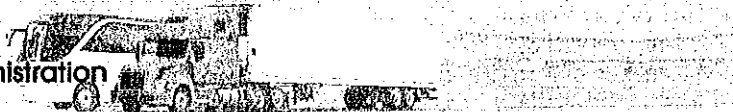
***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: 08/08/1994

Revised: 10/13/1997; 03/14/2005

Legal Refs: §§ 302.272, 304.060

*Missouri Certified Bus Driver Instructor's Manual  
MO Pupil Transportation Administrative Handbook  
MO School Bus Driver Manual  
Commercial Motor Vehicle Safety Act of 1986, Title XII of Pub.  
Law 99-570*



**§ 391.41 Physical qualifications for drivers.**

(a)(1)(i) A person subject to this part must not operate a commercial motor vehicle unless he or she is medically certified as physically qualified to do so, and, except as provided in paragraph (a)(2) of this section, when on-duty has on his or her person the original, or a copy, of a current medical examiner's certificate that he or she is physically qualified to drive a commercial motor vehicle. NOTE: Effective December 29, 1991, the FMCSA Administrator determined that the new Licencia Federal de Conductor issued by the United Mexican States is recognized as proof of medical fitness to drive a CMV. The United States and Canada entered into a Reciprocity Agreement, effective March 30, 1999, recognizing that a Canadian commercial driver's license is proof of medical fitness to drive a CMV. Therefore, Canadian and Mexican CMV drivers are not required to have in their possession a medical examiner's certificate if the driver has been issued, and possesses, a valid commercial driver license issued by the United Mexican States, or a Canadian Province or Territory and whose license and medical status, including any waiver or exemption, can be electronically verified. Drivers from any of the countries who have received a medical authorization that deviates from the mutually accepted compatible medical standards of the resident country are not qualified to drive a CMV in the other countries. For example, Canadian drivers who do not meet the medical fitness provisions of the Canadian National Safety Code for Motor Carriers, but are issued a waiver by one of the Canadian Provinces or Territories, are not qualified to drive a CMV in the United States. In addition, U.S. drivers who received a medical variance from FMCSA are not qualified to drive a CMV in Canada.

(ii) A person who qualifies for the medical examiner's certificate by virtue of having obtained a medical variance from FMCSA, in the form of an exemption letter or a skill performance evaluation certificate, must have on his or her person a copy of the variance documentation when on-duty.

(2) **CDL exception.** (i) Beginning January 30, 2012, a driver required to have a commercial driver's license under part 383 of this chapter, and who submitted a current medical examiner's certificate to the State in accordance with § 383.71(h) of this chapter documenting that he or she meets the physical qualification requirements of this part, no longer needs to carry on his or her person the medical examiner's certificate specified at § 391.43(h), or a copy. If there is no medical certification information on that driver's CDLIS motor vehicle record defined at 49 CFR 384.105, a current medical examiner's certificate issued prior to January 30, 2012, will be accepted until January 30, 2014. After January 30, 2014, a driver may use a copy of the current medical examiner's certificate that was submitted to the State for up to 15 days after the date it was issued as proof of medical certification.

(ii) A CDL holder required by § 383.71(h) to obtain a medical examiner's certificate, who obtained such by virtue of having obtained a medical variance from FMCSA, must continue to have in his or her possession the original or copy of that medical variance documentation at all times when on-duty.

(3) A person is physically qualified to drive a commercial motor vehicle if:

(i) That person meets the physical qualification standards in paragraph (b) of this section and has complied with the medical examination requirements in § 391.43; or

(ii) That person obtained from FMCSA a medical variance from the physical qualification standards in paragraph (b) of this section and has complied with the medical examination requirement in § 391.43.

(b) A person is physically qualified to drive a commercial motor vehicle if that person—

(1) Has no loss of a foot, a leg, a hand, or an arm, or has been granted a skill performance evaluation certificate pursuant to § 391.49;

(2) Has no impairment of:

(i) A hand or finger which interferes with prehension or power grasping; or

(ii) An arm, foot, or leg which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle; or any other significant limb defect or limitation which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle; or has been granted a skill performance evaluation certificate pursuant to § 391.49.

(3) Has no established medical history or clinical diagnosis of diabetes mellitus currently requiring insulin for control;

(4) Has no current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure.

(5) Has no established medical history or clinical diagnosis of a respiratory dysfunction likely to interfere with his/her ability to control and drive a commercial motor vehicle safely;

(6) Has no current clinical diagnosis of high blood pressure likely to interfere with his/her ability to operate a commercial motor vehicle safely;

(7) Has no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease which interferes with his/her ability to control and operate a commercial motor vehicle safely;

(8) Has no established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control a commercial motor vehicle;

(9) Has no mental, nervous, organic, or functional disease or psychiatric disorder likely to interfere with his/her ability to drive a commercial motor vehicle safely;

(10) Has distant visual acuity of at least 20/40 (Snellen) in each eye without corrective lenses or visual acuity separately corrected to 20/40 (Snellen) or better with corrective lenses, distant binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses, field of vision of at least 70° in the horizontal Meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber;

(11) First perceives a forced whispered voice in the better ear at not less than 5 feet with or without the use of a hearing aid or, if tested by use of an audiometric device, does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz with or without a hearing aid when the audiometric device is calibrated to American National Standard (formerly ASA Standard) Z24.5—1951.

(12)(i) Does not use a controlled substance identified in 21 CFR 1308.11 *Schedule I*, an amphetamine, a narcotic, or any other habit-forming drug.

(ii) **Exception.** A driver may use such a substance or drug, if the substance or drug is prescribed by a licensed medical practitioner who:

(A) Is familiar with the driver's medical history and assigned duties; and

(B) Has advised the driver that the prescribed substance or drug will not adversely affect the driver's ability to safely operate a commercial motor vehicle; and

(13) Has no current clinical diagnosis of alcoholism.

## ACCIDENT GUIDELINES

Since no two accidents are the same, the sequence listed below may not be practical in every case. Training and common sense must prevail.

### 1. NOTIFICATION OF ACCIDENT

- A. The Transportation Director or person in charge should be notified of an accident by radio or phone as soon as possible after it occurs. This notification may occur from the driver or other parties (police, a passerby, another driver, etc.) School officials will notify the authorities (police, ambulance, fire department).
- B. A School official will go to the scene of the accident if deemed necessary.

### 2. ASSESS SCENE AND DETERMINE STATUS

- A. Turn off ignition, take key, and set emergency brake, and chock if applies.
- B. Remain calm and reassure students.
- C. Determine if the accident resulted in a hazardous material spill. This includes spilled or leaking fuel from the bus. All precautions should be taken to protect the students from hazardous material and fire.
- D. Account for all passengers and assess their physical condition.
- E. Assess the urgency of evacuating the passengers from the bus. Implement evacuation procedures when the driver or authorities have determined that it is a hazard for the passengers to remain on the bus. The driver should consider such things as fire, secondary collisions, drowning, and hazardous material spills, etc.
- F. **Don't move bus, until authorized by law enforcement or school administrators. (If mailbox hit or other damage is done get proper authorization to proceed.)**

### 3. IMPLEMENT EMERGENCY PROCEDURES

- A. Administer first aid to those passengers with injuries.
- B. Secure the accident scene with emergency warning devices.
- C. The drivers only responsibility after securing an accident scene is the care and supervision of the bus passengers. They need your undivided attention.
- D. **Do not release students to anyone unless told to do so by school administration.**

#### **4. GATHER AND SHARE VITAL INFORMATION**

- A. Route Driver shall prepare a list of all passengers on board at the time of the accident. (Student's name, grade, phone #'s, parent's name)**
- B. Law enforcement authorities will collect the names; addresses, vehicle descriptions, vehicle and drivers license numbers, insurance information on all who were involved in the accident. If this information is not collected by law enforcement, the driver must do so.
- C. The driver should make mental note of all circumstances that occurred before, during, and after the accident. This will be helpful in filing a written report with law enforcement and the school district.
- D. When law enforcement or school officials have determined you may leave the scene of the accident, **school administration will determine where the students will be taken. Some circumstances may require the driver to return all passengers to school for school health service personnel to examine the passengers.**
- E. Under no circumstances is the bus driver to move the bus from the scene if the driver receives a traffic citation as the result of the accident.

#### **5. COMPLETE SCHOOL ACCIDENT REPORT**

- A. Immediately after all passengers have been delivered to their directed destinations, the driver must report to school officials to complete an interview to gather the facts of the accident in detail and complete an Accident Report Form.

#### **6. ALCOHOL AND DRUG TESTING**

- A. Post accident testing should be performed per regulation when:
  - 1. A fatality occurs, or
  - 2. A moving violation citation is given to the bus driver and either of one of these events occurs:
    - a. A person receives medical treatment away from the accident.
    - b. Any vehicle suffers disabling damage making it impossible for the vehicle to be driven away



## ROUTE DRIVER ASSIGNED DUTIES

1. Report any mechanical problems with bus to the **Head Mechanic** when you arrive at the bus garage. **DO NOT** report deficiencies on the radio unless it affects safety or vehicle operation or could result in a mechanical breakdown.
2. The **Head Mechanic** will request that your bus be serviced on a specific date. A list of items that need attention should be furnished at this time.
3. Keep bus/sub bus fueled as needed and oil checked and added. Record all oil usage on pre-trip. **Use route number/bus number on pre-trip form. (If sub bus returns with less than half tank, you must fill tank for next use.)**
4. Make sure all switches, lights, and radio are off and windows are closed after each run.
5. Periodically check tire pressure in tires.
6. All accidents are to be reported to the Transportation Director or person in charge.
7. The Transportation Director, Office Manager, Dispatcher Head Mechanic or Mechanic has the authority to pull any bus off the route at any time.
8. All complaints or problems, other than mechanical, are to be handled with the Transportation Director or Office Manager.
9. Check bus/sub bus after each run to ensure no student is left onboard, for item left and possible damage.
10. When using the radio, **"KEEP IT TO BUSINESS"** – the radios are not toys or for personal use.
11. Under no circumstance will you ever transport any bus student in your own **personal vehicle**.
12. Keep trash containers emptied and floor swept on bus/sub bus. Also, after emptying trash in dumpster, close lid on dumpsters.
13. No driver will pull or back his/her bus in/out of shop unless authorized by **Mechanic**.
14. **Never leave fuel nozzle unattended while fueling. Possible disciplinary action could result.**
15. Never allow anyone other than bus mechanics or a service authorized by the Transportation Department to tow bus if stuck or broken down.
16. **Follow idling procedures as per Section 2.**
17. Perform other appropriate duties as assigned.

### SUB DRIVER ASSIGNED DUTIES

1. Drive a route in absence of regular route driver.
2. Ride routes with regular driver, when possible, in order to learn the route schedule and maintain a smooth operation.
3. Check in office to see which bus to use on route.
4. **FOLLOW ALL OTHER DIRECTIVES GIVEN IN PREVIOUS DOCUMENT ENTITLED "ROUTE DRIVER ADDITIONAL ASSIGNED DUTIES."**

## **ID BADGES**

As a safety measure, whenever entering any of the Camdenon Schools, please make sure you are wearing your Camdenon School ID badge.

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## **PERSONAL VEHICLE PARKING**

All personal cars will park along the back fence below where the sub buses are parked. There are a few spaces outside the gate. Do not block other cars in. This pertains to all drivers.

## **MORNING ARRIVAL**

No driver should plan to be at school before 7:40 a.m. and no student should be unloaded before 7:45 a.m. and all students should be off the bus by 8:10 a.m.

The first stop in the morning will be at the High School. The second stop will be at Oak Ridge Intermediate, followed by the Hawthorn Elementary and Dogwood Elementary. Bus monitors will be on duty in each area to help in the unloading process. Any other procedure must be discussed with the Transportation Director.

## **PARA PICK-UP LOCATION**

All paras are to be picked up, in the morning, behind Dogwood Elementary, unless otherwise instructed by the Transportation Office.

## **BUS PARKING**

After unloading in the morning, buses should be fueled if needed and returned to the proper parking place. Drivers taking their buses home for the day will leave campus via Jackson Street, not the street by the Middle School. Shuttle buses should park in lower lot. Spaces along the west side of the transportation office are for office staff, school owned vehicles, and visitors only. Under no circumstances will buses be parked in front or on either side of the transportation building any time of the day. NO PARKING of personal vehicles or buses along backside of LCTC.

## **AFTERNOON LOADING**

All drivers will have their buses at either Oak Ridge Intermediate building no later than 2:55 p.m. or at the High School no later than 2:50pm After loading at Oak Ridge Intermediate or the High School, buses will move into line on the street between the Middle School and Dogwood Elementary buildings as assigned. Buses should be dismissed to begin routes by approximately 3:30 p.m.

## **SPARE BUSES**

Spare buses are at the transportation office. If you should have mechanical troubles on your route, call the transportation office on your two-way radio or at 346-9294. There is a mechanic on duty from 6:30 a.m. to 4:30 p.m. each day. If you are unable to contact anyone at the transportation office, call the Head Mechanic at 346-2723 (#73) or Transportation Director at 346-3018 (#75).

## KINDERGARTEN AND EARLY CHILDHOOD

Kindergarten and Early Childhood students present special problems for bus drivers. We ask that you follow these practices to minimize difficulties:

### MORNING ARRIVAL

**When approaching Dogwood for morning drop offs, utilize your ~~four-way hazard lights~~ so the aides can easily identify which buses are transporting Early Childhood students.**

Each driver must be sure that each Early Childhood student on their bus is taken off by assigned staff who will be on duty to greet them.

**Under no circumstances will a driver pull up and stop a second time at main entrance of Dogwood without proper authorization for dropping off students.**

### NOON EARLY CHILDHOOD ROUTES

Noon bus routes will consist of Early Childhood students only. Morning classes will be dismissed at 10:50 a.m. from Hurricane Deck, 11:00 a.m. from Osage Beach and 11:00 a.m. from Dogwood. Students should never be allowed to get off the bus unless an adult is there to meet them. Occasionally, this will mean that a student must be brought back to school. Please handdeliver these students to the Special Education Office. They will call and locate parents and make arrangements for the student to be picked up.

### AFTERNOON ROUTES

Teachers will assist each Kindergarten and Early Childhood student to the bus. Each driver should remain in their bus so the students can learn to locate the proper bus. Should you at any time not have your regular bus, please mark the substitute bus with the appropriate route number on the door side and stand by the bus to help them identify the correct bus. **These students will not be allowed to get off the bus unless a parent, guardian or designated adult is there to meet them. An older sibling (High School, Middle School) will be allowed to take them off bus.**

### DISCIPLINE

Remember that Kindergarten and Early Childhood students have difficulty sitting on bus seats due to their small size. But, this does not mean they should not be expected to remain seated during the route. This should be emphasized the first week of school. Another point to remember is that older students antagonize the little ones. You might be "on guard" for this.

## **PRE-TRIP/TIME CARD REQUIREMENTS**

**Perform pre-trip inspections on your assigned school bus prior to morning route departure or trip departure (whichever comes first).** Use the "Driver's Daily pre-trip Report" to record and report areas of inspection and deficiencies noted during the daily school bus safety inspection.

Pre-trip inspection of vehicles shall include all 5 areas as indicated on pre-trip.

Any defects or deficiencies that affect the safety of vehicle operation or result in mechanical breakdown shall be reported immediately by radio. Otherwise, contact the Head Mechanic when you arrive at the shop, and also, document under inspection comments on the pre-trip.

**The driver shall not operate the school bus if the defect or deficiency affects the safety of vehicle operation or could result in mechanical breakdown. ( i.e. Cross arm, stop arm, 8-ways, etc).**

**Always use route number/bus number when filling out the pre-trip form. (Route # is on outside of the bus and Bus # is on the inside of the bus.**

Pre-trip/Time cards will be filled out in a neat, appropriate and accurate manner, and returned to the Transportation Office Manager by 5:00 P.M. the following Monday of each week.

On the time cards you **MUST** date these where it asks for a date. Please make sure also that it is the correct date. There are three places to sign on these cards.....please sign in all three places. **Round your hours to the nearest quarter hour.....do not use 7:05.....that would be 7:00.** If these are not filled out correctly they will be returned to you until they are filled out correctly. You do not get paid from the time cards. Add your hours down and across. If you have any questions come into the office and talk to one of us.

Anyone driving an extra route of ANY type will have to do a daily mileage sheet. You can get those from Teresa. This includes Project Pass, Capstone, CBI, Early Childhood and Shuttles of any type.

Gallons of fuel Do Not need to be documented on pre-trip. Quarts of oil should be documented. With our fueling system, all buses are able to fuel 24 hours a day, 365 days a year. Any bus that comes into the main campus will fuel at the transportation building.

**Daily Route**  
**TIME CARD GUIDELINES**

- Allow yourself up to 15 minutes to do a daily pre-trip. A.M. time begins when bus driver leaves (whether from home or school).  
Example: If you are scheduled to leave your designated parking spot at 7am you should show as early as 6:45am as your start time to allow for your pre-trip.
- A.M. time ends when bus is parked at designated school lot unless driver parks bus at home and then A.M. time would end when last student is dropped off at school.
- P.M. time begins at the **District appointed** time to be at respective schools (this also pertains to other extra-curricular routes, i.e. Early Childhood, Project Pass, etc.).
- P.M. time ends when the bus is parked at the designated school lot unless driver parks bus at home and then P.M. time would end when the last student is dropped off (this also pertains to other extra-curricular routes, i.e. Early Childhood, Project Pass, etc.).

**Staging time should not be reflected on your time cards. Time should be calculated to show 15 minutes before leaving to go directly to your first pick up.**

## **SCHOOL BUS IDLE PROCEDURES**

1. No more than 3-5 minutes warm up when the temperature is above 32 degrees.
2. If below 32 degrees, 15 minutes of warm up time is allowed.
3. Turn off the bus during breaks in scheduling. Don't allow your bus to sit and idle while visiting with other drivers.
4. Use your block heaters. This will help with their warm up.
5. Don't start another driver's bus.
6. Adjust times to arrive to school as close to loading and unloading time as possible. If you are sitting longer than the recommended warm up time, turn your bus off to eliminate idling time and to reduce harmful emissions. Exceptions include weather conditions or conditions that would compromise passenger safety.

## **LET'S SAVE FUEL**

1. Never drive over the posted speed limit.
2. Avoid revving the engine.
3. If you have a student that you continually have to wait on, try to correct the problem.
4. Make sure tires are inflated properly.
5. Don't ride your brakes. This can also shorten the life of the brake pads and cause the brakes to heat up.



## MAINTAINING STUDENT DISCIPLINE

Order must be maintained on the bus. When more serious behavior problems occur, remember some basic rules:

1. Always control your temper. The driver is a person in a responsible position. Avoid shouting, arguing, cussing, or threatening the students. Avoid physical force. Contact should not be used unless in the case of emergency. Avoid creating issues that have to be settled later.
2. A word of warning over the speaker system (if available) or a remark directed to the pupil, by name, may be enough. Also consider a five-minute conference with the pupil after arrival at school.
3. If the problem is serious and requires immediate attention, pull off the road at a safe location and stop the bus. Stand up and speak to the student in a firm but courteous voice. Do not try to continue driving and dealing with the problem at the same time.
4. If seating is changed, move the problem pupil to a seat nearer you. (The right front seat is usually best.)
5. Refer serious cases or repeated misconduct to an appropriate supervisor or school principal. Give all the facts and be sure the entire problem is understood. Often the child who causes problems on the bus is also causing problems elsewhere. Informing the administrator can help him deal with the whole problem.
6. Drivers have no legal right to put a pupil off the bus except at the student's regular stop or at the school. However, if an emergency situation develops that requires drastic action, stop the bus at a safe location and radio the transportation office for assistance. Do not proceed until advised by proper authority.
7. Be fair! Students will accept discipline actions. However, they will rebel against unfairness.
8. NEVER strike a student.
9. Don't lose your composure and become hostile and judge them on how it annoys you.
10. Remember that "life and death are in the power of the tongue". Don't criticize or ridicule.

In cases of continued misconduct write-up the student and report the pupil to the principal or assistant principal and ask that some action be taken toward withdrawing the pupil's right to ride the school bus.

In most cases, the first action taken is a reprimand or a withdrawal of bus privileges for a short time. If behavior does not improve when the student returns, the right to ride the bus may be denied for a longer period. This is usually done only after other measures have failed to improve the situation. (If you do not write-up the student, do not expect further action to be taken).

## **BUS DRIVER DRESS CODE**

As an educational institution, the school has a responsibility to help students learn what is expected of them by society in areas of behavior, dress, and hygiene. We not only have the opportunity, but also the responsibility, to be a role model for these students by the way we present ourselves. Our general appearance not only affects attitude and behavior, but it also makes a statement as to the kind of school this community promotes.

Bus Drivers will practice good hygiene and will be well groomed. Hair, including facial hair, will be clean, well groomed and neat.

Appropriate attire will be worn while on duty. Clothing shall be clean and neat. If shorts or skirts are worn they should be an appropriate length (no shorter than just above the knee; i.e. walking shorts).

Jewelry or other items of apparel that might interfere with the safe operation of the vehicle are not appropriate. Clothing or buttons having words or slogans, which are obscene or offensive, are not acceptable.

**Bus Drivers will wear shoes that fasten securely to the foot in the back and on top with the toe and heel area closed.** Sandals, spike heels, house slippers, surf-style, Crocs, slip-on and shower shoes are not appropriate.

The school will supply a jacket for each full-time driver to be worn while driving or accompanying a bus for the Camdenon R-III School District. Any time a driver quits or is terminated, the school may request the jacket back.

Failure to comply will result in the following: 1)first incident-verbal warning, documented in personnel file; 2)second incident-written warning, documented in personnel file, and 3)third incident could result in termination.

**This dress code will be enforced and the interpretation of the dress code will be left to the sole discretion of the Transportation Director.**

### USAGE OF CHOCK BLOCK

**All** buses, either on or off school grounds when parked, will be secured down with the emergency brake set and the bus properly chocked before leaving the bus unattended. All buses are equipped with a chock block, which shall be placed in front of or behind the right front tire to prevent the bus from rolling off if emergency brake would fail to hold, or due to some other unknown factor.

### USAGE OF KEYLOCK BOXES

All buses are equipped with key lock boxes on the dashboard area. These boxes were installed for the security of the bus and to enable any other driver or mechanic access anytime that the bus is needed or an emergency arises. Do not leave the keys in the ignition when leaving the bus unattended except on the transportation lot when taking a break in the driver's lounge. Otherwise, if bus is parked in the lot, it should be secured. **The keys for the bus will be placed in the box regardless if the bus is parked at school or at home, day or night.**

### USAGE OF RED DIAMOND

The red 4"x 4" diamond on your bus will be placed where visible in the front windshield area any time after you have finished a bus route. This is a reminder that the driver has performed a walk-thru of their bus to check for children left on the bus, and enables others to see it and know the bus is clear. Red diamond will not be visible in the windshield area when driving.

For drivers that do or do not park their buses on a campus lot: Your bus **will** be walked and checked **BEFORE** you leave any campus to make sure there are no children or articles left on your bus. This should take place anytime students have ridden on your bus. This does not just pertain to morning and afternoon routes. Once the bus has been walked and checked your red diamond should then be hung.

If a student is inadvertently left on a bus after the driver has vacated the bus it could result in termination of the bus driver. **Failure to check for students, resulting in a student being left on the bus could result in disciplinary action and/or termination.**

### RADIO STATION

Radio Station 106.9 FM will be banned from all buses. This includes regular routes, trips, etc. This station is absolutely not to be listened to aboard any of the Camdenton R-III buses at any time.

## PERSONAL USE OF BUSES

Effective February 26, 2009, after conferring with Administration, no driver will be allowed to use their bus for any non-school related activities (i.e. errands, Dr. appts., parking at another job site, etc.). All Camdenon R-III buses will only be allowed on designated routes and to and from home (if applicable). Otherwise, the bus will be parked on school property.

## RIDE ALONG POLICY

Because of liability reasons, do not allow anyone that is not a Camdenon R-III student or employee ride your bus (i.e. grandchildren, children, spouse, etc.). Chaperones for field trips will go through the proper channels with the individual school for permission. If questioned by a principal, call the Transportation Office for guidance.

### **USAGE OF 2-WAY RADIO**

To eliminate cutting off the first of your remarks on the radio, always press the mic, wait or pause and then speak into mic. Always use patience and courtesy to others. When the radio is busy or has two parties talking, DO NOT interrupt or butt in. Wait for that conversation to cease and then call out. All drivers and staff need to recognize the impact of improper usage of the radio. Areas that do not pertain to transporting our students or their well being does not need to be put out on the radio.

### **USAGE OF CELL PHONES**

To eliminate the chance of distraction or accident, no cellular phones will be used, unless the bus is parked and secured off the roadway. Cell phones are to be turned off during all scheduled meetings.

### **USAGE OF RUBBER GLOVES**

It is essential that each driver protect themselves and others from communicable diseases. Each bus has been supplied a small box of rubber gloves and a first-aid kit. If you use up any of your supplies, please let the Head Mechanic know and he will replenish your supplies (gloves, gauze, band-aids, ointment, etc.).

Any time a student is to clean a bus for any reason (sweeping, picking up trash, washing windows, ect.) it is mandatory that they are wearing gloves for protection.

All drivers should wear gloves for there own protection when cleaning the inside of the bus.

### **STAND DOWN PROCEDURE**

Any time the "stand down ("aka "Code Purple") call is given out on the radio, all buses that are on the campus grounds when the call is given will come to a stop and all radio traffic will cease until given the okay to continue as normal. This is only used in an emergency situation.

### **FUELING PROCEDURE**

Fuel nozzle will not be left unattended while fueling. This will eliminate fuel spillage.

No smoking around fuel pumps. Be sure fuel caps are secure before pulling away. Disciplinary action could result.

To reduce overall transportation costs, it will be necessary to restrict idling time of buses.

## **BUS DRIVER MEETINGS**

Just as a reminder: Each year we have four (4) scheduled driver meetings. As in the past, if you attend at least 3 of the meetings you will receive \$60 in your July paycheck. We make these meetings available for your benefit that you have the opportunity to acquire the minimum of eight (8) hours of continuing education mandated by the state. We will continue to make an effort to provide you with interesting and worthwhile information. It is our hope that you will take the time to not only meet the minimum requirements, but also make use of the opportunity for your continuing education as a bus driver for the Camdenon R-III School District.

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## **DRIVERS' ABSENCES**

Bus drivers are entitled to leave benefits as outlined in "Board Policy Support Staff Short Term Leave and Absences". Prior to a planned absence and before entering absence request in the HR Portal, contact Deb (346-9292 or 573-528-3636) to request the absence. Upon approval, the request needs to be entered immediately into the HR Portal.

All drivers should contact Deb Allen at the office (346-9292), cell (573-528-3636) in order to request a substitute driver.

**When absent from your a.m. or p.m. route, please see that your bus is left at the transportation office for the substitute driver unless directed otherwise. A spare bus is not always available at the transportation office.**

**All prior arrangements should be made in person or by phone, and not on bus radio regarding bus arrangements when driver is going to be absent.**

Support personnel (bus drivers) may find themselves in unusual circumstances where they are compelled to be absent for unusual or unforeseen reasons. The superintendent may grant up to five days of leave without pay in these circumstances. A request must be submitted to the employee's supervisor (Transportation Director or Office Manager) at least two days in advance.

Two personal days, if unused, may be used in connection with these approved days.

Unpaid leave shall not be considered sick leave for any purpose.

As stated in the Classified Employee Handbook, "Personal days cannot be taken on the day immediately preceding or following a scheduled school holiday."

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## BASIC TERMS OF EMPLOYMENT

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1. These basic terms of employment for Classified Employees are in addition to Camdenon RIII Board Rules and Regulations. Specific Board Rules and Regulations concerning employment may be found in the Classified Employee handbook.
2. All employees are required to complete withholding, retirement, and background check forms. All personnel records will be maintained in the office of the Superintendent. Total annual salary will be divided into twelve (12) equal installments. Building assignments will be determined by the evaluating supervisor. A work calendar will be provided on or before June 30 each year for the following fiscal year.
3. Those entering the Camdenon RIII District within the year must have completed six months of full-time service prior to July 1st to receive a salary increase.
4. Outside experience may be credited on the plan up to a maximum of six years. The number of years allowed will be determined by the nature of previous experience of the applicant and the extent to which it provides training for work in the Camdenon RIII District. Placement on the compensation plan is subject to the review of the Superintendent.
5. The compensation plan is reviewed annually and modifications may be made, dependent upon available funds. The plan provides for the salary range for the current fiscal year only. Salary Advancement beyond the entry level will be based on cost of living increase as approved by the Board of Education.
6. Twenty cents (\$.20) per hour will be added for classified employees who have completed five consecutive years of employment with the District. An additional twenty cents (\$.20) per hour is added for classified employees who have completed ten consecutive years of employment with the District. An additional twenty cents (\$.20) per hour will be added for classified employees who have completed fifteen consecutive years of employment with the District. An additional twenty cents (\$.20) per hour will be added for classified employees who have completed twenty consecutive years of employment with the District. An additional twenty cents (\$.20) per hour will be added for classified employees who have completed twenty-five consecutive years of employment with the District.  
(Bus Drivers are not paid hourly and will receive a different but equal amount. See transportation page.)

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All employees are covered under workmen's compensation insurance for accidents occurring while on duty for the school district. All accidents must be reported to the supervisor immediately and an Accident Report Form completed.

8. All employees are covered under the District's liability insurance policy.

9. A forty-five (45) day waiting period from the date of hire by the Board of Education for full-time employment is required for employee District paid medical and life insurance, and other voluntary insurance options. The coverage would begin the first day of the month following the forty-five (45) day waiting period. Full-time status is defined as being hired by the Board of Education as full time, and that the employee is required to work thirty (30) hours or more per week.

10. **Vacation** - Full-time classified employees who have worked a twelve-month work calendar shall be entitled to two (2) weeks of vacation with pay. However, this rule does not apply until after one (1) full year of employment in the Camden R-III School System.

Employees who have completed ten (10) years of experience with the district and have a twelve-month work calendar, will earn an additional week of vacation per year for a total of three (3) weeks of vacation per year.

Employees may not accumulate more than one (1) year of vacation days on the anniversary date of employment, unless approved by the Superintendent. Total vacation days for the year are credited on the anniversary date. However, vacation days are earned monthly during the twelve months.

Employees must request vacation days five (5) working days in advance unless there are extenuating circumstances.

If employment is terminated early for any reason during the twelve-month work calendar, vacation days will be pro-rated based on the number of days worked.

11. **On-the-Job Incentive Plan** - All Camden RIII School District classified employees falling under the support staff personnel absence and leave policy will be covered under the Incentive Plan. To be eligible for the Incentive Plan, classified employees must have completed a full year of employment (no partial year is eligible). See Page - **On-the-Job Incentive Plan** - End of this Section

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**Sick Leave Donation Policy** - All Camdenon R-III classified personnel who qualify under the sick leave and personal leave policy, GDBDA, will be covered under this plan. See Page - **Classified Staff Sick Leave Donation** - End of this Section.

13. **Forgiveness Days for 12 Month Classified Employees** - When the district utilizes forgiveness days due to inclement weather some employees have work days forgiven (i.e. teachers work less days without a cut in pay). Some classified employees do not have the option of utilizing these days (i.e. 12 month work memo employees such as custodians and secretaries). Staff could utilize this time either on the inclement weather day or be offered compensatory time to be utilized later in the year up to the three days. Remember this is only when the Board of Education implements the "forgiveness days" for excessive snow days. If one to seven days are missed this policy will not be implemented, but on the eighth day, the forgiveness day would come into play.

14. The parties acknowledge that employment is at will. Either the Employee or the Board of Education or its designee may elect to terminate the employment arrangement with two calendar weeks notice. Failure to show up for work without a viable reason for three (3) consecutive days concludes that you have resigned your position with the District due to abandonment of your position. Notwithstanding, the Board of Education or its designee may terminate the employment arrangement without notice or may provide abbreviated notice when good cause or the best interest of the district necessitates.

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**OntheJob Incentive Plan**

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**OntheJob Incentive Plan** will operate as follows:

All classified employees who have earned nine days of sick leave and two personal leave days, and who have perfect attendance for that school year, will calendar schedule, will receive a \$40.00 per day stipend the July following the completion of that work year.

Classified employees who are absent:

Zero days will receive	\$ 440
One day will receive	400
Two days will receive	360
Three days will receive	320
Four days will receive	280
Five days will receive	240
Six days will receive	200
Seven days will receive	160
Eight days will receive	120
Nine days will receive	80
Ten days will receive	40
Eleven days or more will receive no stipend	

Days absent from the job will be determined by the number of sick and personal leave days taken during the work year. Should you make a donation of a sick day to another classified employee, you will not be penalized regarding the payment of the on-the-job incentive pay.

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**BUS DRIVER COMPENSATION PLAN**

Daily Wage	Mileage w/student(s) aboard
79.03	15 miles or less
84.63	15.1 miles to 30.0 miles
88.56	30.1 miles to 45.0 miles
92.76	45.1 miles to 60.0 miles
95.00	60.1 miles to 75.0 miles
97.24	75.1 miles to 90.0 miles
99.48	90.1 miles or more

Substitute drivers will be paid \$71.64 per day.

All field trip drivers will be paid \$15.25 per hour.

All trip drivers will be responsible for their own meal expense.

Full-time shuttle/utility drivers will be paid \$88.56 per day to do any type of shuttling, whether on campus or off, as long as it does not interfere with their regular shuttle schedule. Their work hours will be determined by transportation management with a one hour lunch break. They will also substitute drive for regular route drivers as deemed necessary. Hours will be determined by transportation management, staying within a 40 hour week.

Total full-time shuttle/utility driving and bus driving shall not exceed forty (40) hours per week. All full-time shuttle/utility drivers will receive district paid benefits according to district board policy.

Early Childhood routes will pay \$32.34 per day for each day the route is run.

PASS Program routes will pay \$32.34 per day for each day the route is run.

PASS and Early Childhood drivers will not be allowed to take a trip that interferes with their route. If they are up for a trip during this time, they will be skipped.

Full-time drivers may request to drive an extra-curricular route (i.e., early childhood, project pass, capstone). They may request to drive only one, in addition to their regular route.

\$4.03 per day will be added for wheelchair/handicapped bus routes.

Activity runs will be paid based on the attached sheet.

If a route changes in miles and a daily wage change is required, immediately let the transportation secretary know. That change will become effective on the actual day of the change. This will hold true for both added miles and reduction of miles.

**Classified Personnel Performance Based Evaluation Handbook**

**Compensation Plans - Section V**

**2015-2016**

<b>Miscellaneous Routes</b>			
<b>Route</b>	<b>Daily Rate</b>	<b>Route</b>	<b>Hourly Rate</b>
Capstone	\$32.34	Driver Trainer	\$15.25
Church Transfer	\$27.42	HZ PE	\$15.25
Early Childhood	\$32.34	Off Campus Special	\$11.06
Project PASS	\$27.79	Shop Labor	\$11.06
Sub Drivers	\$71.64	Trips	\$15.25
Summer School	\$64.69		
Tan Tar A	\$10.79		
ESY	\$64.69		
Laker Pack	\$64.69		
Bus Rodeo	\$64.69		
Driver Learning Rts	\$71.64		

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**TRANSPORTATION SPECIAL / FIELD TRIP WAGE SCHEDULE**

**EXAMPLE ONLY**

\* **Note:** Drivers actual daily rate is used  
If you start with 8 hours and subtract 2 hours for the AM route and 2 hours for the PM route, that leaves 4 hours.

**EXAMPLE ONLY**

\* **Note:** Drivers actual daily rate is used  
If you start with 8 hours and subtract 2 hours for the AM route, that leaves 6 hours.

For bus drivers who have completed five consecutive years of employment with the District, \$1.25 per day will be added to the daily wage. An additional \$1.25 per day is added for bus drivers who have completed ten consecutive years of employment with the District. An additional \$1.25 per day will be added for bus drivers who have completed fifteen consecutive years of employment with the District. An additional \$1.25 per day will be added for bus drivers who have completed twenty consecutive years of employment with the District. An additional \$1.25 per day will be added for bus drivers who have completed twenty-five consecutive years of employment with the District.

## **BUS ROUTE BIDDING PROCEDURES**

1. All full time drivers will received, in memo form, information of the bid day and routes that will be up for bid.
2. All open routes will be advertised through a memo to all full-time drivers, and each full-time driver interested may bid on the open routes for which they are interested.
3. Full-time drivers will be considered first to fill the open bid routes. Prior performance and seniority will be considered as contributing factors to the selection.
4. On the same bid day the above will continue to the next set of open routes. If no full-time driver is interested in the route, then it will be taken off the board and filled by a sub-driver as selected by the Transportation Director at a later date.

Any routes that open after bid day thru the school year will be announced and posted on the board at the transportation office and a letter or memo sent out to each driver designating a date on which that route will be bid on. Steps 2 thru 4 will be followed to fill that route.

**ATTENTION:** If a full-time driver is not able to attend a bid day, that driver may bid only those routes which are listed in the bid day memo. All requests will be dated and signed, and if requesting to bid on more than one open route, prioritize your request.

**SENIORITY:** Seniority for full-time bus drivers will be based on the first full-time day of employment. (Seniority is lost when employment ends.)

**NOTE:** Extenuating circumstances relating to a route opening could cause the process to be waived by the appropriate administrator.

## DRIVER OPERATION RULES AND REGULATIONS

School Bus Driver shall:

1. Follow these loading and unloading procedures:

- A. If the school bus is equipped with a master switch, make sure it is in the "on" position;
- B. Activate pre-warning amber flashing lights at least five hundred (500) feet before designated stop;
- C. When stopping for a designated stop, apply brakes hard enough to light up the brake lights so that vehicles behind the school bus will know it is slowing down;
- D. Pull as far to the right as practical on the traveled portion of the roadway and at a location so that the school bus is visible for at least three hundred (300) feet in both directions, and at least five hundred (500) feet on 60 m.p.h. or greater posted roads. Check all mirrors to see that traffic is clear and it is safe to stop;
- E. Approach waiting students with extreme care, paying attention to the surface on which the school bus will stop (dry, slippery, slopes right, rough ground, etc.). Bring the school bus to a complete stop so that the closest part of the school bus is not less than six feet (6') and not more than ten feet (10') from the closest student;
- F. Deactivate the pre-warning amber flashing lights and activate the red flashing warning lights, the stop arm, and crossing arm when opening the service door after stopping;
- G. Check traffic in front and rear of the school bus before you give the students a hand signal that it is okay to cross the road;
- H. Require students who must cross the roadway after leaving the bus or before boarding the bus to cross a minimum of ten feet (10') in front of the bus and only upon a signal given by the driver, monitor, or bus patrol when organized bus patrols are used; and
- I. Have students go directly to their seats and if seat belts apply to that student, encourage the student to fasten the seat belt before proceeding. When students are seated, check traffic and close the front door to deactivate the red flashing warning light and stop arm/crossing arm. Under no condition is a driver to transport more than the legal posted capacity;
- J. Seating space provided each passenger must be sufficient to ensure that the back of each passenger comes into full contact with the seat back.



2. Activate the pre-warning amber flashing lights if a school bus stop must be made in close proximity to the crest of a hill or on curves with limited sight distance, approximately one hundred feet (100') before passing the crest so that vehicles following to the rear shall be made aware the bus is preparing to stop for the purpose of loading or unloading pupils.
3. Do not back school bus on school grounds unless, rear is guarded by school patrol or adult, and driver is advised that the way is clear. Backing of the bus at a turn-around at the end of a road cannot be avoided. If children are present at that turnaround for loading or unloading, remember to load before backing and unload after backing. Always sound horn before backing bus. Backing the bus at any time shall be avoided if at all possible.
4. Use the strobe light, if the bus is equipped with a strobe light, to supplement other school bus lamps and signals, but only when visibility is so severely limited due to fog, heavy snowfall or other atmospheric conditions as to require the distinctive flashers of the strobe lamp to alert motorists to the presence of a school bus. The strobe lamp may be lit while the bus is slowing for a turn or stop, while turning or stopped and while regaining speed from a turn or stop. The strobe lamp may be lit only under the above conditions and only when the school bus is being operated as a school bus.
  - A. Strobe lights should be turned off when on campus, unless otherwise instructed by Transportation Office.
5. Follow these procedures when a school bus is disabled:
  - A. Stop the bus as far to the right as possible (on the shoulder, if available);
  - B. Secure the bus, activate hazard/warning lights and set parking brake;
  - C. Keep children in bus. If location of the bus is unsafe, remove the children to a safer location;
  - D. Place triangular reflectors a minimum of one hundred feet (100') in both the front and rear of the bus;
  - E. Telephone, radio or send capable student to call authorities, giving bus location and description of breakdown; and
  - F. See that all pupils are delivered to their destinations.
6. Keep lettering and lights on front and rear of bus clean so that all markings are clearly visible.
7. Keep service door closed at all times when bus is in motion.
8. Do not leave the driver's area of the bus with the motor running and students on board.
9. Fill the fuel tank only when there are no children in the bus.

10. Do not allow animals on the school bus except for seeing eye dogs or other specially trained animals necessary to furnishing special education services for handicapped children to comply with section 162.710, RSMo.
11. Do not allow weapons or explosive material on the school bus.
12. Do not allow roller blades or skate boards on board bus.
13. Do not allow items carried on the bus to protrude into or block the aisle or be left in the driver or exit areas.
14. When leaving bus unattended for any reason, the driver will secure bus setting park brake, remove keys from ignition, and chock front right tire.
15. Use seat belt whenever the bus is in motion.
16. Do not drive any school bus:
  - A. For more than eight (8) consecutive hours. Hours will be consecutive unless individual ceases operation of the vehicle for at least sixty (60) minutes; or
  - B. For more than an aggregate of twelve (12) hours in a twenty-four (24) hour period.
17. The driver will illuminate headlights, taillights and clearance lights whenever students are being transported.
18. While in the school bus, the children are in the custody of the school bus driver, and he/she is designated as the person responsible to the Board of Education and to the administration for their discipline and their protection.
19. **The driver shall immediately report any discipline problems he/she needs assistance with to the proper administrator. There should be no delay in reporting fights, unusual happenings and other problems on the school bus. It is imperative to get these reports from the driver to the administrators before the parents contact the school.**
20. No student should be allowed to leave the bus to ride to school or to ride home in another vehicle unless the request is made by a parent or legal guardian of the child or an administrator.
21. School buses shall not stop at unauthorized places for purposes of the student to purchase ice cream, pop, or other such items. This delays the schedule and expected time home by the parents, creates an undue safety hazard, and places parents and students who cannot afford these commodities in an unfavorable position. **THE BUS**

**DRIVER WILL BE HELD PERSONALLY LIABLE** if a child should be injured under these circumstances.

22. Driver shall travel the route(s) approved by the Board of Education. No changes in bus route shall be made by the driver without approval of the Assistant Superintendent, except temporary changes required due to road conditions, flash floods, etc.
23. In case of ice or snow, the school office shall announce over the radio if school is to be closed. **WE SHALL RELY UPON THE JUDGMENT OF THE DRIVERS AS TO WHAT PART OF THEIR ROUTE THEY CAN COVER.** Road conditions vary and all or certain parts of some routes may need to be omitted. **THE SAFETY OF THE PUPILS IS THE MAJOR CONCERN. DO NOT PROCEED IF, IN YOUR JUDGMENT, IT IS NOT SAFE TO DO SO.**
24. We desire to avoid having the children on the bus an undue length of time. The driver shall determine the latest starting time possible for loading the first child in the morning, so that you may arrive on campus no earlier than 7:40 a.m. When loading in the afternoon, it is the responsibility of the driver to be sure that all bus passes have been collected and are properly signed before leaving campus.
25. Safety: All students will be seated before the bus is in motion. Prohibit students from hanging arms out of bus, fighting or scuffling, standing in aisles, moving about in the bus and loud and boisterous talking, singing, etc. All these items are safety factors, and prevent the driver from giving adequate attention to his/her duties, prevents him/her from hearing warning horns, etc., and causes undue damage to the bus.
26. The driver should never turn or swerve suddenly. He/she should avoid jerky starts and sudden stops and travel slowly over rough places.
27. The driver shall not follow within 300 feet of another vehicle except when passing.
28. A school bus shall, upon approaching any railroad crossing, be brought to a full stop by the driver within 50 feet but not less than 15 feet from the crossing, and shall not proceed until due caution has been taken to ascertain that the course is clear. Emergency flashers will be used at this time.
29. Students are not allowed to smoke, use tobacco or controlled substance, or have food, candy or any type of drink on the bus.
30. Students should never stand in the roadway while waiting for the bus.
31. The driver will not permit any other person to occupy his/her seat, drive the conveyance, tamper with the motor or any of the controls, excepting such persons as are approved by the Board of Education.

32. It shall be the duty of the driver, at the direction and under regulations prescribed by the local administration, to give emergency drills on school buses which would include instructions and practice in the location, use and operation of the emergency door, fire extinguisher, first aid kit and opening windows as a means of escape in case of fire or accident, radio usage, setting brakes, and turning off ignition.
33. All drivers will establish his/her bus route early and run as close to the scheduled time as possible.
34. **ALL DRIVERS WILL STOP AT EACH DESIGNATED MORNING STOP REGARDLESS IF ANY STUDENT IS THERE TO BOARD.**
35. The School District is committed to providing an environment free from intimidating, hostile or offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited.

Allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee.

36. Vulgar language, off color remarks or inappropriate statements toward students, fellow employees or patrons are not in the best interest of the school district and will not be tolerated. All incidents will be considered job-threatening offenses and treated accordingly.
37. No one will be allowed to smoke or use smokeless tobacco on a bus at any time, (including the driver) effective August 28, 1993 (House Bill #348). As of July 1, 2010 the Camdenton R-III School District main campus and outlying campuses will be tobacco/smoke free.
38. The driver of any Camdenton R-III School District bus will drive in a careful and prudent manner, and will exercise the highest degree of care in driving over all types of roads.

A **route bus**, for reasons below, is defined as (A.M. and P.M. routes to and from school, Early Childhood, shuttling of student(s) on a regular or daily basis within the School District, P.A.S.S. program, Summer school.

A **trip bus**, for reasons below, is defined as any group of students who are transported for a field trip or extracurricular activities with a teacher or chaperone on board the bus.

No person shall operate any vehicle upon any public county road or highway within the unincorporated areas of Camden County, Missouri at a greater speed than thirty-five (35) miles per hour, unless signs are posted or erected designating another speed.  
(Camden County Commission Resolution No. 1-2-02-1).

**No route bus** will exceed 55 miles per hour upon any road posted greater than 55 miles per hour.

**All trip busses** will be allowed to run the posted speed limit on any given roadway, but not to exceed the posted limit.

When multiple busses are traveling together, there should be a distance of at least 300' between busses.

Safety should always be the number one concern and speed should be determined by road conditions and weather, staying within the posted speed limit.

If a driver is stopped while operating a school bus and receives a written citation or warning for careless or imprudent driving, and/or speeding, he/she will be terminated from employment immediately. The driver will not be re-employed as a bus driver.

39. No driver shall install or have installed any items on or inside of bus unless authorized by **Head Mechanic**.

## BUS SAFETY RULES AND REGULATIONS FOR STUDENTS

1. **The driver will immediately report any discipline problems he/she needs assistance with to the proper school administrator. There will be no delay in reporting fights, unusual happenings and other problems on the school bus.**
2. No student will be allowed to leave the bus to ride to school or to ride home in a car unless the request is made by a parent or legal guardian of the child, or an administrator.
3. School buses will not stop at unauthorized places for purposes of the students purchasing ice cream, pop, or other such items. This delays the schedule and expected time home by the parents, creates an undue safety hazard, and places parents and students who cannot afford these commodities in an unfavorable position. **The bus driver would be held personally liable** if a child should be injured under these circumstances, as the school insurance would not apply.
4. All students will be seated before the bus is in motion. Students should refrain from hanging arms out of the bus, fighting or scuffling, standing in aisles, moving about in the bus and loud and boisterous talking, singing, etc. All of these items are safety factors, and prevent the driver from giving adequate attention to his duties, prevents him from hearing warning horns, etc., and causes undue damage to the bus.
5. No food, candy or beverage is allowed on the bus except with the permission of the driver when a bus is on an extra curricular activity trip.
6. Students must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
7. No animals will be permitted on the school bus.
8. No use or possession of firearms/weapons of any sort will be permitted on the school bus.
9. Do not allow roller blades, skateboards on board bus.
10. The use or possession of tobacco products and controlled substances are not allowed on the school bus.
11. Pupils should never stand in the roadway while waiting for the bus.
12. Students are not allowed to operate or handle bus equipment or cause destruction of the bus.
13. Students should place all debris or litter in trash receptacles when exiting bus. Keep our school buses clean.

## ACTIVITY TRIP GUIDELINES

Student activity trips are a part of the program of the Camden Schools, but are not a contracted part of a bus driver's job description. In an effort to be fair to our regular drivers and to provide the necessary services to our students, the following guidelines have been developed:

1. Bus drivers will inform the **Transportation Office Manager** that they are interested in taking activity trips. Their names will be placed on the trip wheel in order of route number. The bus drivers will then be called according to their route number.
2. Mini trips- if a mini trip interferes with a route it will be assigned to a sub driver and will not affect the mini trip wheel. **Whenever possible, mini trips will be assigned to a Shuttle/Utility driver as part of their regular work day.**
3. An activity trip of three hours or longer is assigned according to the rotation and counts as a regular trip for purposes of the rotation. Anything under three hours is considered a mini trip and will be included in the mini trip rotation **or assigned to a Shuttle/Utility driver as stated above. One exception: The Health Occupation trip request for the same day approximately 8:30am-10:30am and then 12:30pm-2:30pm. This will be assigned from the mini trip wheel and assigned to the same driver.**
4. There will be three trip wheels for rotation, one for regular trips, one for over night trips, and one for mini-trips. Drivers may be on any/all wheels. Each wheel will count as **its own** rotation. If a driver was to be up on any two wheels on the same day, he/she will choose the trip they want to take and pass on the other. Trips will be assigned on a rotation basis by route number. **Appropriate attire should be worn to reflect the type of trip taken.**
5. If a driver is assigned a trip, and is at the appropriate location when the trip is cancelled, that person will be paid for one hour, and will receive the next available trip. If a trip is cancelled before the driver reports, that person will receive the next available trip, **within the constraints of a 40 hour work week. Other drivers already scheduled will not be changed.**
6. If a driver is called and says "pass" on the trip, he/she will have to wait for his/her number to appear on the next rotation of the applicable wheel. If a driver is called and says "time" on the trip, he/she will make the person calling out the trip aware of how many hours they will have available within that same 40 hour work week. The work week is from 12:00am on Sunday until 11:59pm on Saturday. If another trip becomes available within the constraints of the hours the driver has available within the same work week "time" has been called, it will be offered to that driver according to the

**rotation of drivers who have called time. Priority will be given to the driver who has called with the most amount of available time. Otherwise, the rotation of the wheel will progress. A person calling time will not be offered a trip in a following week to make up for the trip he/she called time on.**

**Example: Three 16 hr trips and one 8 hr trip are going to be called out; driver one and driver two take the trip. Driver three calls "time" with 6 hrs available. Driver four calls "time" with 10 hrs available. The rotation would continue until someone took the 16 hr trip without going into overtime. If no one took the 16 hr trip we would go back to the drivers who had called time and offer the driver with the most available time without going in overtime or the least amount of overtime.**

7. All trips and trip tickets will be handled as follows:
  - a. All trips for the rotations will be placed on trip board in the transportation office. Trips will be posted by Route#, and posted two days prior to trip when possible. Any trip request that comes in late will be assigned and posted.
  - b. Pick up trip tickets in holder next to trip board before taking trip.
  - c. It is the responsibility of each driver to have the trip ticket completely filled out and returned properly signed by both parties to the office manager by 12:00 noon the following work day.  
Any trip ticket that is not completed properly will be returned to that driver and will not be considered payable until completed properly and returned.

**The following policy will be strictly implemented as of August 2009!**

- d. If a driver does not return a properly completed and signed trip ticket within the allotted time (12:00 pm atomic time the following work day) his/her name will be removed from the trip lists for a period of one month before being reinstated.

The trip tickets may be faxed to the transportation office (573)-346-9295 as a convenience.

Adopted – 1986-87 School Year  
Revised – 2005-2006 School Year  
Revised – 2010-2011 School Year  
Revised – 2011-2012 School Year  
Revised – 2012-2013 School Year



**ACTIVITY TRIPS**  
(Off campus pick-up/drop-offs)

The majority of school-sponsored trips begin and end at the Camdenton R-III main campus and the majority of people who have children on the bus are waiting at the main campus.

The sponsor should consult with the driver if a student(s) needs to be dropped off at any other location than at the main campus. The preferred drop points would be at the Hurricane Deck or Osage Beach schools. If a student needs to be dropped off because of a special situation, the sponsor should consult with the bus driver before loading for that trip or the request should be placed on the trip request.

Those stops, other than schools, should be non-highway stops and preferably on the same side of the road as the return trip. The driver will decide whether the location will be a safe location to pull into and maneuver. Also, it will be possible for the driver to view the area when driving by during daylight hours on the way to the activity. If the driver advises that it is not safe to stop at that location the sponsor will have time to make other arrangements for the student to be dropped off at a safe location.

**Under no circumstances should a route be altered due to a drop off. The bus should run the recommended route that has been approved and agreed upon by the Transportation Department, which is always the safest route for the bus and its riders.**

## ACTIVITY TRIP RULES-DRIVERS

The following rules have been established for all activity trips:

1. The driver will make sure that the interior and exterior of the bus he/she is taking is in a neat and clean state before leaving for trips.
2. **The driver is responsible to take the safest and best route from Camdenon R-III Schools to the town in which the activity takes place. (See attached routes to High Schools and Middle Schools. If a location is not found in the attached routes the Transportation Department will determine the safest and best route).**
3. It is the responsibility of the sponsor/coach to know the directions to the destination once they are in the town. **Both the sponsor/coach and driver should work together.**
4. It is the driver's responsibility to make sure plastic bags are available for trash. The driver and sponsor should do a walk-through to make sure the bus is clean. The driver is responsible for trash bags to be put in the proper trash containers and the lids closed on those containers.
5. **The driver is responsible to wear clean and appropriate clothes for the activity trip they are driving. Clean and appropriate clothing should be taken for overnight trips.**
6. The driver is responsible for being at the proper location at loading time.
7. **By state law, it is the driver's responsibility for making sure the rear emergency door is not blocked by any type of supplies or equipment that might be needed for the activity. DO NOT BLOCK THE AISLES!!**
8. The driver of any Camdenon R-III School District bus will drive in a careful and prudent manner and will exercise the highest degree of care while driving over all types of roads.
9. No trip bus will exceed 55 miles per hour upon any road posted greater than 55 mile per hour except for any trip bus on a four (4) lane divided highway or divided interstates, which has a posted speed limit of 70 miles per hour. The trip bus will not exceed **65** miles per hour on those roadways.
10. If a driver is stopped while operating a school bus and receives a written citation or warning for careless or imprudent driving, and/or speeding, he/she will be terminated from employment immediately. The driver will not be re-employed as a bus driver.
11. The driver, when stopping for something to eat, should be allowed to order first so he/she can return to the bus early to supervise reloading.
12. The driver will always remain with the activity group being transported. The only exception would be for a meal break in close proximity to the activity within a reasonable amount of time.

## ACTIVITY TRIP RULES-SPONSOR/COACH

The following rules have been established for all activity trips:

1. It is the responsibility of the sponsor/coach to know the directions to the destinations once they are in the town. **Both the sponsor/coach and driver should work together.**
2. The sponsor/coach is responsible for the behavior of the students during the trip. It is also the sponsor/coach's responsibility that noise be kept to a minimum and when a large group is on the bus (35 to 40+ students) that the sponsor sit in the middle of the bus for supervision, especially at night with boys and girls on board.
3. It is the sponsor's responsibility to see that all trash is picked up at the end of each trip. Many times this bus has to be used on a route soon after the trip. The driver and sponsor/coach should do a walk-through to make sure the bus is clean.
4. It is the responsibility of the sponsor/coach to be prepared to load student and equipment at the prescribed time and location.
5. **By state law, it is the driver's responsibility for making sure the rear emergency door is not blocked by any supplies or equipment that might be needed for that activity. DO NOT BLOCK THE AISLES!!**
6. When stopping for something to eat, if the bus does not lock, a sponsor/coach should remain with the bus and the driver should be allowed to order first so he/she can return to the bus early to keep the bus secure and supervise loading. Once the driver has returned to the bus with their meal the sponsor/coach can leave the bus to get their meal.

Please place in your driver handbook in Section 4.

Effective October 5, 2009, if you drive an extra-curricular duty route (Early Childhood, Project Pass, Capstone) and you are also on the trip wheel and have accepted a trip that is canceled for some reason (i.e. weather) you will be given the opportunity to accept the next available trip as a make-up that does not interfere with your extra-curricular duty route, and is within the weekly 40 hour limit.

This will be treated no differently than the regular trip wheel. When you are offered the make-up trip either respond that you have to pass, or accept the make-up trip. If you pass, another make-up will not be offered.

**Effective August 23, 2010 full time shuttle drivers will no longer be placed on any trip wheels.**

All buses will be allowed to run the posted speed limit on any given roadway, but not to exceed the posted limit.

When multiple buses are traveling together, there should be a distance of at least 300' between buses.

Safety should always be the number one concern and speed should be determined by road conditions and weather, staying within the posted limit.

DRAFT

## TRIP SHEETS GUIDELINES

Any mileage sheet being completed does not need to have tenths of miles figured on it. This includes trip sheets.

Trip sheets need to be filled out in their entirety. In the blank for "bus" make sure you use the route number and inside number of the bus you are actually driving on trip. Beginning and ending odometer (not trip meter) readings must be filled in and be legible. DO NOT calculate the miles. All trip tickets need to be turned in, completed properly and correctly by noon the following work day. Any trip ticket that is not completed properly will be returned to the driver and will not be considered payable until it is corrected. **If a driver does not return a properly completed and signed trip ticket within the allotted time (noon the following work day) his/her name will be removed from the trip list for a period of one month before being reinstated.** Trip tickets need to be handed to Deb. In her absence they can be turned in to Teresa or Gary. For the drivers out of Hurricane Deck and Osage Beach you may fax your trip sheets in.

The only time the beginning time of a trip is to be changed on a trip sheet is if it is authorized by the transportation office staff. The exception to that would be on a day a trip is being taken and the regular route would not have normally been driven (i.e. weekend or school out of session). On those days fifteen minutes can be added to the loading time for pre-trip inspection.

6/10/15

## School Door Lettering

To better identify which door students are to be picked up, you will notice the doors of the schools have been lettered, starting with the main door being "A" and continuing clockwise through the alphabet around each respective school. Those that put in bus requests have been asked to specify in the comments of the transportation request which door they would like to be picked up.

## USAGE OF GPS DEVICE

1. A global positioning or navigational based system only, using only voice activated directions. Not a cell phone or any other communication device.
2. Must be brought in and approved by the Transportation Director before used on bus.
3. The GPS must have suction cup mounting capability or be affixed on a sandbag dash mount. It must be temporarily mounted on the small left side window pane (not windshield) or sitting on the dash at this same location. The device cannot be positioned at eye level.
4. May only be used when taking an activity trip for the school on the bus. This does not include daily routes.
5. Adequate safety precautions are taken at all times. Even in these situations, drivers should first take all possible safety precautions before using device.
6. The school is not responsible for theft, damage or other loss of the driver's GPS.

**Note:** In special circumstances, with approval of the Transportation Director, a GPS, positioned at dash level only, may be used. For example, when driving a school vehicle to another location to deliver or pick-up a bus, parts, etc.



## INCLEMENT WEATHER

As we enter into the winter season make sure you allow plenty of time to do your pre-trip, warm the bus, and clean the windows and mirrors before you start your route. If you are running a diesel on your route, make sure you plug it in when the temperature is below 29 degrees to allow the water to stay warm overnight. Make sure plugs for cold weather are unplugged before starting and running bus.

**ALWAYS BE AS CAREFUL AND SAFETY CAUTIOUS AS POSSIBLE AND KEEP AN EYE OUT AHEAD FOR SLICK OR BAD ROADS.**

### EMERGENCY SNOW ROUTE GUIDELINES

When emergency snow routes are called for, under no circumstances should any driver alter his/her snow route due to a cleaned or cleared road on the route. Stay consistent with your emergency snow route so that your parents and students will know where to go for their pick up or drop off points. It is confusing when you change the emergency snow route a.m. to p.m. due to different road conditions on your route.

Make sure you have your emergency snow route planned out, if one is needed on your route. The snow route should be arranged so the students will be picked up and dropped off at the most accessible place nearest to their stop or home. These routes will only be used if an announcement is made on the radio that emergency snow routes will be implemented that day.

If the weather has been bad over the weekend or holiday, it would be advisable to get out and drive the roads on your route that may cause a question the following morning.

**All Route Drivers** will need to come into the transportation office and fill out the **emergency snow route definition** and have enough copies made to attach to a copy of the **memo** defining whether the child or children are on a snow route, to be able to give one out to each family.

If the child or children are **not** on a snow route, put your name and route # and circle **is not** on the memo. If they **are** on a snow route, circle **is** and fill out completely.

Even when an emergency snow route is not called, there are always those roads that are not always safe to operate a school bus. You should notify, in advance, those parents who are involved on those roads. This is done the same way we treat high water and is up to the discretion of the driver of that route.

**DRIVERS WHO DO HAVE SNOW ROUTES shall allow ample time at each stop for parent or guardian to pick up students before calling in on radio. NO child will be allowed off bus to go home from a snow route stop with anybody other than the parent or guardian of that child, without proper authorization from the Transportation Director or School Administration. THESE COPIES NEED TO BE HANDED OUT TO YOUR RIDERS NO LATER THAN NOVEMBER 6<sup>TH</sup>.**

## **Winter Plug-ins for Busses**

Any bus that parks at the main campus or outlying schools, after you unplug your bus from the electrical cords around the sidewalk or parking area, please be sure your cord is completely wrapped and hanging on the hanger supplied on the poles your electrical is supplied by.

There will be snow removal while your bus is on the routes and we don't want the cords to get caught up and cut with the snow removal equipment. So don't just throw your cord up in the grass area, as you may not be able to find it later under the snow.

Thank you for your help in this matter, as we try to make your walk safer.

PLEASE SAVE THIS DOCUMENT

**INCLEMENT WEATHER INFORMATION  
SCHOOL CLOSING PHONE NUMBER IS 317-3400**

No Snow Route

No Snow Route

**CAMDENTON SCHOOL DISTRICT  
BUS SNOW ROUTE MEMO**

TO: PARENT/GUARDIAN

DATE: November 1, 2015

FROM: \_\_\_\_\_, Bus Driver      Route # \_\_\_\_\_

Your student/s will **NOT** be affected by a snow route. Therefore, they should meet the bus at their normal bus stop at approximately the usual time.

If you have any questions, please call me at \_\_\_\_\_

**RADIO AND TV STATIONS**

Springfield (All Stations)  
KFBD-KOZQ (96.7)  
KRMS (93.5) (1250 AM)  
KBMX (101.9 FM)  
KCLQ (107.9)  
KIRK-KJEL 103.7)

KQUL (102.7)  
KS95 (95.1)  
KCLR (99.3)  
KTXY (106.9)  
KCVO (91.7)  
KLOZ (92.7)

KOMU-TV  
KZNN  
KRCG-TV

PLEASE SAVE THIS DOCUMENT

**INCLEMENT WEATHER INFORMATION  
SCHOOL CLOSING PHONE NUMBER IS 317-3400**

**CAMDENTON SCHOOL DISTRICT  
BUS SNOW ROUTE MEMO**

TO: PARENT/GUARDIAN

DATE: November 1, 2015

FROM: \_\_\_\_\_, Bus Driver                      Route # \_\_\_\_\_

Your student/s bus stop **WILL** be affected by an emergency snow route. The following are the snow route locations and approximate times. In the event that snow routes are called for on the morning route, they will automatically be implemented on that same day for the afternoon route. If we implement an early release because of inclement weather, snow routes will be in effect. **Please**

If you have any questions, please call me at \_\_\_\_\_.

<u>Approximate AM Pick Up Time</u>	<u>Location</u>	<u>Approximate PM Drop Off Time</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**RADIO AND TV STATIONS**

Springfield (All Stations)  
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KCLQ (107.9)  
KIRK-KJEL 103.7)

KQUL (102.7)  
KS95 (95.1)  
KCLR (99.3)  
KTXY (106.9)  
KCVO (91.7)  
KLOZ (92.7)

KOMU-TV  
KZNN  
KRCG-TV

MEMO

TO: Parent or Guardian

FROM: Gary E. Cuendet  
Transportation Director

RE: Emergency Snow Route For Buses

To ensure the safety of your child or children in transporting them to and from school during inclement weather, the following is to better help you understand the definition of an emergency snow route if this circumstance should occur.

Emergency snow routes are run by school buses when the majority of main roads have been plowed, but the secondary or side roads have not been plowed and there is reason to believe that road conditions are unsafe.

These routes will be broadcast over the local radio stations and/or School Reach, (not television) prior to opening of school that morning, and will be run by the buses both a.m. and p.m. routes that day. This eliminates confusion for parents on the location of where the children will be dropped off due to varying conditions during the day.

Due to the different types of roads in our district and the routing of certain school buses, not all bus routes have an emergency snow route. The attached map or letter from your driver is to better enable you in knowing if your child's or children's pick up and/or drop off point is on an emergency snow route.

If we were to call off school during midday, the emergency snow route is in effect automatically for that p.m. route.

Even when an emergency snow route is not called, there are conditions that may cause some roads to not be safe for the operation of some school buses. Your driver should notify you in advance if this is a problem on your road, and these are left up to the discretion of the driver on that route during inclement weather.

Thank you for your cooperation.

# CAMDENTON R-III SCHOOL DISTRICT

## 2015-2016

**No Students**

**Professional Development**  
No Students

**Early Release/Collaboration**  
2:00 p.m.

**Early Dismissal**  
12:30 p.m.

**Holiday/NO SCHOOL**

August 2015				
M	Tu	W	Th	F
3	4	5	6	7
10				
	18	19	20	21
24	25	26	27	28
31				

September 2015				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2015				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	
19	20	21	22	23
26	27	28	29	30

November 2015				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 2015				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Schedule			
Aug. 4, 5, 6	New Teacher Orientation		
Aug. 11, 12, 13, 14, 17	Teacher Work Days		
Aug. 13	Intern. & Secondary Meet/Teacher Night		
Aug. 14	Dogwood Elem. Meet the Teacher Night		
Aug. 14	Hawthorn Elem. Meet the Teacher Night		
Aug. 14	Osage Beach Elem. Meet/Teacher Night		
Aug. 17	Hurricane Deck Meet the Teacher Night		
Aug. 18	SCHOOL BEGINS		
Sept. 4	Professional Development Day		
Sept. 7	Labor Day – No School		
Oct. ___	Homecoming		
Oct. 15	Last Day of 1 <sup>st</sup> Quarter (41 days)		
Oct. 16	Teacher Work Day		
Oct. 20	Elem. & Intermediate Parent/Teacher Conferences 4-8:00 p.m.		
Oct. 22	MS & HS Parent/Teacher Conferences 4-8:00 p.m.		
Oct. 29	Elem., Intermediate, MS, HS Parent/Teacher Conferences 4-8:00 p.m.		
Oct. 30	NO SCHOOL		
Nov. 25 through 27	Thanksgiving Vacation		
Dec. 18	Christmas Vacation Begins at 12:30 p.m.		
	Last Day of 2 <sup>nd</sup> Quarter (41 days)		
Dec. 21 through Jan. 1	Christmas Vacation		
Jan. 4	Professional Development Day/Teacher Work Day		
Jan. 5	School Resumes		
Jan. 18	Martin Luther King Day – No School		
Feb. 15	Presidents' Day – No School		
Mar. 10	Last Day of 3 <sup>rd</sup> Quarter (46 days)		
Mar. 11	Teacher Work Day		
Mar. 23 through 28	Easter Break		
May 20	School Term Ends, 12:30 p.m.		
	Last Day of 4 <sup>th</sup> Quarter (46 days)		
May 23	Teacher Work Day		
May 19	Graduation		
May 30	Memorial Day		
	174 Student School Days		
	185 Teacher Contract Days		
<i>Make-Up Schedule for Missed School Days</i>			
1 <sup>st</sup> Day	Jan. 18	5 <sup>th</sup> Day	May 25
2 <sup>nd</sup> Day	Feb. 15	6 <sup>th</sup> Day	May 26
3 <sup>rd</sup> Day	May 23	7 <sup>th</sup> Day	March 23
4 <sup>th</sup> Day	May 24	8 <sup>th</sup> Day	March 24
<i>Summer School Begins June , 2016</i>			

January 2016				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 2016				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29				

March 2016				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April 2016				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 2016				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
	24	25	26	27
30	31			

June 2016				
M	Tu	W	Th	F
		1	2	3

This section contains copies of forms and information sheets that need to be filled out over certain times of the year. Some are returned to the Transportation Office and others get copied and out to parents or guardians of your riders. A school calendar for the upcoming year is also a part of this section.

**PLEASE TAKE TIME TO LOOK OVER THIS SECTION AND FILL OUT PAPERS AS NECESSARY.**

Letters to parents will be out no later than [REDACTED]  
Sub information sheets will be turned in to office no later than [REDACTED]  
New and updated route maps will be turned into office no later than [REDACTED]  
Snow route papers will be distributed to parents the week of [REDACTED]

# CAMDENTON R-III SCHOOLS

**Dear Parent(s):**

**As a Camdenton R-III School District bus driver, I share your interest in your child's safety and well-being. In this capacity it is my direct responsibility to insure that throughout the school year your child is transported safely and efficiently to and from school.**

**It is my sincere hope that you, your child and I can develop a working relationship that will assist in our shared efforts to achieve a safe environment for all of those students placed in my charge for daily transport to and from school.**

**It is my intention to call upon you, the parent, when your help is needed. And, when I may be of service to you and/or your child in improving the school bus environment, I invite you to do the same.**

**Please keep in mind that your child's good school bus behavior is a necessary and very important contribution to school bus safety.**

**IMPORTANT TO YOU!  
IMPORTANT TO ME!  
IMPORTANT TO YOUR CHILD!!!**

**I wish to thank you in advance for your cooperation in assisting me in my commitment to assure the safety of your child while on the bus.**

\_\_\_\_\_  
**Driver's Name (Print)**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Bus Route #**



**CAMDENTON R-III SCHOOLS**  
**SUB DRIVER INFORMATION SHEET**  
**2015-2016 School Year**

Driver Name: \_\_\_\_\_

Driver Phone Number: \_\_\_\_\_

Route/Bus #: \_\_\_\_\_

Line Up Placement \_\_\_\_\_

NUMBER OF SEAT BELTS NEEDED AND STUDENTS NAME:

NUMBER OF CHILD SEATS AND STUDENTS NAME:

WHAT TIME DOES THE SUB DRIVER NEED TO LEAVE **CAMPUS** IN THE A.M.?

FIRST PICK UP TIME AND LOCATION:

SEAT ASSIGNMENT (SPECIFIC):

NAME THREE STUDENTS WHO COULD HELP ON BUS STOPS AND LOCATIONS IN THE A.M. AND P.M.:

RECOMMENDATIONS OR COMMENTS THAT WOULD HELP THE SUB DRIVER

**TITLE:** BUS DRIVER / FULL-TIME SHUTTLE BUS DRIVER

- QUALIFICATIONS:**
1. Dependable
  2. Safe Driving Record.
  3. Successful Completion of district training program.
  4. Valid drivers license, valid commercial drivers license with school bus endorsement.
  5. Ability to relate to people.
  6. Must exhibit a positive attitude relative to the promotion of the interest of the Camdenon R-3 Schools.
  7. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Transportation/Office Manager

**JOB GOAL:**

**Shuttle** children to and from classes on campus or a school related job or business in a safe and legal manner. To display courtesy, respect for the law and authority, safety in driving habits, and efficiency in time and effort.

**Transport** children to and from school or a school sponsored activity in a safe and legal manner. To display courtesy, respect for the law and authority, safety in driving habits, and efficiency in time and effort.

**PERFORMANCE RESPONSIBILITIES:**

1. Observe all safety rules and traffic laws by exercising safety first in all operations.
2. Establish a positive relationship between himself/herself and assigned students and their parents as appropriate, to promote safety and good conduct on the school bus.
3. Communication with parents should be made to address minor discipline issues before involving building administrators. Serious offenses may not require communication to parents, depending on the nature of the offense.
4. Instruct students assigned to his/her school bus regarding established rules and good conduct and safety on the school bus.
5. Transport assigned students over the designated shuttles, in accordance with established operating schedules and administrative rules.
6. Transport assigned students over the designated morning and evening bus routes, in accordance with established operating schedules and administrative rules.
7. Perform district procedures as outlined in Bus Driver's Handbook to ensure there are no students left unattended on the bus.
8. Maintain cleanliness of the assigned school bus, with frequent sweeping and dusting and such other cleaning duties as circumstances may, from time to time, require.
9. Perform daily safety inspections of his/her assigned school bus prior to morning route departure, employing the "Driver's Daily Report" to record and report deficiencies noted during the daily school bus safety inspection.
10. Initiate such follow-up action as may be required to insure prompt correction of all equipment deficiencies recorded on his/her "Driver's Daily Reports".
11. Maintain time cards and pre-trips and returns to transportation office by 5:00 P.M. each Monday immediately following the previous workweek.
12. Conduct emergency school bus drills and safety demonstrations, when called upon to do so by the Administration.
13. Conduct himself/herself in accordance with all school bus driver rules and regulations, which have been, or may from time to time be established by the State and/or local Board of Education and/or the Superintendent of Schools.

14. Attend no less than three school bus driver workshops conducted under the auspices of and as authorized by the Superintendent of Schools.
15. Maintain good personal hygiene and a personal appearance appropriate to his/her position as a representative of the Camden R-3 Schools.
16. Perform a "head count" of students and such other written reports as the Administration may, from time to time direct.
17. Must have a medical examination by the District's physician at least once a year prior to the first day of the school year. The Board of Education will bear the cost of the medical examination on the two days scheduled by the districts Physician and Health services personnel.
18. Perform other duties as assigned or determined necessary.

**TERMS OF EMPLOYMENT:**

Work days, hours, and salary as specified in district memo.

**EVALUATION;**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Transportation Director Date

Camdenton R-III School District  
2015-2016 School Year

Transportation Department Employee

## BUS DRIVER HANDBOOK ACKNOWLEDGMENT

I have received a copy of the Camdenton R-III Bus Driver Handbook which contains School District Policies and School Bus Guidelines.

I acknowledge that I have read the District Policies, including School Bus Guidelines and agree to abide by all provisions of the policies as a condition of my continued employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Please sign and return to Transportation Office by September 4, 2015.**