

CAMDENTON R-III SCHOOLS
TRANSPORTATION STAFF
2013-2014 School Year

Dr. Jim Rich	Assistant Supt.	Work: 346-9228
Mr. Gary Cuendet	Director	Work: 573-346-9282 Radio: #75 Home: 573-346-3018 Cell: 573-280-6006
Ms. Deb Allen	Office Manager	Work: 573-346-9292 Radio: #71 Cell: 573-528-3636
Mrs. Teresa Elliott	Dispatcher	Work: 573-346-9269 Radio: #74 Cell: 573-480-5208
Mr. Terry McDaniel	Head Mechanic	Work: 573-346-9294 Radio: #73 Home: 573-346-2723 Cell: 573-280-5247
Mr. J.C. Newell	Mechanic	Work: 573-346-9294 Radio: #73 Home: 573-346-3649
Mr. Joe Elliott	Mechanic	Work: 573-346-9294 Radio: #73 Cell: 573-480-5209
Jeff Griffin	Mechanic	Work: 573-346-9294 Radio: #73 Cell: 573-480-0553

2013-2014
CONTENTS

- SECTION 1 -** Route Driver/Sub Driver Assigned Duties
ID Badge Memo
School Bus Driver Medical Examinations
CDL Medical Certification Requirements
D.O.T. School Bus Driver Medical Examination Information
Accident Guidelines
- SECTION 2 -** Morning Arrival – Bus Parking – Loading
Kindergarten & Early Childhood
Pre-trip/Time Card & other required duties
Time Card Guidelines
Procedures
Discipline
Policy Memo
Mirror Adjustments
- SECTION 3 -** Basic Terms of Employment
Bus Route Bidding Procedure
- SECTION 4 –** Activity Trip Guidelines
Activity Trip Rules
Trip Sheet Guidelines
Activity Trip (off campus pick-up/drop-offs)
Directions to Middle School and High School Events
- SECTION 5 -** Bus Driver Examination and Training
Dress Code
Driver Operation Rules & Regulations
Student Bus Safety Rules and Regulations
Emergency Guidelines
- SECTION 6 -** Driver Absences
- SECTION 7 -** Inclement Weather and Emergency Snow Route Guidelines
- SECTION 8 –** Bus Line-Ups
- SECTION 9 -** Driver Forms and Information Sheets
School Calendar
Early Release Schedule
- SECTION 10 -** Bus Driver Handbook Acknowledgement
Performance Responsibilities-Route Driver/Sub Driver

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."**

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. One day will be scheduled by the district's physician and health services personnel. If a bus driver receives his/her exam on that day, the district will cover the cost of the exam. **However, if the driver can't make it on that day, the examination must be completed by the district's physician at the bus driver's expense.**
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.

Commercial Driver License (CDL) Changes Medical Certification Requirements

A new Missouri statute passed by the General Assembly in the 2012 session requires all CDL holders to comply with federal motor carrier safety regulations and provide information about the type of commercial vehicle operation they drive in or expect to drive in with their CDL. Depending on the type of operation, some drivers will also be required to submit a current medical examiner's certificate to obtain a "certified" medical status as part of their driving record as required by state and federal law (See Section 302.768, RSMo, and 49 CFR Section 383.71).

The state statute passed in 2012 and the federal regulations that the state law incorporates require the Department of Revenue to retain a copy of the medical card, collect information from the card, notify drivers of a license downgrade if they have allowed their medical card to expire, and transmit driver medical card status to other state licensing agencies. More information on the driver's part of this requirement can be found at <http://www.fmcsa.dot.gov/registration-licensing/cdl/faqs.aspx>. Under these laws, the Department will collect CDL medical card information through the license offices.

Beginning June 3, 2013, any person applying for or renewing a CDL must certify to the Department one of the following statements:

1. **Non-excepted interstate (NI).** Operates or expects to operate in interstate commerce, and is subject to and meets the qualification requirements under 49 CFR Part 391, and is required to obtain a medical examiner's certificate by 49 CFR 391.45.
2. **Non-excepted intrastate (NA).** Operates or expects to operate in intrastate commerce and is required to meet Missouri's current medical requirements.
3. **Excepted interstate (EI).** Operates or expects to operate in interstate commerce, but engages exclusively in transportation or operations excepted under 49 CFR 390.3(f), 391.2, 391.68 or 398.3 from all or parts of the qualification requirements of 49 CFR Part 391, and is not required to obtain a medical examiner's certificate by 49 CFR 391.45.
4. **Excepted intrastate (EA).** Operates or expects to operate in intrastate commerce, but engages exclusively in transportation or operations that are excepted from all or parts of Missouri's medical requirements.

CDL holders who certify to category 1 or 2 above (non-excepted interstate or non-excepted intrastate) must provide a copy of their medical examiner's certificate to the license office prior to the issuance, renewal, upgrade or replacement of a CDL.

Under the federal regulations, all CDL holders must make the certification of category and any required medical certificate by January 30, 2014. To help avoid a rush at the license offices, the Department will be notifying current CDL holders by postcard asking them to go into a license office and certify within 60 days from the date on the postcard. Please avoid waiting until the last minute as all CDL holders in Missouri are subject to this federal regulation.

As a reminder, drivers who are required to have a Department of Transportation (DOT) medical certificate will still need to carry that card with them while driving until January 30, 2014.



§ 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

ID BADGES

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

DRAFT

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.

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 hand deliver 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.

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.

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 Dispatcher 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, Tan Tar A, 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.

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.

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.

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 Camdenon 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.

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.

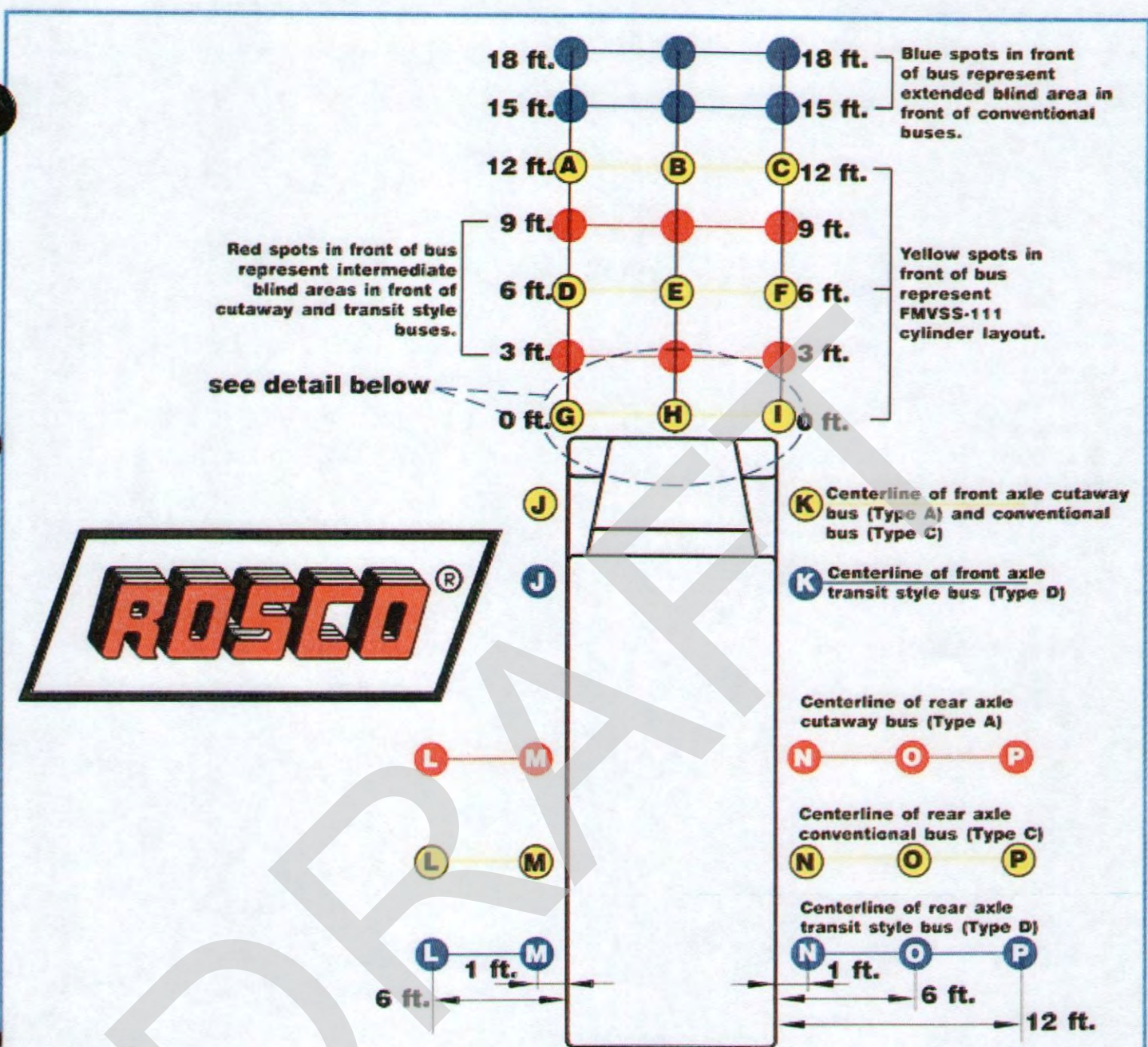
In most cases, the first action taken is a reprimand or a withdrawal of bus privileges for a short time. If behavior does not improve when the student returns, the right to ride the bus may be denied for a longer period. This is usually done only after other measures have failed to improve the situation.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

Instructions for using the ROSCO BUS MIRROR ADJUSTMENT GRID

All drivers should make an appointment with Terry McDaniel to have one of the shop mechanics help adjust your mirrors. This does not have to happen all at once but should be a frequent check in case of misalignment or a mirror gets bumped.

1. Pull onto the grid and pull forward until your front bumper is just touching the line marked G-H-I with the bus centered between the outer lines of the grid.
2. Using your side view or outside rear view mirrors you should be able to see spots L, M, N, and O. Using these mirrors you should be able to see 200 feet behind the bus.
3. The mirrors on the front of the bus called the crossover mirrors, when adjusted properly should give you a view of spots A through K as well as L, O and P.
4. By using both crossover or cross view mirrors together you should see, on the left side spots C,D,E,F,G,H,I,J and L. On the right side you should see spots A,B,D,E,F,G,H,I,K,O and P.
5. Two (2) mirrors have been installed so when a driver pulls onto the Grid, the driver will also be able to check all front and rear lights and light operation.

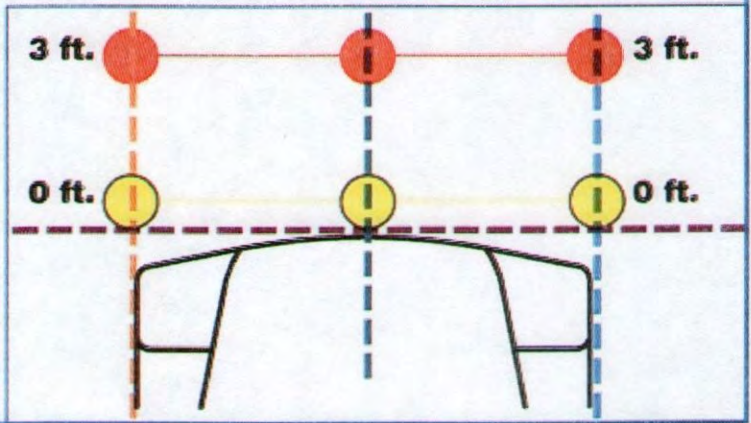
**AT NO TIME WILL BUSES BE PARKED ON OR
AROUND THE GRID UNLESS ADJUSTING
MIRRORS OR CHECKING LIGHTS**



● ● ● — round painted spots are 12.0" diameter

**Layout of Painted Grid
for School Bus
Field-of-View Mirror Test
(Recommended
by Rosco)**

DETAIL VIEW



2013-2014

BASIC TERMS OF EMPLOYMENT

1. These basic terms of employment for Classified Employees are in addition to Camdenon R-III 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 R-III 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 R-III 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.)

Classified Personnel Performance Based Evaluation Handbook

Compensation Plans - Section VI

2013-2014

7. 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 Camdenon 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 Camdenon R-III 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

2013-2014

12. 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. 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.

2013-2014

BUS DRIVER COMPENSATION PLAN

Daily Wage	Mileage w/student(s) aboard
73.92	15 miles or less
79.16	15.1 miles to 30.0 miles
82.83	30.1 miles to 45.0 miles
86.76	45.1 miles to 60.0 miles
88.87	60.1 miles to 75.0 miles
90.95	75.1 miles to 90.0 miles
93.05	90.1 miles or more

Substitute drivers will be paid \$67.00 per day.

All field trip drivers will be paid \$14.25 per hour.

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

Full-time shuttle/utility drivers will be paid \$82.83 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 \$30.25 per day for each day the route is run.

PASS Program routes will pay \$26.00 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.

\$3.77 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 VI

2013-2014

2013-2014 Miscellaneous Routes			
Route	Daily Rate	Route	Hourly Rate
Capstone	\$30.25	Driver Trainer	\$14.25
Church Transfer	\$25.65	HZ PE	\$14.25
Early Childhood	\$30.25	Off Campus Special	\$10.35
Project PASS	\$26.00	Shop Labor	\$10.35
Sub Drivers	\$67.00	Trips	\$14.25
Summer School	\$60.50		
Tan Tar A	\$10.10		
ESY	\$60.50		
Laker Pack	\$60.50		
Bus Rodeo	\$60.50		
Driver Learning Rts	\$67.00		

2013-2014

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.

2013-2014

On-the-Job Incentive Plan

On-the-Job 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.

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 through the school year will be announced through a memo sent out to each driver designation a date on which that routes 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.

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 Camdenon 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 Camdenton 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 Camdenton 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. 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 loading.

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.

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.

MEMO

Re: Project Pass trips
to St. Louis

Effective immediately:

All PROJECT PASS trips traveling to the St. Louis area are to use I-44, as per Dr. Jim Rich, Assistant Superintendent.

This procedure will be utilized unless specifically directed otherwise by the Director of Project Pass or a member of Transportation management.

Updated, 2012

Directions to Middle School Events

***Please note that although there may be other routes, these directions were furnished by each individual school.

Bolivar Middle School / 604 W. Jackson St.

Take Hwy 54 W turn left onto Hwy 73. At Buffalo, take Hwy 32 W to Bolivar. In Bolivar continue on Hwy 32. Turn left onto Lillian Place. Turn right onto W. Jackson St.

Buffalo Prairie School / 1001 Truman St.

Hwy 54 W to Hwy 73 Hwy, turn left on Hwy 73. Turn right onto W Mill St. Turn left onto Ash St. Turn right onto Co Rd 65-172.

Football Field: Hwy 54 W to Hwy 73, go to square. At the square turn right onto Main Street. Go approx. 5 blocks. Field is located at the high school.

Branson Jr. High School / 263 Buccaneer Dr.

I-44 to 82A/Branson exit. Hwy 65 S toward Branson. Take Branson Hills Pkwy/ Bee Creek Rd. exit. Turn left onto Bee Creek Rd. Take the 1st right onto Buccaneer Blvd. School will be on the left.

California Middle School / 211 S. Owen St.

Hwy 54 E ,take the MO-M/MO-87 exit toward Eldon, turn left at MO-87/MO-M, continue to follow MO-87. Turn right at US-54-BR, left at MO-87, turn left at west Howard St. and then right at S. Owen St.

Columbia Kiwanis Track Meet / 4303 S Providence Rd.

Hwy 54 E to Hwy 63 N. First exit to Columbia (AC exit). Follow road to Providence. Turn left on Providence to Rock Bridge School. Track meet will be at Rock Bridge High School.

Cuba Middle School / Wildcat Pride Dr.

Mo-5 Bus S, turn left onto MO-7S. Continue to Richland, at stoplight turn right onto Mo-133 N / S Pine St. Turn left to merge onto I-44 E toward Rolla. Take exit 208 for MO-19 toward Cuba/Owensville. Turn right onto MO-19 S, then right onto Wildcat Pride Dr.

El Dorado Springs Middle School / 901 S. Grand Ave.

Hwy 54 W to Eldorado Springs. Turn right onto S Park St. Take 2nd left onto E Poplar St. Take 1st left onto S Grand Ave. School will be on the left.

Eldon Middle School / 1400 N Grand Ave.

Hwy 54 to the US 54-Business/MO 52 ramp toward Eldon/Tuscumbia. Turn left onto US 54 BR/MO-52. Turn left onto Hilltop Rd. and then right onto S. Grand Ave.

Football Field: Hwy 54 to the Eldon exit. Of the exit ramp, turn left. Go into town and through the stoplight by McDonalds. Go three blocks past the light and turn left onto First Street. The football field is about two blocks down.

Fulton Middle School / 403 E 10th St.

Hwy 54 E through Jefferson City. Take the MO-F exit toward Fulton/Millersburg. Turn right onto Martin Luther King Jr Blvd/MO F. Continue to W 4th St. Turn left onto Market St./US-54 Bus E. Turn left onto N Bluff St/US-54 Bus E. Turn right onto E 10th St. School will be on the left.

Jefferson City Middle Schools

Thomas Jefferson / 1201 Fairground Rd. Hwy 54 E to Hwy 50 exit. Turn left on Hwy 50. Continue west to Country Club Drive exit. Take Country Club Drive exit and turn left onto Country Club Drive. Country Club Drive will turn into Fairground Rd. There are three schools: 1st Lawson, 2nd Learning Center and 3rd Thomas Jefferson.

Lewis and Clark School / 302 East Dr. Hwy 54 E to Hwy 50 exit. Turn right on Hwy 50. Continue east on Hwy 50 to Eastland Exit. Turn left on Eastland Drive. School is located on the left side. There is a circle drive to the school so if you miss the first entrance, you can continue to the second entrance and circle around.

Joel E. Barber

Hwy 5 S to Lebanon. At 3rd stop light turn right onto Hwy 64. Turn left onto Hwy. KK. The school will be on the left side of the road.

Lebanon Jr. High School / 500 N Adam St.

Hwy 5 S to Lebanon. Turn left onto N. Adam St. (street beside Morgan Music). The school is one block down from Morgan Music on left.

Football Field: Hwy 5 S to Lebanon. At 2nd stop light turn Right onto Brice St. Continue to the end of the street high school and field will be on the right.

Logan Rogersville Middle School / 8225 E Farm Rd. 174

I-44 West, take exit 88 for MO-125 toward Strafford/Fair Grove. Turn left onto MO-125 S. Take the 3rd right to stay on MO-125 S. Turn left onto MO-125 S/Peachtree Ln. Turn left onto E Farm Rd 174. School will be on the left.

Football Field: I-44 West to exit 96 for MO-B toward Northview. Turn left at MO-B. Right onto Henderson Rd/MO-D/E MO-D. Continue on MO-D/E MO-D. Turn left at S Farm Rd. 243. S Farm Rd 243 turns right and becomes E Farm Rd 166. Turn left at MO-125/S MO-125

Nixa Middle School / 205 North St.

I-44 West, I-44 West, take 82A/Branson exit, merge onto Hwy 65 S toward Branson. Take MO-J/MO-CC exit toward Fremont Hills. Turn right onto St. Hwy CC. Turn left onto N Main St. Turn left onto E McCauley Farm Rd/E North St. School will be on the left.

Ozark Middle School / 1109 W Jackson St.

I-44 West, take 82A/Branson exit, merge onto Hwy 65 S toward Branson. Continue on Hwy 65, take the US-65 Bus S/MO-14/Jackson St. exit toward Nixa. Turn left onto MO-14 E/US-65 Bus S/W Jackson St. School will be on the right.

Osage Middle School

Hwy 54 E to Hwy 42. Turn right onto Hwy 42. The middle school is on the right side of road. (about 1 mile).

Football Field: Hwy 54 E to Hwy 42. Turn right onto Hwy 42. The high school and football field are on the left side of road. (about 1 mile).

Rolla Middle School / 1360 Soest Rd.

Take 2nd Rolla Exit to Hwy 63. Take a right on South 63. Take a left on 10th St. Take 10th Street to Forum Street, approx. 2 miles. Take a right on Forum Street. Take Forum Street to the next stoplight. School is on the corner of Forum and Soest Street.

Football Field: Take the first Rolla Exit. Turn right onto Kingshighway. Kingshighway crosses over 63 and turns into 6th street. Take 6th street to Cedar Street. Turn left on Cedar travel go one or two blocks and the High School is on the right.

Community Track: Take 2nd Rolla Exit to Hwy 63. Take a right on South 63. Take a left on 10th St. Take 10th Street to Forum Street, approx. 2 miles. Take a right on Forum Street. Take Forum Street to the next stoplight. Turn Rt onto Soest Street. Track is on the Right Side of Street.

Sedalia Middle School / 312 E. Broadway

Hwy 54 W to Hwy 65 at Preston, then Hwy 50 (also Broadway Street) in Sedalia. Turn east on Broadway, then turn right onto Ohio Street. Turn left onto 10th St. The school is about two blocks.

Versailles Middle School / 913 W Newton St.

Hwy 5 N (to the stop light in Versailles). Turn left onto MO-52 / W Newton St. The school will be on the right. Middle school gym and football field is located behind the high school.

Football Field: Located at high school. Hwy 5 N (to the stoplight in Versailles.) Go two blocks N on Hwy 5, turn left; field about three blocks.

Waynesville Middle School / 1001 Historic 66 W

Hwy 5 S to Hwy 7, take I-44 E, take exit 156. Top of ramp turn left, continue to 2nd stoplight, turn right MO-17 / W I-44 BL. The football field will be on the right located behind the middle school.

DRAFT

Directions to High School Events (revised 6/7/12)

Please note that although there may be other routes, these directions were furnished by each individual school.

Ash Grove Schools / 100 N Maple Ln.

I-44 West, to exit 75. Take exit 75 for W Bypass/US-160 toward Willard. Turn right @ US-160. Turn left @ North Maple Ln.

Bolivar Schools / 1401 Hwy. D

Hwy 54 W to Hwy 73. At Buffalo, take Hwy 32 W to Bolivar. Turn north on D Hwy. The school is about one mile north on "D" Hwy.

Baseball Field: Follow directions to high school. Field located at high school.

Football Field, Tennis Court, Track: Hwy 54 W to Hwy 73. At Buffalo, take 32 W to Bolivar. In Bolivar go straight through square. Turn left before the overpass. Located at the middle school. **604 W Jackson St.**

Softball Field: Follow directions to high school. Field located at high school.

Soccer Field: Follow directions to high school. Field located at high school.

Branson Schools / 935 Buchanan Rd.

I-44 to exit 82A on US-65 S toward Branson. Take Missouri F/MO-465 exit toward Ozark Mountain Highroad. Right onto MO-465 S. 1st Turn right onto Buchanan Rd. High School is ½ mile on the left.

Baseball Field @ Branson Cedar Ridge Campus: Hwy 65 North of Branson, take Hwy 248 exit. West to James Epps Road. Left onto James Epps, and then right @ the next stop light. Field will be left of the track.

Cross Country @ Branson Cedar Ridge Campus: Hwy 65 North of Branson, take Hwy 248 exit. West to James Epps Road. Left onto James Epps, and then right @ the next stop light.

Football Field, Softball Field, Tennis, Track: Follow directions above. Located at high school.

Soccer Field @ Branson Jr. High Campus: I-44 to exit 82A/Branson exit. Hwy 65 North toward Branson, take BEE CREEK Rd. exit. Head east, turn right onto Buccaneer, take the next left to the Jr. High Campus.

Buffalo Schools / 500 W Main St.

Hwy 54 W, turn left onto Hwy 73. Turn right onto W Main St.

Baseball Field: Follow directions above. Located at high school.

California Schools / 1501 W Buchanan St.

Hwy 54 E, take the MO-87/Missouri M exit toward Eldon. Turn left onto MO-87 N, then right onto Manor Dr. Continue onto MO-87N. Turn left on W Buchanan St. The school is on the left side of the highway.

Central, Springfield / 423 E Central St.

Off I-44, take the 65 By-pass to Chestnut Street. Turn right onto Chestnut, then turn right onto Benton Avenue. The school is across the street from Drury College.

Softball Field: Hwy 5 S to Lebanon, turn on I-44 W. Off I-44, take the (Hwy 65 South/Branson exit). Take the Chestnut Expressway exit. Turn right onto Chestnut. Continue on Chestnut to Pythan St. Turn right on Pythan St. Cooper Park Complex will be on the left.

Clinton Schools / 600 E Clinton St.

Soccer Field: South Hwy 13, turn left on Business 13 (next to the golf course). Go until stop sign and turn Lt. Continue to Calvird Drive and turn Rt. on Calvird Drive. Field is on Calvird Dr.

Crocker Schools / 601 N Commerical St.

Soccer Field: Located at Crocker City Park. I-44 to Hwy 17 North. Continue on Hwy 17 will see Crocker City Park sign on left. Turn left at this sign field will be 2 blocks.

Dixon Schools / 300 E High School Dr.

Hwy 5 South to Hwy 7. Continue through Richland to I-44 East. I-44 East to Exit 163 (MO-28). Turn left on Hwy 28. Continue on Hwy 28 for approx. 15-20 miles into Dixon. School will be on the right side as you enter town.

Baseball Field: Follow directions above. Field is located behind school.

Softball Field: Follow directions above. Field is located behind school.

Eldon Schools / 101 S. Pine St.

Hwy 54 E to the Eldon exit. Off the exit ramp, turn left. Go through the stop light and turn left onto First Street. The high school is about two blocks.

Clawson Softball Field: Hwy 54 E to Eldon exit. Off the exit ramp, turn left. Continue to Paul's Cash Saver. Turn right on street that is between Paul's Cash Saver and Sun Bank. Continue to Maple St., turn left then an immediate right.

Eldorado Springs Schools / 901 S. Grand Ave.

Take Hwy 54 W to Eldorado Springs. After the stoplight, turn right onto Park Street. The school is about 6 blocks.

Eugene High School / 14803 Mo. 17

Hwy 54 E, take the MO-17 exit toward Eugene/Ft. Wood. Turn right onto MO-17 S. School will be on the left.

Baseball Field: Follow directions to the high school. Turn in @ the last driveway past the school. Will see the lights.

Fair Grove High School / 132 N Main St.

Off I-44, take the MO-38 exit, EXIT 100, toward MO-W / Marshfield. Turn right onto Spur Dr. / MO-38.

Turn left onto MO-38, MO-38 becomes MO-E. Turn slight right onto MO-E / E Mo-E. Turn right onto Main St / N Main St.

Soccer Field: Follow directions above, continue on Main St. Turn right @ white "Fair Grove Park District: South Entrance" Sign. Follow to parking lot. (gravel rd.)

Fulton High School / #1 Hornet Dr.

Hwy 54 East, take the Missouri F exit toward Millersburg/Fulton. Turn right onto Martin Luther King Jr Blvd/Missouri F., continue onto W 4th St., turn left onto Market St/US-54 Bus E, continue and turn left onto N Bluff St/US-54 Bus E., turn right onto Hornet Dr. School will be on the left.

Morgan Soccer Field: Hwy 54 take the 2nd Fulton exit. Turn left on Route F. Turn left on County Road 304. Go approx. 1 mile. Soccer complex will be on the left.

Tennis Court: Follow directions to high school. Courts located at high school.

Glendale, Springfield / 2727 S Ingram Mill Rd.

Off I-44, take exit 82A (Branson exit), 65S toward Branson, take E Sunshine St. exit, turn right onto E Sunshine St., take the 2nd left onto S Linden Ave. Continue straight onto S Ingram Mill Rd. School will be on the right.

Baseball & Soccer Field: Baseball & Soccer fields are located directly behind school.

Softball Field: Hwy 5 S to Lebanon, turn on I-44 W. Off I-44, take the (Hwy 65 South/Branson exit). Take the Chestnut Expressway exit. Turn right onto Chestnut. Continue on Chestnut to Pythan St. Turn right on Pythan St. Cooper Park Complex will be on the left.

Helias Schools, Jefferson City / 1305 Swifts Hwy

Hwy 54 E to Jefferson City. Take the Tanner Bridge Rd. exit toward Stadium Dr. Sight left onto Christy Dr., turn left onto Stadium Blvd. Take the 2nd right onto Carter St. turn left onto Swifts Hwy. School is on the left

Babe Ruth Baseball Field: Hwy 50 West (as if you were going to Sedalia) Take the Business 50/Apache Flats exit go approx. 1 mile. Pass Binder Park w/ softball fields on the right. Turn left at Mertens' Gas Station & Quick Shop. Just behind the Bee Seen Signs will be the ballpark.

Vivion Baseball Field: Once you enter Jeff. City take the Missouri Blvd. Exit. Head west on Missouri Blvd take a left on Kansas St. The ball field will be on your immediate right.

Legion Baseball Field: Take Hwy. 50 west out of Jeff. City. Take the Country Club drive exit by the Capital Mall. Take a left on Country Club drive. Go approx. 2 miles to the intersection by Great Central Lumber Co. Take a left at the intersection travel around the lake and the Legion complex is on the right side. **Will play High School Games Here**

Cross Country: Binder Park

Soccer Field: Hwy 54 East. Turn onto 50 West as if going to Sedalia. Take 2nd exit which is 179 exit. Go north on 179 approximately 3 miles. Soccer fields on the left. Turn left past the railroad tracks.

Softball Field at Duensing Field: Missouri Blvd. Exit off of Hwy. 54. Go west to Ohio St., turn south and go one block to the entrance to the field.

Tennis Court at Washington Park: Once you enter Jeff. City take the Missouri Blvd. Exit. Head west on Missouri Blvd take a left on Kansas St. Go to the stop sign just past the ice arena and take a left. The courts are on the left.

NOTE: The Camdenton/Helias football games will be played at the Jefferson City High School Stadium. To get to the stadium, follow the directions for Jefferson City High School.

Hickman Schools, Columbia / 1104 N Providence Rd.

Hwy 54 E, exit onto MO-94W/US 63 N toward Columbia, take the exit toward I-70 W. Merge onto I-70 Connector N/US 63 Connector N. Turn left to merge onto I-70 W/US-40 W toward Kansas City. Take exit 126 for MO-163 toward downtown. Turn left onto MO-163 S/Providence Rd. School is on the left.

Hillcrest Schools, Springfield / 3319 N. Grant Ave.

I-44 W, take exit 77 for Missouri 13/Kansas Expressway toward Bolivar. Keep right at the fork, follow signs for Fairgrounds. Turn right onto W Norton Rd. Take the 2nd left onto N Farm Rd. 151/N Grant Ave. School is on the left.

Soccer Field: I-44 take Kansas Expressway. Go north on Kansas St. Turn right on Norton Road. (which will be the first road and stoplight). Continue to Grant St (which will also be your first stoplight), turn left. Continue to Smith St., turn left at Smith St. Soccer field will be on the right side of the Rd. **No lights at the soccer field.**

Softball Field: Follow directions to high school. The field is located on the left straight across from the main entrance of school.

Jefferson City Schools / 609 Union St.

Hwy 54 to Jefferson City. Take the Stadium Blvd. At the stop sign turn left. Go to the stoplight and turn right on to Stadium Blvd. The school is one half mile, on the left side of the road. The parking lots and high school gym are located above the football field.

Vivion Baseball Field: Once you enter Jeff. City take the Missouri Blvd. Exit. Head west on Missouri Blvd take a left on Kansas St. The ball field will be on your immediate right.

Legion Baseball & Softball Field: Take Hwy. 50 west out of Jeff. City. Take the Country Club drive exit by the Capital Mall. Take a left on Country Club drive. Go approx. 2 miles to the intersection by Great Central Lumber Co. Take a left at the intersection travel around the lake and the Legion complex is on the right side.

Soccer Field: Hwy 54 to Jeff. City. Take the Hwy. 50 West exit. Take Hwy 50 West about 3 miles to Hwy 179 North exit. At the bottom of the exit turn right (Hwy 179) and continue through the next light. Go approx. one mile to another light (Gerbes West Supermarket on the right and Jefferson Bank on the left). Go straight thru the light and go approx. 1 ½ miles. 179 Soccer Park will be on the left side of the road before the railroad tracks.

Softball Field & Tennis Court at Washington Park: Once you enter Jeff City take the Missouri Blvd. Exit. Head west on Missouri Blvd take a left on Kansas St. Go to the stop sign just past the ice arena and take a left. The courts are on the left.

Simonsen School: Hwy 54 to Madison St. exit. Cross Hwy 50 (Whitton Expressway) Turn Rt. on Miller. School is located at 609 E. Miller.

Joplin Schools / 2104 Indiana Ave.

Hwy. I-44 to Rangeline Exit. Continue on Rangeline to the 4th Stoplight. Turn left onto 20th Street. School is located at the corner of 20th and Indiana St.

Baseball Field: Follow directions above. Located at the high school

Football Field: Hwy. I-44 to Main St.(Hwy 43) exit. Turn right (north) continue on 43 to 15th St. Turn left on 15th St. Go approx. 8 blocks. Junge Stadium will be on the Rt., corner of 13th and Bird St.

Softball & Soccer Field: Located on the south side of the high school.

Joplin Athletic Complex Tennis Courts: Hwy 5 South to I-44 toward Springfield. Take exit 15, toward Duenweg/Joplin. Merge onto MO-66 W toward Joplin. Turn right onto S Schiffendecker Ave. Take the 3rd left onto W 1st St. Joplin Athletic Complex will be on the right.

Kickapoo Schools, Springfield / 3710 S Jefferson Ave.

Hwy 5 S to Lebanon. Then get on I-44 W. Off I-44, take the 65 By-pass (Branson exit), take the US-65 Bus/US-60W/James River Frwy exit. Merge onto US-60W-US-65 Bus N. Continue to follow US-60 W. Take National Ave. exit, turn right onto S National Ave. Take the 3rd left onto E Primrose St., turn right onto S Jefferson Ave. School will be on the right.

Baseball Field: Follow directions above. Located at high school.

Soccer Field: Follow directions above. Located at high school.

Softball Field: Hwy 5 S to Lebanon, turn on I-44 W. Off I-44, take the (Hwy 65 South/Branson exit). Take the Chestnut Expressway exit. Turn right onto Chestnut. Continue on Chestnut to Pythan St. Turn right on Pythan St. Cooper Park Complex will be on the left.

Lebanon Schools / 777 Brice St.

Hwy 5 S to Lebanon. At the 2nd stoplight turn right on Brice St. Continue to the end of the street. High school will be on the right.

Baseball Field, Football Field & Tennis Court: Follow directions above. Located behind school.

Soccer Field: Hwy 5 South to third stop light. Turn left onto Jefferson St. Continue straight until Commercial St. Turn left onto Commercial St. Continue on Commercial St. approx. 2 miles. Go past Boswell School, soccer field will be on left.

Marshall Schools / 805 S. Miami Ave.

Hwy 54 W to Hwy 65N. Continue through Sedalia on 65 North. Stay on 65 at Marshall to 2nd stoplight. Turn right on College St. (There will be a McDonald's on the corner). Continue to 1st stoplight turn left. School is on the left.

Soccer Field: Follow directions above. Located at high school.

Marshfield Schools / 660 Locust.

Hwy 5 S to I-44 W. Take the Marshfield exit; exit number 100. Turn left onto Spur Dr. Continue to follow MO-83. Will go through one stoplight, continue to a 4-Way stop, continue straight through 4-way stop. Will be DD Hwy. Continue on DD Hwy, school will be on the right.

Baseball & Football Field: Hwy 5 S to I-44 W. Take the Marshfield exit; exit number 100. Turn left onto MO-38/Spur Dr. Continue to CC Hwy. turn left onto CC Hwy. Go to the golf course; turn right onto Elm Street. Stay on Elm Street to the Middle School. Field sets in front of middle school.

Soccer Field: Follow directions to high school. Take 2nd entrance to high school, field is behind high school.

Mexico Schools / 639 N Wade St.

Soccer Field: Hwy 54 to Mexico, take 1st exit, turn left. Go to 1st stoplight turn left onto Boulevard St. Go approx. 6 blocks will pass elementary school, continue for 2 blocks, field will be located beside the junior high.

Moberly Schools / 1625 Gratz Brown St.

Hwy 54 E to Jefferson City. Take the Highway 63 exit toward Columbia. Off 63, take Route M west; follow this to Gratz Brown Street. Turn right onto Gratz Brown.

Baseball & Soccer Field: Follow directions above. Located at the high school.

Nevada High School / 800 W Hickory St.

Hwy 54 W to Nevada. Turn west on Business 54, toward Kansas. Take a right at Ash Street (by McDonalds), then turn left onto Hickory Street. The school located off Hickory St.

Football Field: Follow directions above. Located at the high school.

Nixa High School / 514 S Nicholas Rd.

Hwy 5 S to Lebanon. Turn onto I-44 W. Off I-44, take exit 82A (Branson exit) to Hwy 65 S. Take the US-65 Bus / US-60 W / James River Frwy exit. Take US-160 E / MO-14 S exit. Turn left onto S Campbell Ave. Continue onto MO-13 S / US-160 E / N Massey Blvd. Turn right onto MO-14 W / W Mt. Vernon St. Turn left onto MO M / S Nicholas Rd. School will be on the left.

Soccer Field: I-44 West, take the (Branson Exit) to Hwy 65. Continue on Hwy 65, take the Ozark/Hwy 14 West Exit. At the 1st stoplight turn right (Main St.). Continue to the next 3-way stop, turn right. Will see middle school and complex.

Osage Schools / 636 Hwy 42

Take Hwy 54 E to Hwy 42; turn right. The school and football field are on the left side of the highway (about 1 mile).

Ozark Schools / 1350 W. Bluff Dr.

Take Hwy 5 S to Lebanon. Turn onto I-44 W. Take 82 A (Branson) exit onto US-65 S. Take the MO J / MO CC exit toward Fremont Hills. Turn left onto State Hwy J, take the 2nd right onto MO NN. Turn left onto W Bluff Dr.

Soccer Field: Follow directions above. Located at the high school

Softball Field: Follow directions above. Located at the high school

Parkview Schools, Springfield / 516 W Meadowmere St.

Take Hwy 5 S. to Lebanon. Turn onto I-44 W. Take the 65 By-pass (Branson exit); take Sunshine exit. Turn right onto Sunshine and go to Grant Street. Turn right; the school and JFK Football Stadium are about 4 blocks.

Soccer Field: Located behind JFK Stadium.

Softball Field: Hwy 5 S to Lebanon, turn on I-44 W. Off I-44, take the (Hwy 65 South/Branson exit). Take the Chestnut Expressway exit. Turn right onto Chestnut. Continue on Chestnut to Pythan St. Turn right on Pythan St.. Cooper Park Complex will be on the left.

Republic School / 4370 S RepMO Dr.

Hwy 5 S to Lebanon, onto I-44 W. Take exit 69 for James River Frwy., toward MO-360/US-60. Merge onto MO-360 E, take the Missouri 413 Jct./US-60 W exit toward Springfield/Republic. Turn right onto MO-413 S / US-60 W / W Sunshine St. Turn left onto S Farm Rd 103.

Richland Schools / 714 E. Jefferson Ave.

Hwy 5 S to Highway 7; continue on 7 to Richland. At the stop light, turn left onto 133 N. The school is on the left side of road.

Soccer Field: Follow directions above. Located at the high school

Tennis Court: Follow directions above. Located at the high school

Rock Bridge, Columbia / 4303 S. Providence Rd.

Hwy 54 E to Jefferson City, then take Hwy 63 toward Columbia. Off Hwy 63 take the New Haven Rd exit toward Missouri AC/Gridstone Pkwy. Left onto Gridstone Pkwy/E New Haven Rd. Continue onto E Nifong Blvd. Turn left onto S Providence Rd., School will be on the right.

Soccer Field: Follow directions above. Located at high school

Rogersville Schools / 4700 Missouri 125

Hwy 5 S to Lebanon onto I-44 West. Take exit 88 for MO-125 toward Strafford/Fair Grove. Turn left onto MO-125 S. Take the 3rd right to stay on MO-125 S. Turn left onto MO-125 S/ Peachtree Ln., continue on MO-125 S. School will be on the left.

Rolla Schools / 900 Bulldog Run

Hwy 5 S to Hwy 7, then take I-44 E. Take the first Rolla exit turn right onto Kingshighway. Kingshighway crosses over 63 and turns into 6th St. Take 6th street to Cedar St. Turn left on Cedar, travel one to two blocks and the High School is on the right.

Baseball Field: Follow directions above. Located at high school.

Football Field: Follow directions above. Located at high school

Soccer Park: Follow directions above. Located at high school

Softball Field: Take 3rd Rolla exit, exit 186. Veer right at the top of the ramp. Make an immediate left at the stop light. (Between the convenience store and Lee's Fried Chicken). Continue approx. 3 blocks, road will dead end and Schuman Park will be at the end of the road.

Tennis Court: Take 3rd Rolla exit, exit 186. Go straight through the light (18th St.) road will curve sharp to the left. Go across railroad tracks and turn right at the Fire Station onto Holloway. Go 5 blocks, courts are on the left.

Community Track: I-44 east, exit at the 1st Rolla exit and turn Rt. into Rolla. At the third stoplight turn Lt. Continue until 10th St. turn right on 10th and continue through town until you reach Forum Drive. Turn right on Forum Drive and continue to the next stoplight. Turn right on Soest Road - the track is located at the corner of Forum Drive and Soest Road.

Sedalia School (Smith-Cotton) / 2010 Tiger Pride Blvd.

Hwy 54 W to Hwy 65, continue on 65 South. School is just past Sutherlands.

Baseball Field: Liberty Park: Hwy 65 N. straight through town. Go through intersection of Hwy 65 & 50. Turn Rt. on 3rd St.

Soccer Field: Hwy 65 N. straight through town. Turn left at stoplight onto 32nd street. Go 1/4 mile. Susie Ditzfeld Soccer Field is located behind Skyline Elementary School.

NOTE: The football stadium is on Hwy 65 about three blocks past the intersection of Hwy 65 & 50.

Tennis Court: Liberty Park: Hwy 65 N. straight through town. Go through intersection of Hwy 65 & 50. Turn Rt. on 3rd St.

Sacred Heart / Soccer Field / 5801 W 32nd St.

Clover Dell Soccer Complex: Hwy 65 to 32nd St. stoplight, turn left. The road will fork; take an immediate right to stay on 32nd St. Continue on 32nd St. approx. 1.5 miles. The park entrance is on the left.

Stover High School / 701 N Oak St.

Hwy 5 N to Versailles, turn left onto MO-52(W Newton St) continue onto MO-52, turn right onto N Oak St. The school is on the left.

Soccer Field: Follow directions above. Located @ high school

Versailles Schools / 913 W Newton St.

Hwy 5 N (to the stoplight in Versailles). Go two blocks N on Hwy. 5, turn left onto W Newton St., the school is on the right.

Softball Field: Hwy 5 North to Versailles, at main stoplight turn left. Continue and turn left beside McDonald's. Field is on the left at City Park.

Warsaw Schools / 20363 Lane of Champions

Hwy 54 W to Hwy 65 N. Take Wildcat Drive/White Branch exit; at top of ramp turn right, continue to yield sign and turn right. The school will be on the left side.

Softball Field: City Park; Hwy 54 W to Hwy 65 N. Take 3rd exit, Clinton exit. Top of exit ramp turn left. Continue to stoplight go through stoplight, continue on Hwy 7 to Kennedy St. Turn right on Kennedy St. City Park will be on Kennedy St.

Baseball & Softball Field: Bledsoe-Ferry Park; Hwy 54 W to Hwy 65 N. Take 3rd exit, Clinton exit. Top of exit ramp turn left. Continue to stoplight go through stoplight, continue on Hwy 7 go across bridge, turn right onto the first road after crossing bridge. Follow road to park.

Waynesville Schools / 200 GW Ln.

Hwy 5 S to Hwy 7, then get on I-44 East. Take exit 156. Top of exit ramp turn left onto Ichord Ave. (Hwy H). After crossing over I-44, take an immediate right on GW Lane Rd. (the outer road for I-44). Go approx. ½ mile down on GW Lane Road. School is on the left.

Football Field: Hwy 5 S to Hwy 7, then to I-44 East. Take exit 156. Top of ramp turn left, continue to stoplight, turn right onto Route 66. The field will be 2 or 3 blocks on the right. Located at middle school.

Baseball Field: Take exit 159 and left over the overpass with the fields on the left.

Soccer Field: Hwy 5 S to Hwy 7, then to I-44 East. Take exit 156. Top of ramp turn left, continue to stoplight, turn right onto Route 66. The field will be 2 or 3 blocks on the right. Located at middle school.

Tennis Court: Follow directions above. Located at high school

West Plains Schools / 602 E Olden St.

Hwy 5 South to Hwy 60 East, continue on Hwy 60 East to the junction of 60 and 63. Take Hwy 63 South to West Plains. Continue on Hwy 63 South to the 2nd stoplight. Turn left at 2nd stoplight onto Broadway. Go through 3 stoplights, turn left at Howell St. Go across railroad tracks and the school directly ahead.

Baseball Field: Follow directions above. Located at high school

Soccer Field: Follow directions above. Located at high school

Softball Field: Follow directions above. Located at high school

Tennis Court: Follow directions above. Located at high school

Willard Schools / 515 E Jackson St.

Hwy 5 S to Lebanon. I-44 W toward Springfield. Off I-44, take exit 75 for US-160 the Willard / W Bypass exit, Turn right onto US-160W. Right onto E Jackson St. School will be on the right.

Willard Sports Complex (Football Field & Soccer Field): Follow directions above, fields are on the right across from school.

Baseball Field: Hwy 5 S to Lebanon. Turn onto I-44 toward Springfield. Off I-44, take the Willard / Airport exit, turn right on the 160 exit to Willard. Continue on this road to the 2nd stoplight. Turn Rt. at the stoplight then a sharp left The field is located behind Willard North Elementary School.



Jump to section:

Go directly to code:

Search by Keyword:

ABCDEFGHIJKL

Go

Go

FILE: EEACA
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.

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

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 Camdenton 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.

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.
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 Camdenon R-III School District main campus and outlying campuses will be tobacco/smoke free.

38. 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 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.

No trip bus will exceed 55 miles per hour upon any road posted greater than 55 miles per hour except for any trip bus on a four (4) lane divided highway or divided interstate, which has a posted speed limit of 70 miles per hour. The trip bus will not exceed 65 miles per hour on those roadways.

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.

EMERGENCY GUIDELINES FOR SCHOOLS AND CHILD CARE FACILITIES



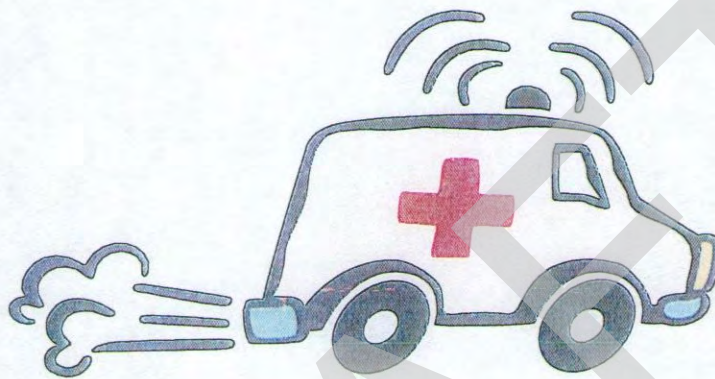
*Guidelines for helping an
ill or injured child when a
health professional is not
available.*

*Missouri Department of Health and
Senior Services, 2006*



DRAFT

EMERGENCY GUIDELINES FOR SCHOOLS AND CHILD CARE FACILITIES



Guidelines for
helping an ill or
injured student
when a health
professional is
not available.

- | | | |
|-------------------------------|------------------------|--|
| Allergic Reaction | Diarrhea | Pregnancy |
| Asthma & Difficulty Breathing | Ear Problems | Puncture Wounds |
| Behavioral Emergencies | Electric Shock | Rashes |
| Bites | Eye Problems | Seizures |
| Bleeding | Fainting | Splinters |
| Blisters | Fever | Stabs/Gunshots |
| Bruises | Fractures & Sprains | Stings |
| Burns | Frostbite | Stomachaches |
| CPR/AED | Headache | Teeth Problems |
| Child Abuse | Head Injuries | Tetanus |
| Choking | Heat Stroke | Ticks |
| Communicable Diseases | Hypothermia | Unconsciousness |
| Cuts | Menstrual Difficulties | Vomiting |
| Diabetes | Mouth & Jaw Injuries | Recommended First Aid Equipment & Supplies |
| | Neck & Back Injuries | Emergency Numbers |
| | Nose Problems | |
| | Poisoning & Overdose | |



AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
Services provided on a nondiscriminatory basis.

DRAFT

ABOUT THE GUIDELINES

The emergency guidelines in this booklet were originally produced in 1997 by the Ohio Department of Public Safety, Emergency Medical Services for Children (EMSC) program, in cooperation with the Emergency Care Committee of the Ohio Chapter of the American Academy of Pediatrics (AAP). There have been revisions based on recommendations of school nurses and other school staff. Other states have adopted these guidelines and added content. These guidelines have been revised for use in Missouri schools and child care settings.

The booklet is being made available by the Department of Health and Senior Services, Injury and Violence Prevention Program in coordination with the School Health Program, Emergency Medical Services and the Center for Emergency Response and Terrorism.

The emergency guidelines are meant to serve as basic "what to do in an emergency" information for school staff without medical/nursing education when the school nurse is not available. It is recommended that staff who are in a position to provide first-aid to students complete an approved first-aid and CPR course.

The guidelines have been created as recommended procedures. It is not the intent of the guidelines to supersede or make invalid any laws or rules established by the school system, the school board, or the state of Missouri. Please consult your school nurse or childcare consultant if you have questions regarding the recommendations in these guidelines.

Please take some time to familiarize yourself with the format, the background information provided, and the "How to Use the Guidelines" section prior to an emergency situation.

HOW TO USE THE EMERGENCY GUIDELINES

The back page of the booklet contains important information about key emergency numbers in your area. It is important to complete this information as soon as you receive the booklet as you will need to have this information ready in an emergency situation.

The guidelines are arranged with tabs in alphabetical order for quick access.

A colored flow chart format is used to guide you easily through all steps and symptoms from beginning to end. See the KEY TO SHAPES AND COLORS page.

If there is any reason to suspect the injury may have been caused by physical abuse, refer to the school/facility policy for reporting suspected abuse and calling the Child Abuse Hot Line, 1-800-392-3738. If there is reason to suspect the injury has been caused by bullying or interpersonal violence, report the incident to school authorities. If the injuries are not reported, the incidence may escalate due to the lack of consequences.

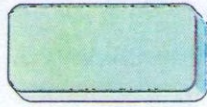
Take some time to familiarize yourself with the EMERGENCY PROCEDURES FOR AN INJURY OR ILLNESS section. These procedures give a general overview of the recommended steps in an emergency situation and the safeguards that should be taken.

In addition to injury and illness information, you will find information about infection control, and planning for students with special healthcare needs. The DHSS website (www.dhss.mo.gov) under Health, School Health, Guidelines, has other manuals available on specific issues, including a document, *Prevention and Control of Communicable Disease*, that contains disease-specific information about symptoms, transmission and exclusion from school or child care.

This edition has been 3-hole punched so that they may be placed in a binder to facilitate addition of information specific for your school or childcare setting and to update pages as appropriate.

Please consult your school nurse or childcare nurse consultant if you have any questions concerning the recommendations contained in the guidelines.

KEY TO SHAPES & COLORS



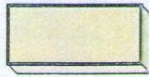
Start here.



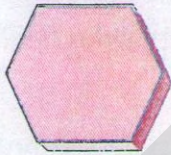
Provides first-aid instructions.



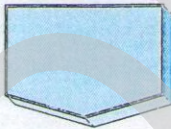
OR



A question is being asked. You will have a choice based on the student's condition.



Stop here. This is the final instruction.



A note to provide background information. This type of box should be read before emergencies occur.

Green Shapes = Start

Yellow Shapes = Continue

Red Shapes = Stop

Blue Shapes = Background Information

EMERGENCY PROCEDURES FOR INJURY OR ILLNESS

Remain calm and assess the situation. Be sure the situation is safe for you to approach. The following dangers will require caution: live electrical wires, gas leaks, chemical spills, building damage, fire, smoke, traffic or violence.

A responsible adult should stay at the scene and give basic support until the person designated to handle emergencies arrives (medical or EMS personnel).

Send word to the person designated to handle emergencies. This person will take charge of the emergency and provide instruction and further first aid as needed.

Do NOT give medications unless there has been prior approval by the parent/guardian, and according to an individualized emergency action or healthcare plan.

Do NOT move a severely injured or ill student unless absolutely necessary for immediate safety. If moving is necessary to prevent further injury, follow the guidelines for NECK AND BACK INJURIES section.

Call Emergency Medical Services (EMS) and arrange for transportation of the ill or injured student, if necessary.

An administrator or a designated employee should notify the parent/guardian of the emergency as soon as possible to determine the appropriate course of action.

If the parent/guardian cannot be reached, notify a parent/guardian substitute and call either the physician or the hospital, designated on the Emergency Information Card, so they will know to expect the injured/ill student.

A responsible adult should stay with the injured/seriously ill student.

An incident report should be completed on all serious injuries, according to school/facility policy.

WHEN TO CALL EMERGENCY MEDICAL SERVICES (EMS)

Call EMS if:



- the child is unconscious, semi-conscious or unusually confused.
- the child's airway is blocked.
- the child is not breathing.
- the child is having difficulty breathing, shortness of breath or is choking.
- the child has no pulse.
- the child has bleeding that won't stop.
- the child is coughing up or vomiting blood.
- the child has been poisoned.
- the child has a seizure for the first time, a seizure that lasts more than 5 minutes, or an atypical seizure.
- the child has injuries to the head, neck or back.
- the child has sudden, severe pain anywhere in the body.
- the child's condition is limb-threatening (for example, severe eye injuries, amputations or other injuries that may leave the child permanently disabled unless he/she receives immediate care.)
- the child's condition could worsen or become life-threatening on the way to the hospital if not transported by EMS.
- moving the child could cause further injury.
- the child needs the skills or equipment of paramedics or emergency medical technicians.
- distance or traffic conditions would cause a delay in getting the child to the hospital.

If any of the above conditions exist, or if you are not sure, it is best to call EMS.

INFECTION CONTROL

To reduce the spread of infectious diseases (*diseases that can be spread from one person to another*), it is important to follow Standard Precautions. Standard Precautions is a set of guidelines that assumes that all blood and certain other body fluids are potentially infectious. It is important to follow these precautions when providing care to *any* student, whether or not the student is known to be infectious. The following list describes Standard Precautions:

1. Wash hands thoroughly with warm running water and a mild, preferably liquid soap for at least 15 seconds, scrubbing between fingers, under fingernails and around the tops and palms of the hands. Handwashing should occur:
 - ◆ before and after physical contact with any student (*even if gloves have been worn*)
 - ◆ before and after eating or handling food
 - ◆ after contact with a cleaning agent
 - ◆ after using the restroom
 - ◆ after providing any first-aid
 - ◆ after removing gloves
2. Wear gloves when in contact with blood and other body fluids.
3. Wear protective eyewear and clothing when body fluids may come in contact with eyes or clothing (e.g., squirting blood).
4. Wear gloves and wipe up any blood or body fluid spills as soon as possible. Use cleaning materials per the school/facility exposure control plan for cleaning.
5. Double-bag the trash in a plastic bag or place in a sealable bag and dispose of immediately.
6. Clean the area with an approved disinfectant or a bleach solution (one part bleach to 100 parts of water).
7. Send all soiled clothing (i.e., clothing with blood, stool or vomit) home with the student in a double-bagged plastic bag.
8. Do not eat, or touch your mouth or eyes, while giving any first aid.
9. Dispose of any sharps that have been used in an approved sharps disposal system.

Guidelines for students:

Remind students to wash hands thoroughly after coming in contact with their own blood or body fluids. Remind students to avoid contact with another person's blood or body fluids.

Schools/childcare facilities are encouraged to provide Body Fluid Spills materials in a convenient kit to any staff responsible for cleaning up spills (i.e., bus drivers, custodians, etc.). The school/facility should have an Exposure Control Plan, and any employee that provides care for illness and injury should understand actions to take when exposed to blood or body fluids.

PLANNING FOR STUDENTS WITH SPECIAL NEEDS

Some students in your school/facility may have special emergency care needs due to their medical conditions or physical abilities.

Medical Conditions:

Some students may have special conditions that put them at risk for life-threatening emergencies. For example, students who have:

- Asthma or other breathing difficulties
- History of life-threatening or severe allergic reactions
- Diabetes
- Seizure disorders
- Technology-dependent or medically fragile conditions

Your school nurse, nurse consultant or other school health professional, along with the student's parent/guardian and personal physician, should develop an individual emergency action plan for these students upon enrollment. The plans should be made available to appropriate staff at all times. In an emergency for this student, refer to this individualized plan.

The American College of Emergency Physicians and the American Academy of Pediatrics have created an Emergency Information Form for Children with Special Needs that is useful in collecting the information needed to develop individualized emergency and healthcare plans. The form can be downloaded from www.aap.org or www.acep.org.

Physical Abilities:

Other students in your school/facility may have special emergency needs due to some physical ability. This would include students who are:

- Deaf
- Blind
- In wheel chairs
- Unable or have difficulty walking up or down stairs, for any reason
- Temporarily on crutches

These students will need special arrangements in the event of a school/facility-wide emergency (i.e., fire, tornado, evacuation, etc.). These arrangements should be part of the student's individualized healthcare plan. A responsible person should be designated to assist these students to safety. All appropriate staff should be aware of this plan.

ALLERGIC REACTION

Students with life-threatening allergies should be known to all school staff. An emergency action plan should be developed for these students.

Children may experience a delayed allergic reaction up to **2 hours** following food ingestion, bee sting, etc.

- Symptoms of a severe allergic reaction include:
- Hives all over body
 - Flushed face
 - Dizziness
 - Blueness around mouth, eyes
 - Seizures
 - Difficulty breathing
 - Confusion
 - Drooling or difficulty swallowing
 - Weakness
 - Loss of consciousness
 - Paleness

- Symptoms of a mild allergic reaction include:
- Red, watery eyes
 - Itchy, sneezing, runny nose

Does the student have symptoms of a severe allergic reaction?

Adult(s) supervising student during normal activities should be aware of the student's exposure and should watch for any delayed symptoms of a severe allergic reaction (see above) for up to **2 hours**.

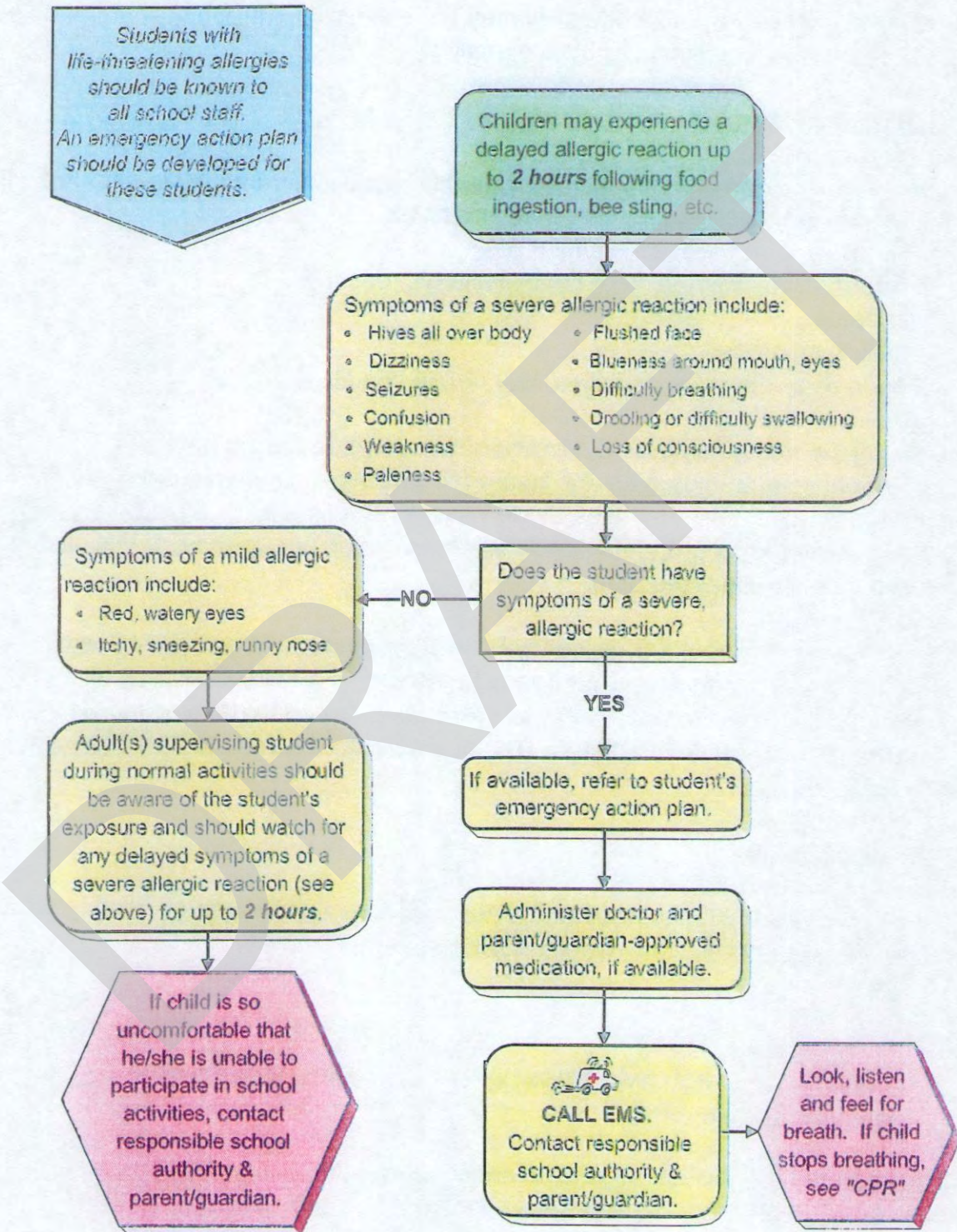
If available, refer to student's emergency action plan.

Administer doctor and parent/guardian-approved medication, if available.

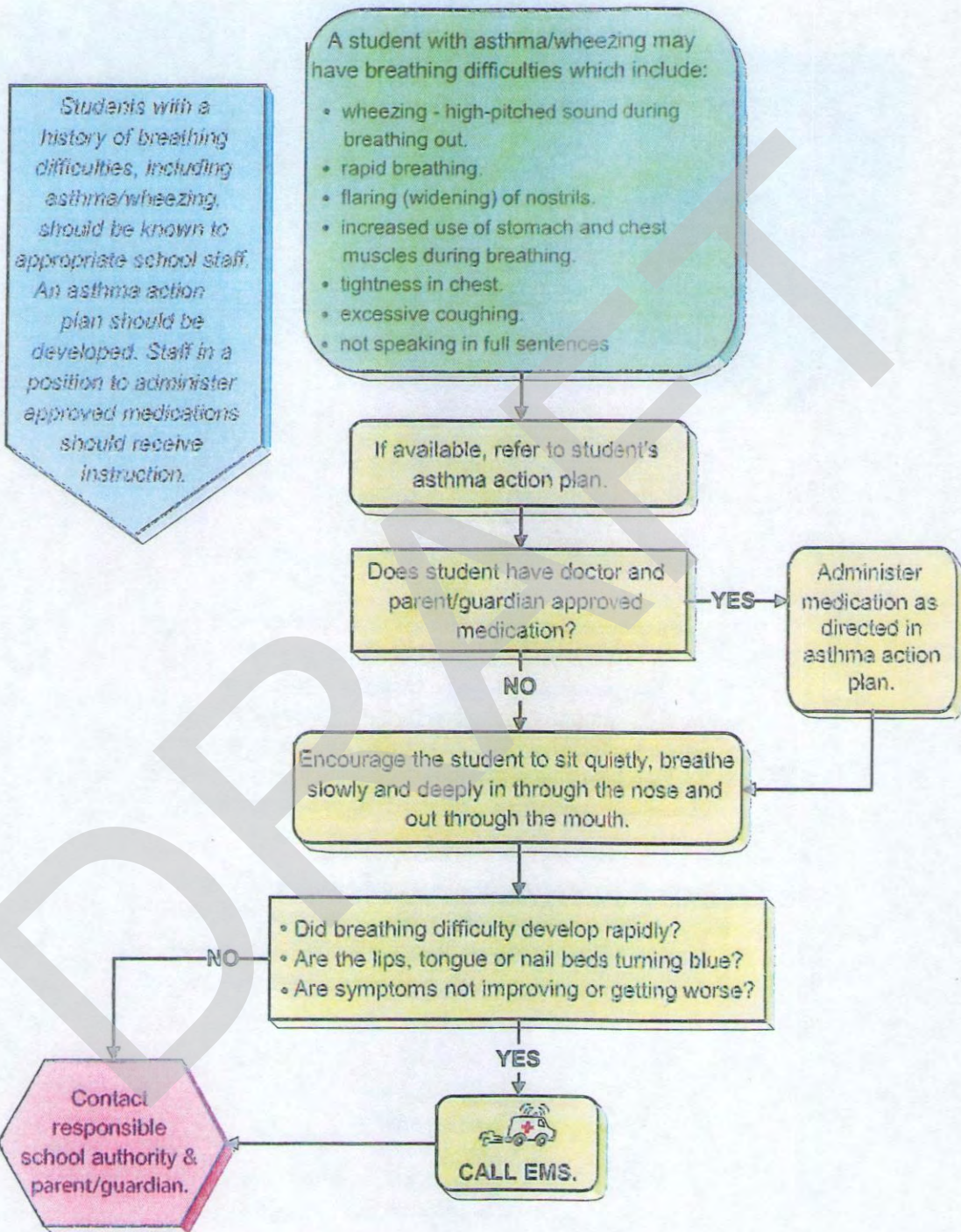
If child is so uncomfortable that he/she is unable to participate in school activities, contact responsible school authority & parent/guardian.

CALL EMS.
Contact responsible school authority & parent/guardian.

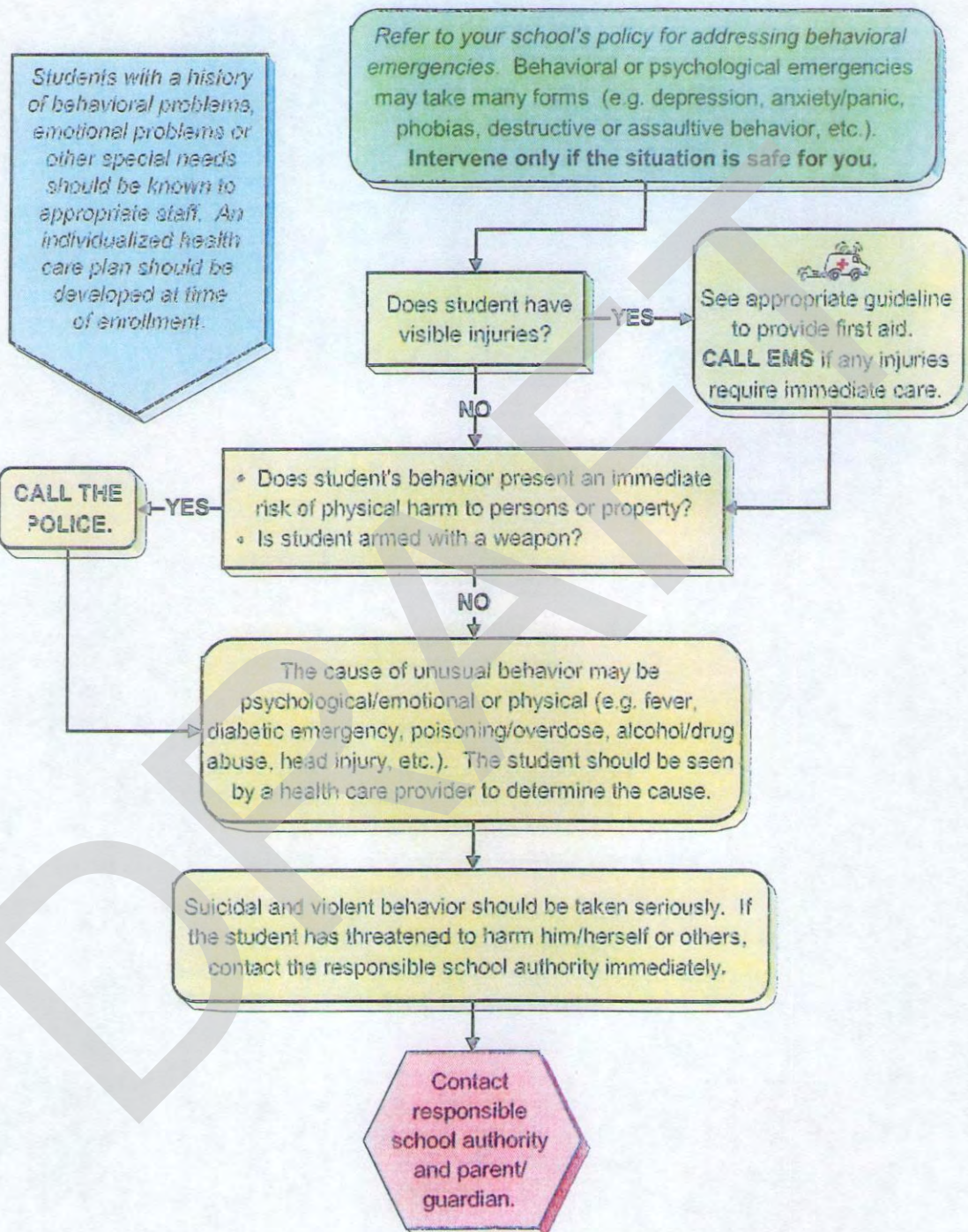
Look, listen and feel for breath. If child stops breathing, see "CPR"



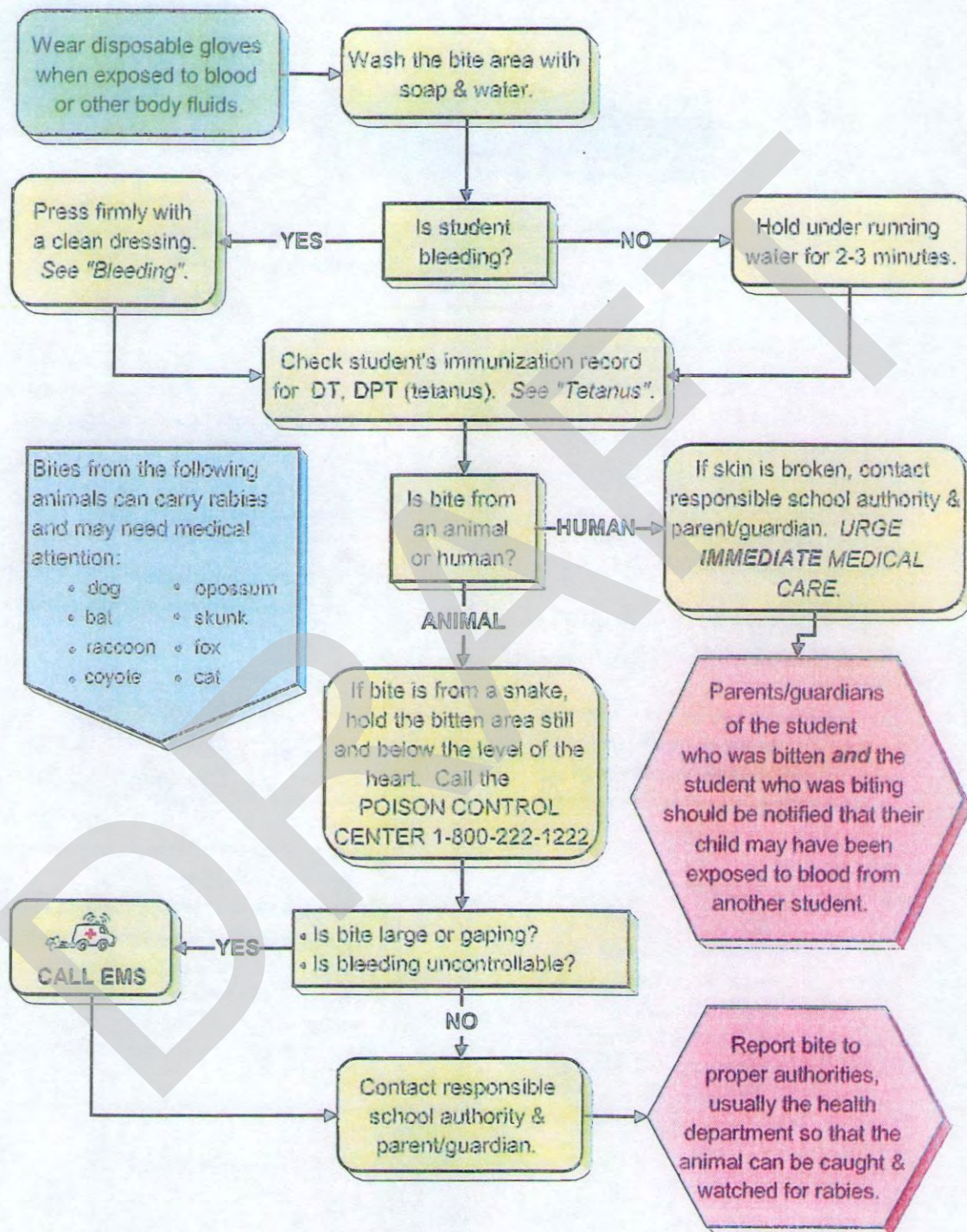
ASTHMA/WHEEZING/DIFFICULTY BREATHING



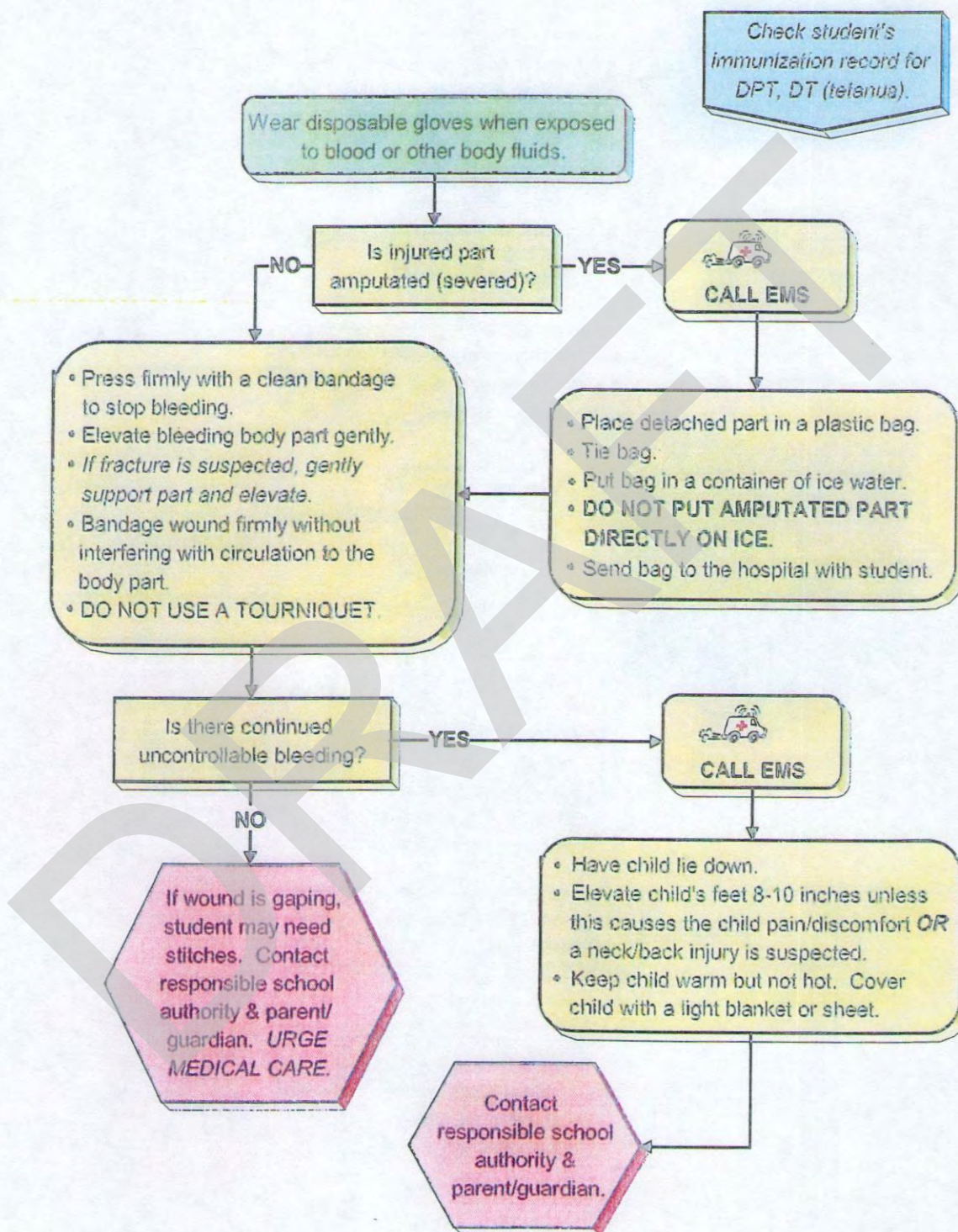
BEHAVIORAL EMERGENCIES



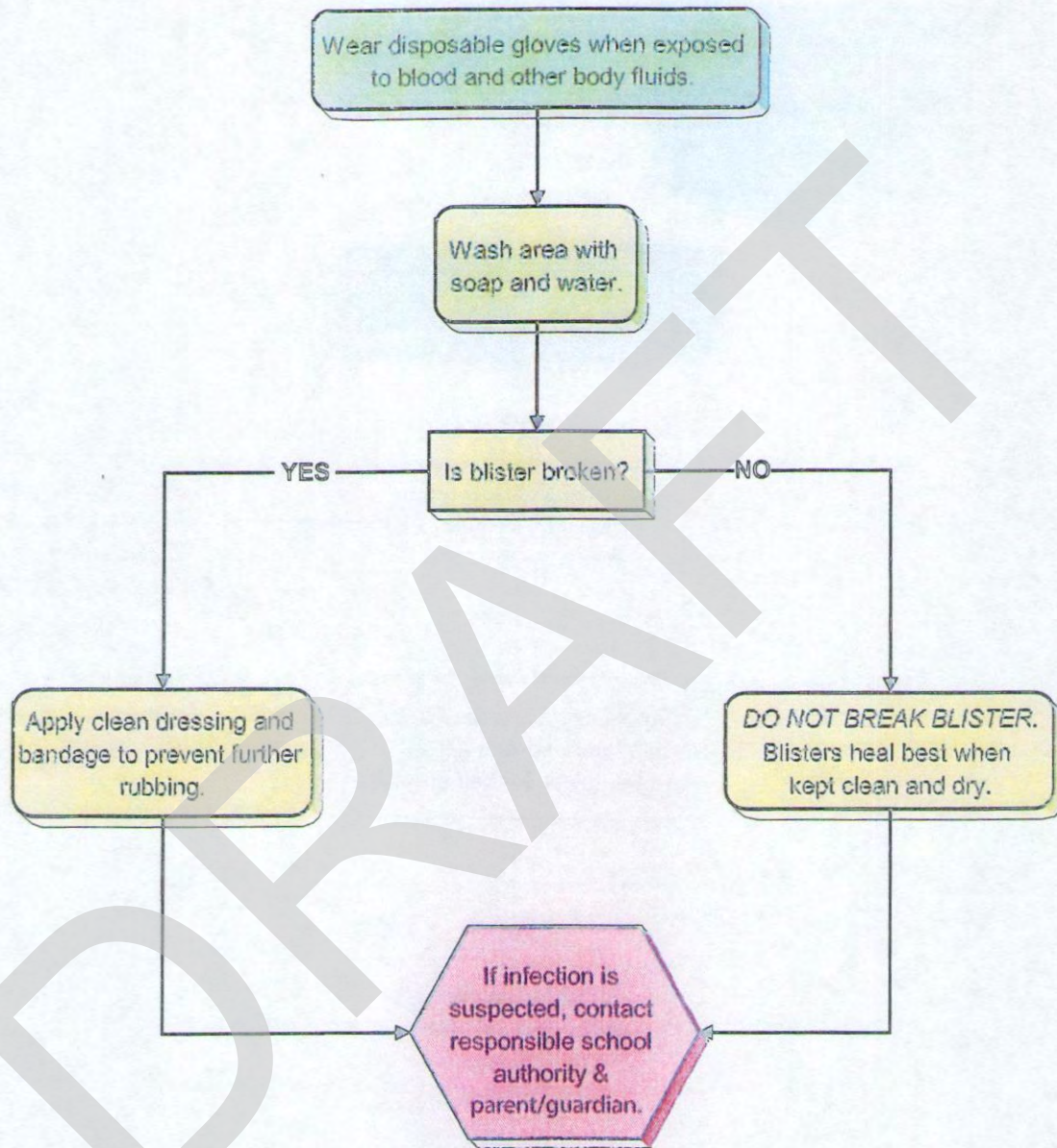
BITES (HUMAN & ANIMAL)



BLEEDING

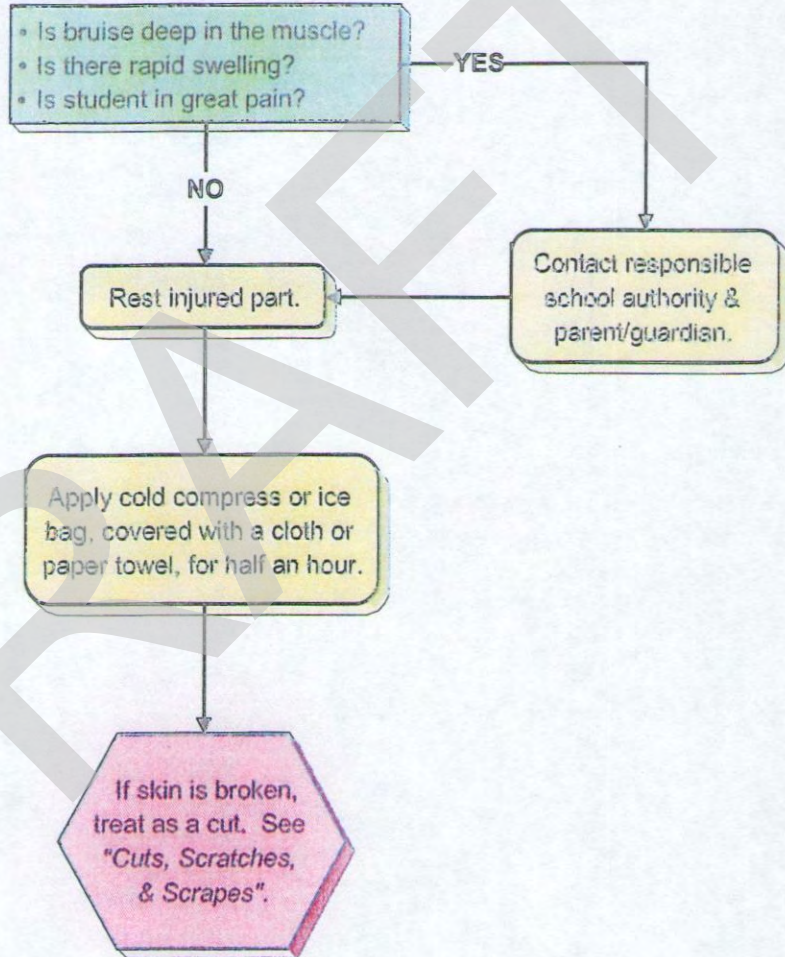


BLISTERS (FROM FRICTION)

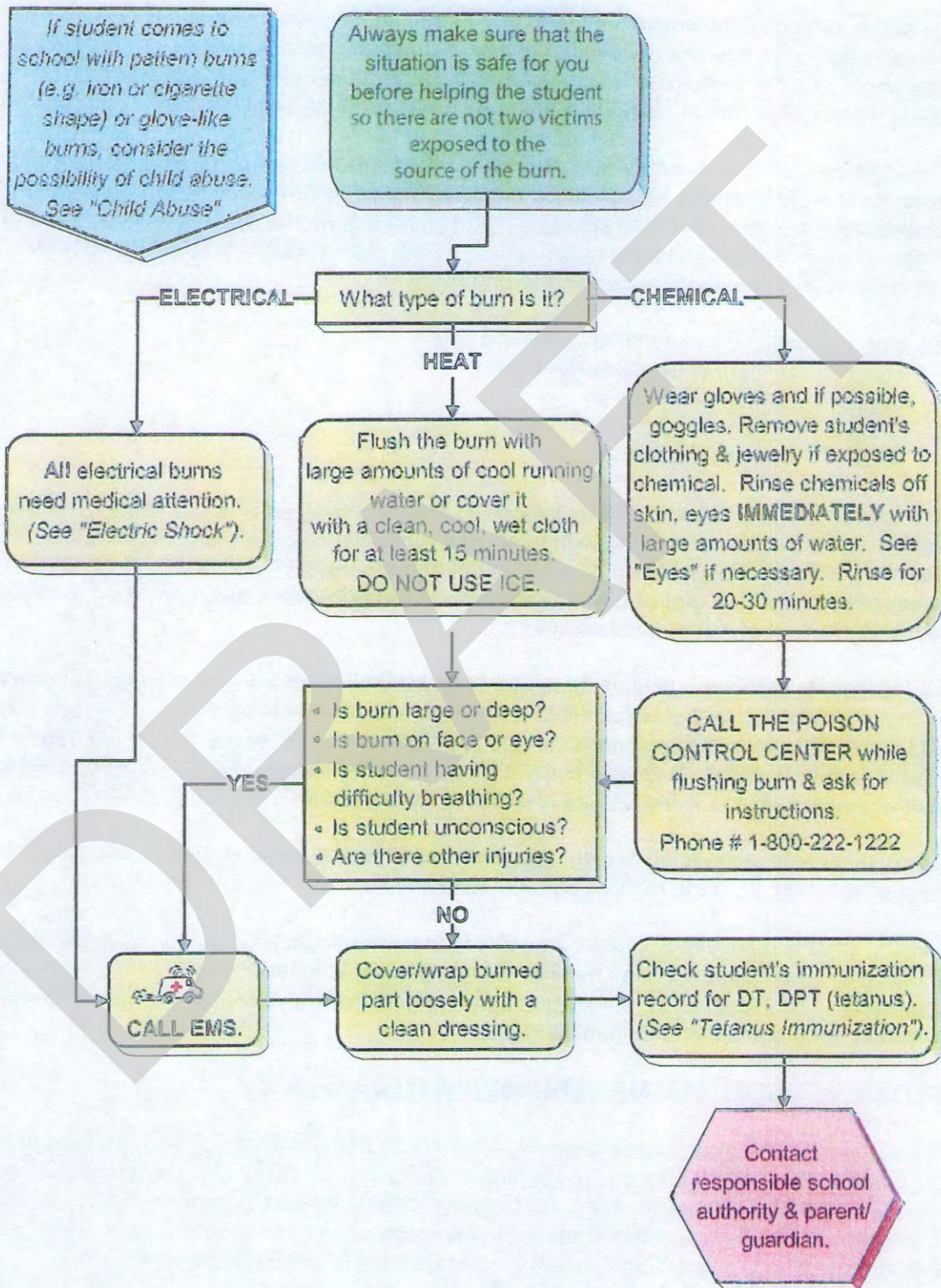


BRUISES

If student comes to school with unexplained, unusual or frequent bruising, consider the possibility of child abuse. See "Child Abuse".



BURNS



GUIDELINES FOR CARDIOPULMONARY RESUSCITATION (CPR)

Every school/facility should have more than one person certified to provide CPR in the event an individual is not breathing and does not appear to have adequate circulation. The names of individuals with current training in CPR should be posted with the emergency information in the school/facility and by each phone. Certification to provide CPR must be updated on a regular basis.

New guidelines issued by the American Heart Association (AHA) in November 2005, stress the importance of quick action by individuals adequately trained in CPR. The new guidelines attempt to minimize the steps and the differences in CPR across age groups, as well as highlight differences between expectations for lay rescuers and health professionals. The goal is to make CPR easier for all rescuers to learn, remember and perform.

The age delineations now used for lay rescuers are:

- Newborn –birth until hospital discharge
- Infant – less than one year
- Child – 1-8 years
- Adult – 8 years and older

All age groups are recommended for cycles of 30 chest compressions to 2 breaths. The same techniques for chest compression can be used for children and adults (compress the lower half of sternum [nipple line] one-third to one-half depth of chest. **Lay rescuers will no longer be taught to assess for pulse or signs of circulation in an unresponsive victim or to do "rescue breathing" without chest compressions.**

If a lay rescuer is alone and finds an unresponsive infant or child, the rescuer should attempt to open the airway and give 2 breaths that are sufficient to make the chest rise. Then the rescuer should provide 5 cycles (30 compressions and 2 breaths = a cycle, about 2 minutes) before leaving the victim to call 911. A child is more likely to suffer from asphyxial (respiratory) arrest than heart irregularities, and is more likely to respond to, or benefit from the initial CPR.

If a lay rescuer is alone and finds an unresponsive adult, the rescuer should call 911 first. The rescuer should then return to the victim and begin CPR.

Training in CPR is readily available. The goal is to increase the number of people learning safe and effective CPR technique and the number of victims of sudden cardiac arrest who will receive good "bystander" or lay rescuer CPR, resulting in thousands of lives saved. Skills should be taught and practiced in the presence of a trained instructor.

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

These devices are used to provide an electrical shock to the heart muscle to establish or correct the heart rhythm. AEDs are used in conjunction with CPR techniques and have been shown to save lives when used appropriately. Schools and childcare facilities considering the purchase of an AED should carefully research current laws and regulations governing their use. Research has shown that AEDs are very seldom used in school and childcare facilities, and are more appropriately placed where adults may suffer from cardiac arrhythmias. Respiratory arrest in children is usually the result to some type of asphyxia.

NOTES ON PERFORMING CPR

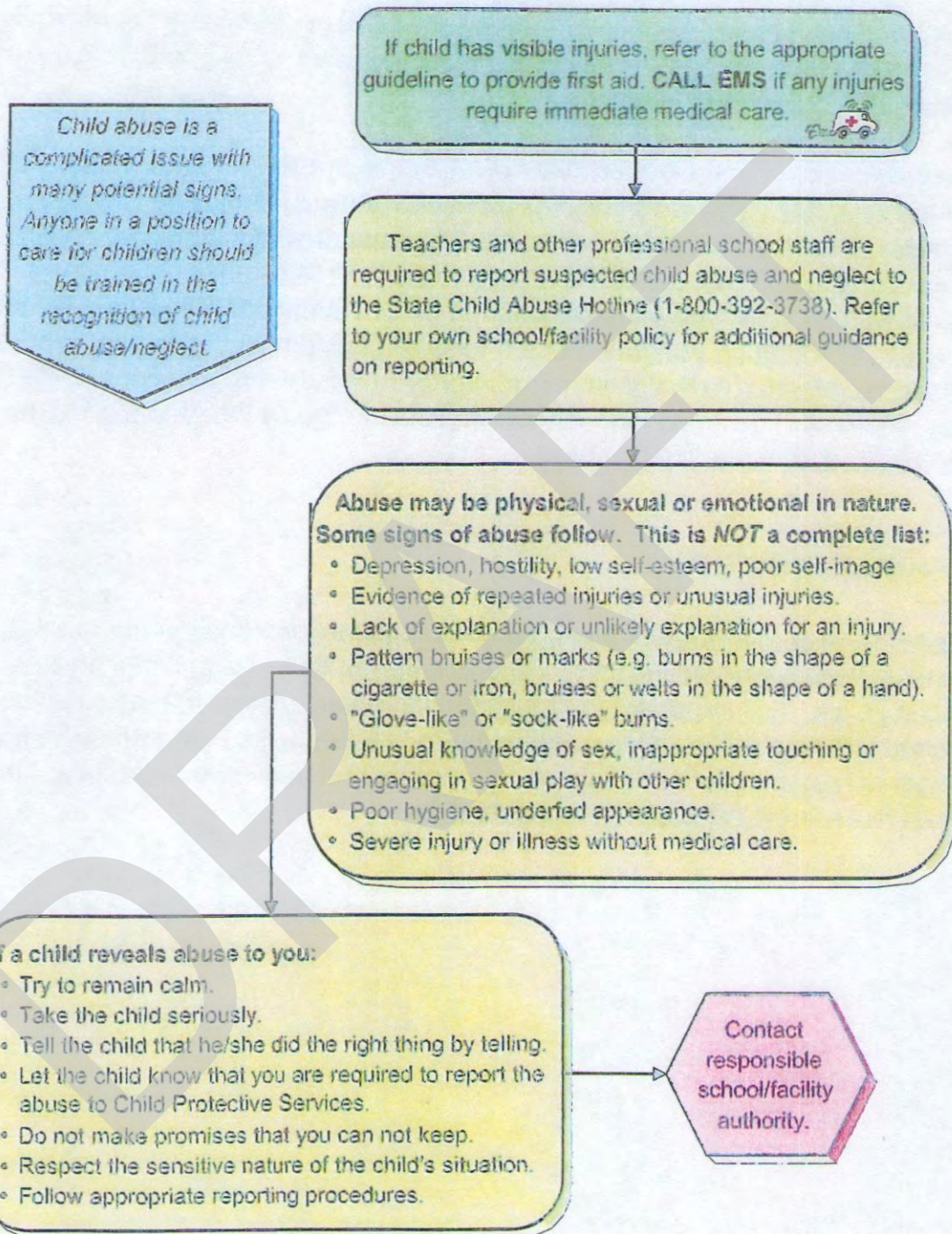
The American Heart Association issued new CPR guidelines for lay persons in 2005. In order to perform CPR safely and effectively, skills should be practiced in the presence of a trained instructor.

Automated External Defibrillators (AEDs) are not recommended for use on children under 8 years of age or under 80 pounds (American Academy of Pediatrics). The American Heart Association has approved their use in children 1-8 years of age. Use of an AED by an untrained individual may cause harm to the individual and may create liability on the part of the agency. Missouri laws governing the use of AEDs can be found at the Missouri Department of Health and Senior Services website, (www.dhss.mo.gov) under Laws and Regulations, Revised Missouri Statutes. Training in the use of AEDs is offered by the American Heart Association and the American Red Cross.

BARRIER DEVICES

Barrier devices, to prevent the spread of infections from one person to another, can be used when performing CPR. Several different types (e.g., face shields, pocket masks) exist. It is important to practice using these devices in the presence of a trained CPR instructor before attempting to use them in an emergency situation. The length of rescue breaths and the amount of air that you breathe to make the victim's chest rise can be affected by these devices.

CHILD ABUSE & NEGLECT



CHOKING

(FOR CONSCIOUS VICTIMS)

Call 911 or activate EMS after starting rescue efforts.

INFANTS UNDER ONE YEAR

Begin the following if the infant is choking and is unable to breathe. However, if the infant is coughing or crying, DO NOT do any of the following, but call EMS, try to calm the child and watch for worsening of symptoms. If cough becomes ineffective (loss of sound), begin step 1 below.

1. Position the infant, with head slightly lower than chest, face down on your arm and support the head (support jaw; do NOT compress throat).
2. Give up to 5 back blows with the heel of hand between infant's shoulder blades.
3. If object is not coughed up, position infant face up on your forearm with head slightly lower than rest of body.
4. With 2 or 3 fingers, give up to 5 chest thrusts near center of breastbone, about one finger width below the nipple line.
5. Open mouth and look. If foreign object is seen, sweep it out with finger.
6. Tilt head back and lift chin up and out to open the airway. Try to give 2 breaths.
7. Repeat steps 1-6 until object is coughed up, infant starts to breathe or infant becomes unconscious.

IF INFANT BECOMES UNCONSCIOUS, GO TO STEP 6 OF INFANT CPR IN RIGHT COLUMN.

CHILDREN OVER ONE YEAR OF AGE & ADULTS

Begin the following if the child is choking and unable to breathe. However, if the child is coughing, crying or speaking, DO NOT do any of the following, but call EMS, try to calm the child and watch for worsening of symptoms. If cough becomes ineffective (loss of sound), begin step 1 below.

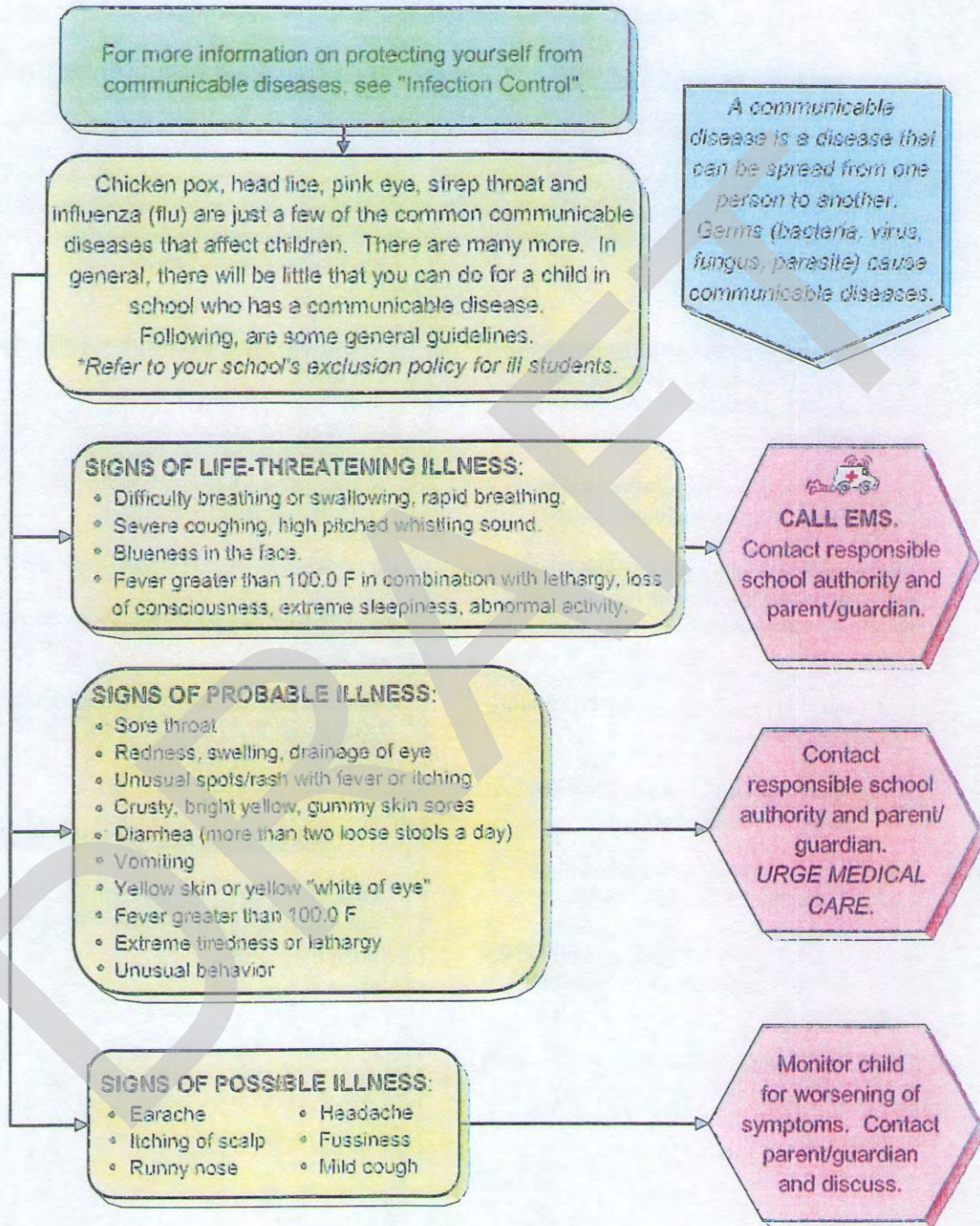
1. Stand or kneel behind child with arms encircling child.
2. Place thumbside of fist against middle of abdomen just above the navel. Do NOT place your hand over the very bottom of the breastbone. Grasp fist with other hand.
3. Give up to 5 quick inward and upward thrusts.
4. Repeat steps 1-2 until object is coughed up, child starts to breathe or child becomes unconscious.

IF CHILD BECOMES UNCONSCIOUS, PLACE ON BACK AND GO TO STEP 6 OF CHILD OR ADULT CPR IN RIGHT COLUMN.

FOR OBESE OR PREGNANT PERSONS:

Stand behind person and place your arms under the armpits to encircle the chest. Press with quick backward thrusts.

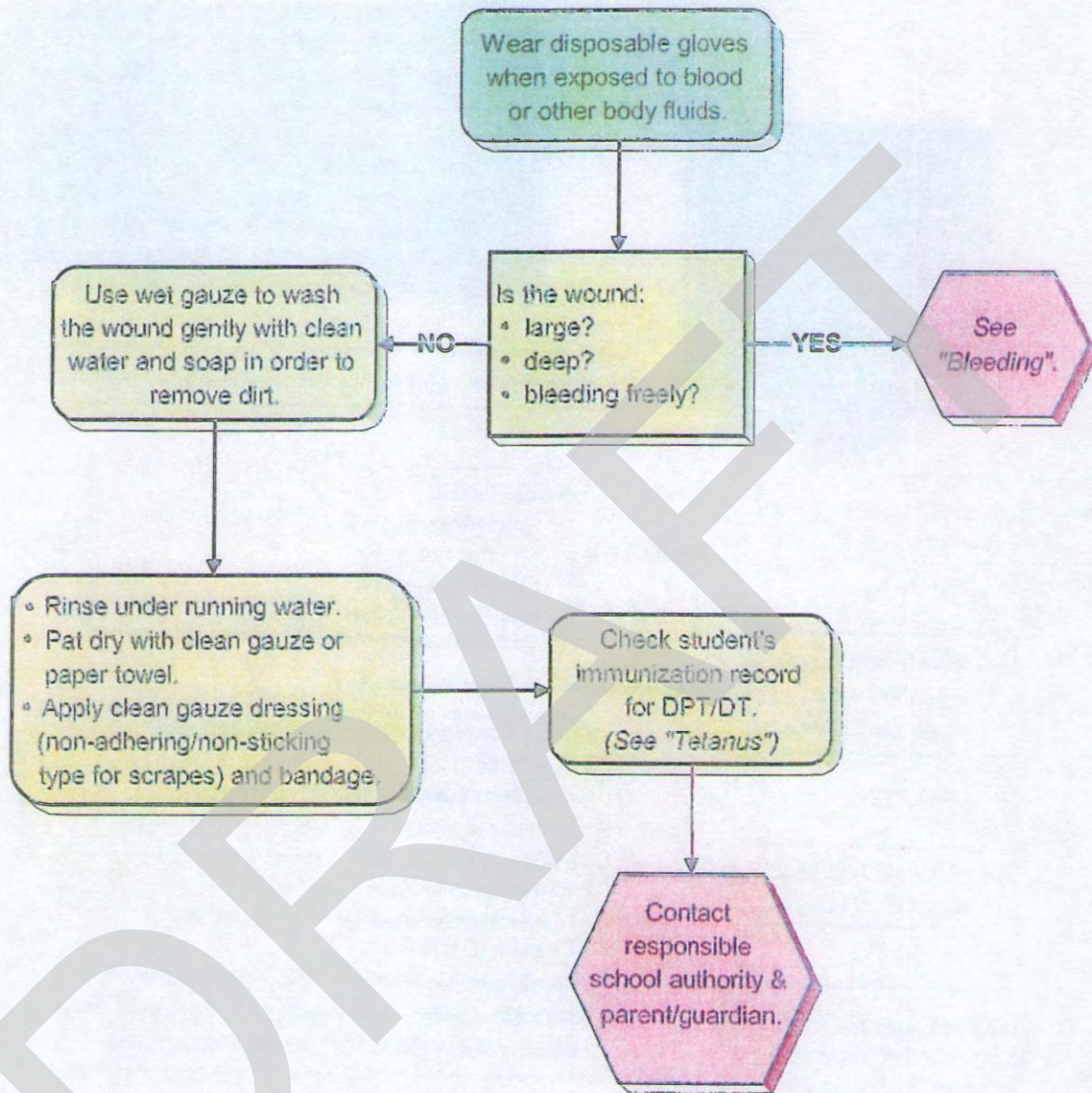
COMMUNICABLE DISEASES



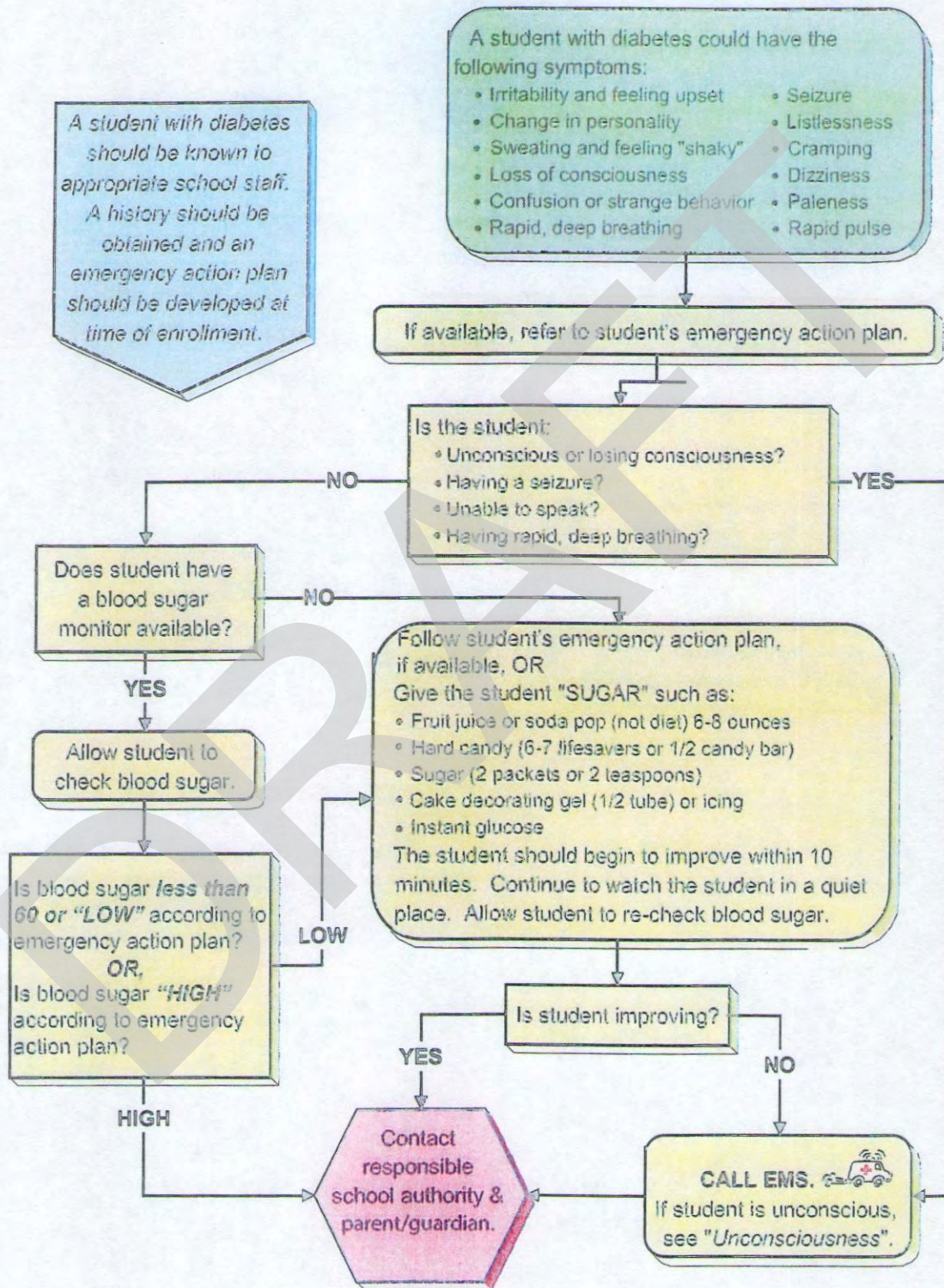
*State recommendations for exclusion: www.dhss.mo.gov
Health, School Health, Guidelines, Prevention and Control of Communicable Disease

CUTS (small), SCRATCHES & SCRAPES

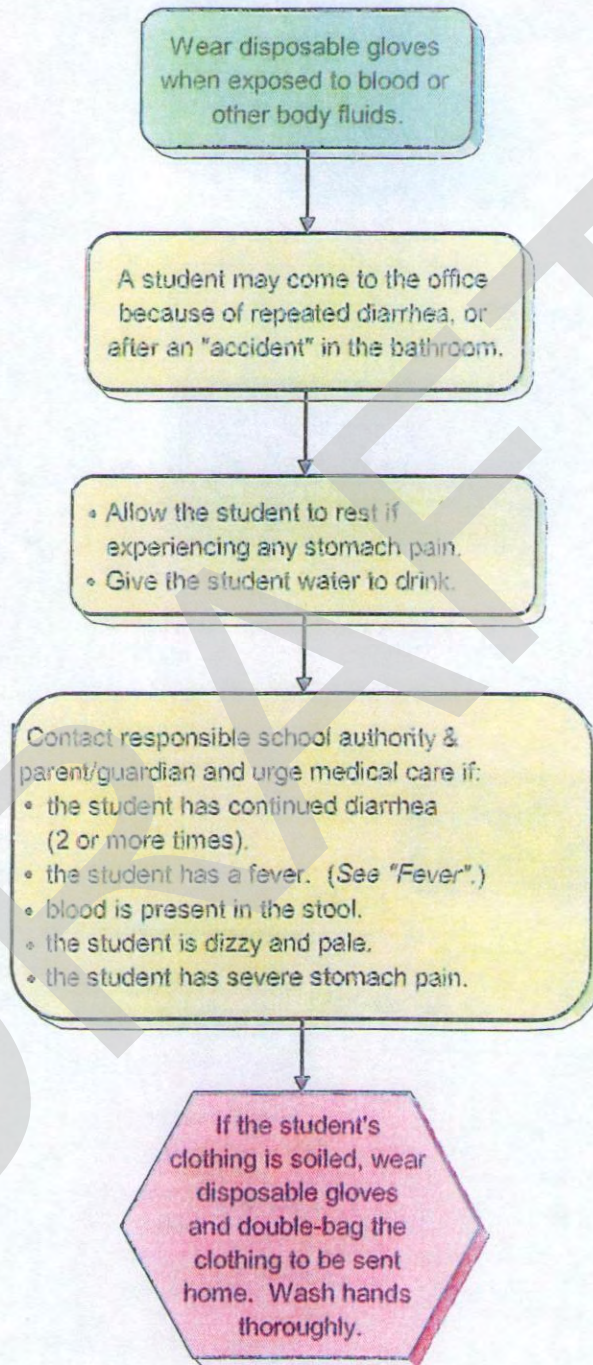
(including rope and floor burns)



DIABETES



DIARRHEA



EARS

DRAINAGE FROM EAR

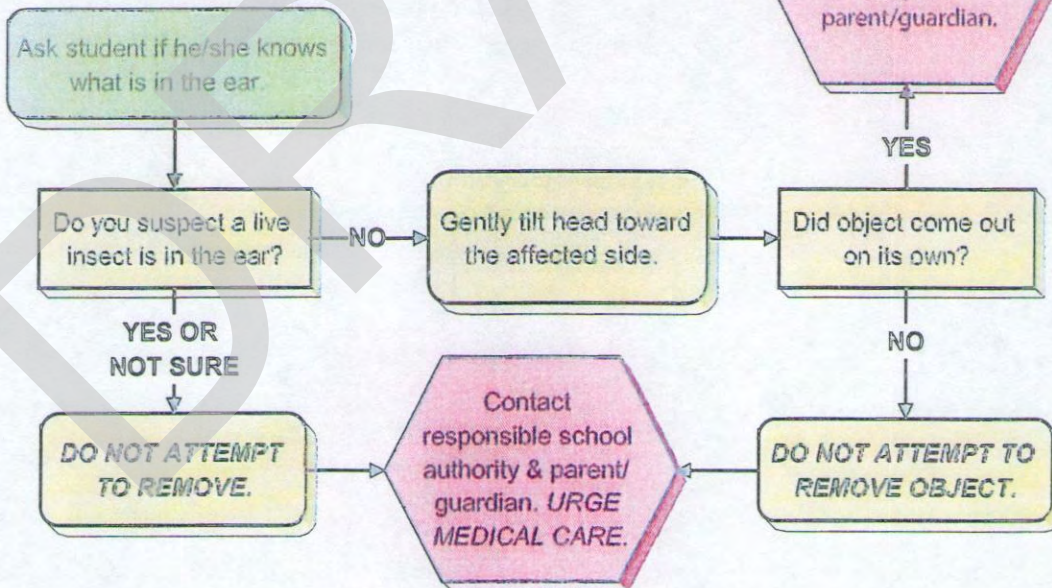
Do **NOT** try to clean out ear.

Contact responsible school authority & parent/guardian. **URGE MEDICAL CARE.**

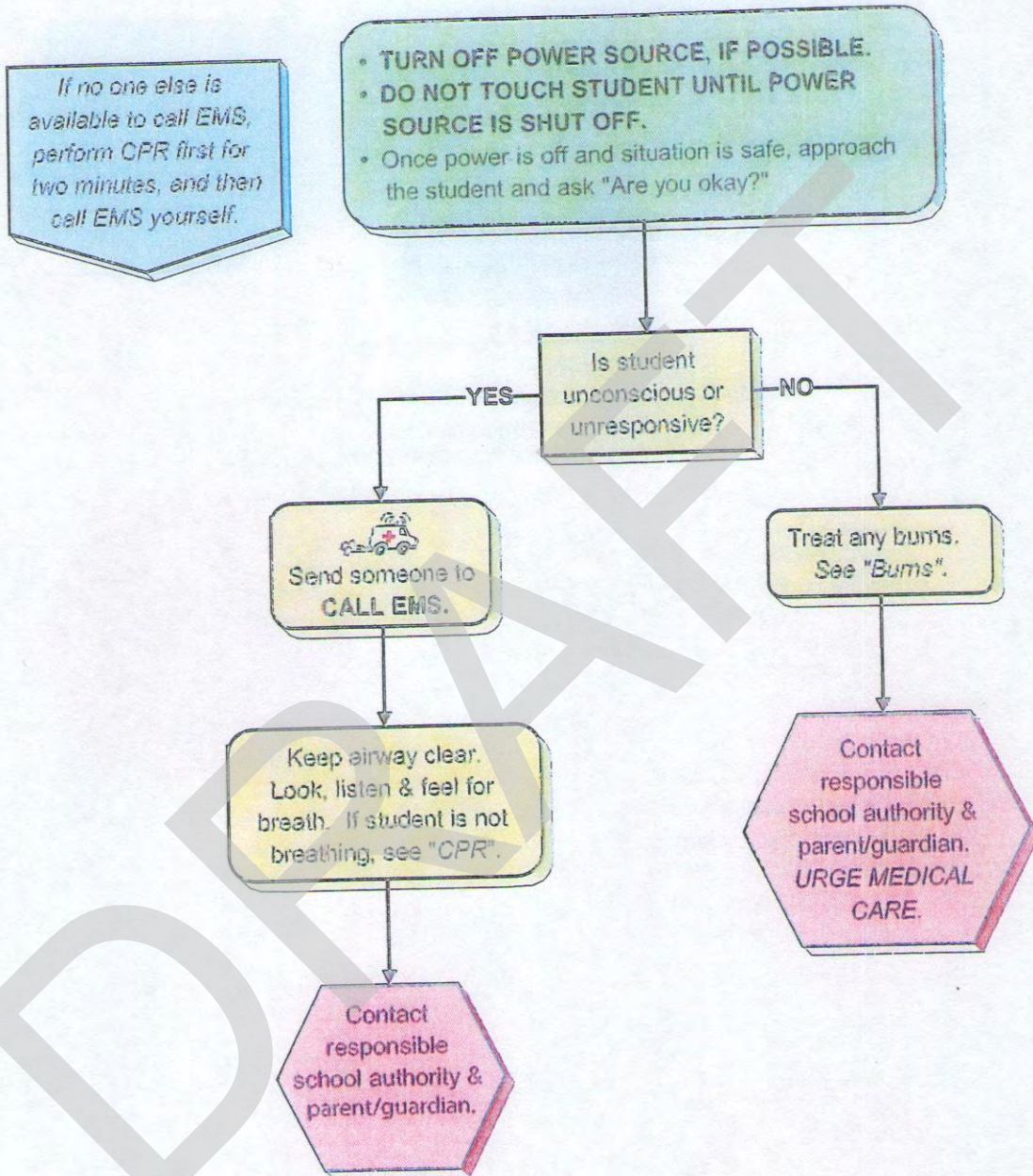
EARACHE

Contact responsible school authority & parent/guardian. **URGE MEDICAL CARE.**

OBJECT IN EAR CANAL

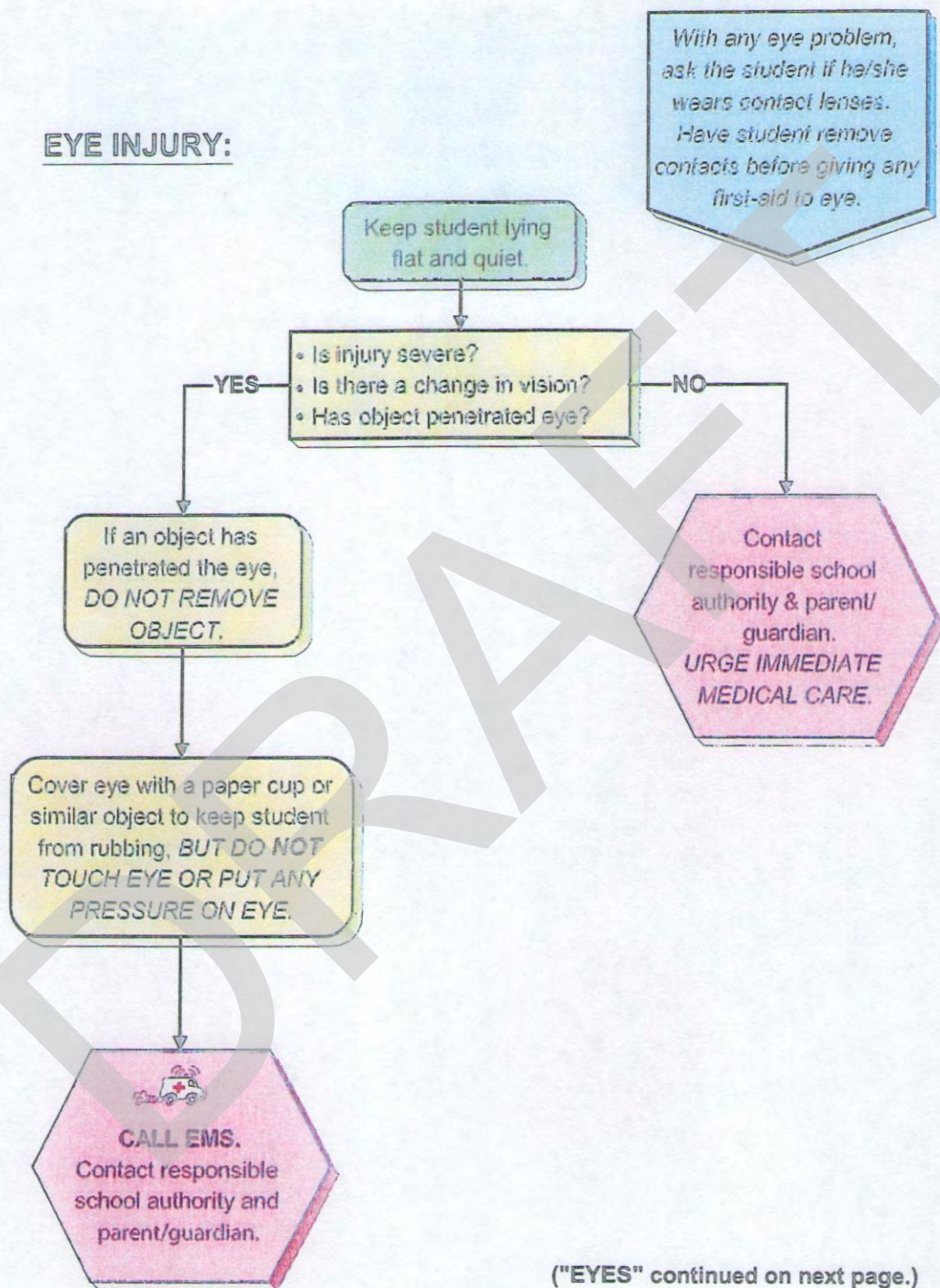


ELECTRIC SHOCK



EYES

EYE INJURY:

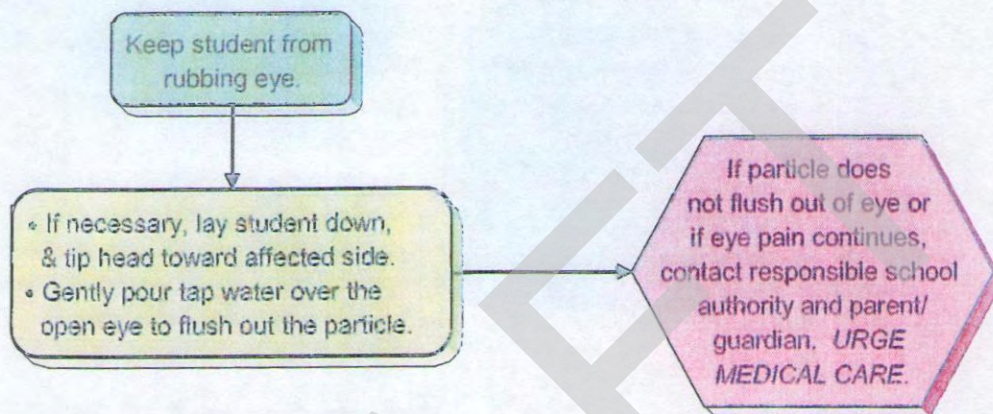


("EYES" continued on next page.)

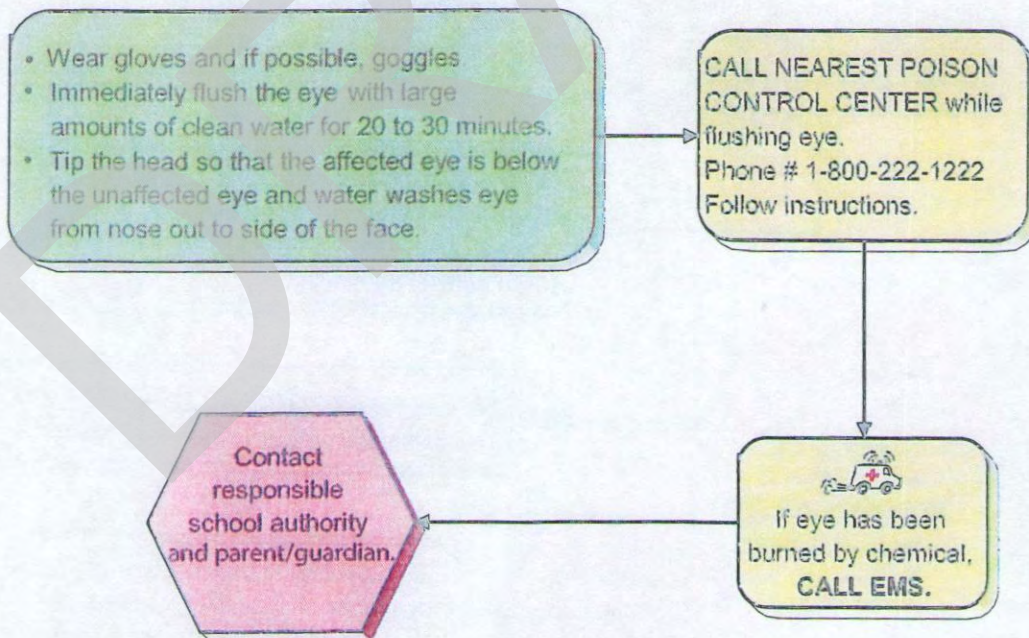
EYES

(continued from previous page)

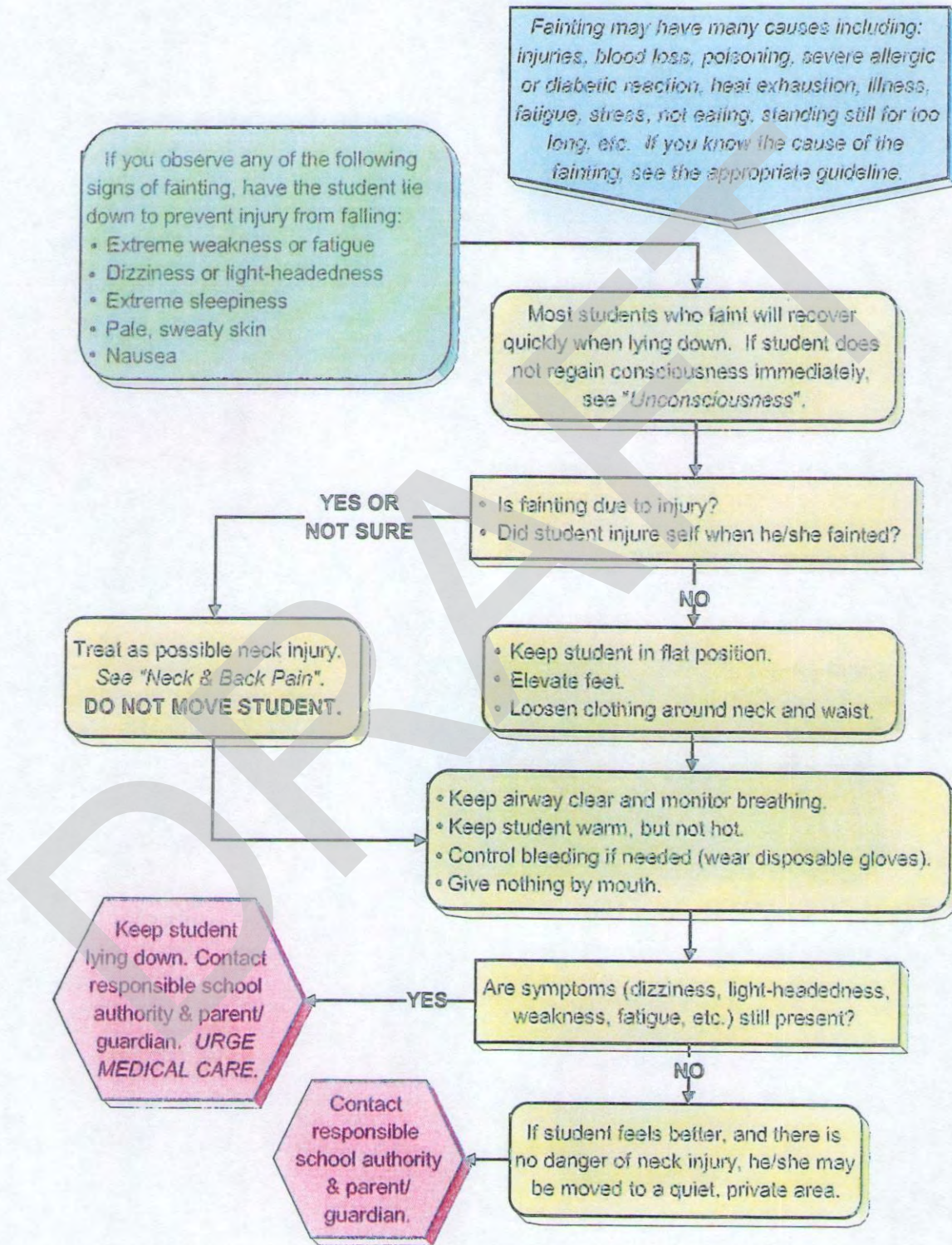
PARTICLE IN EYE:



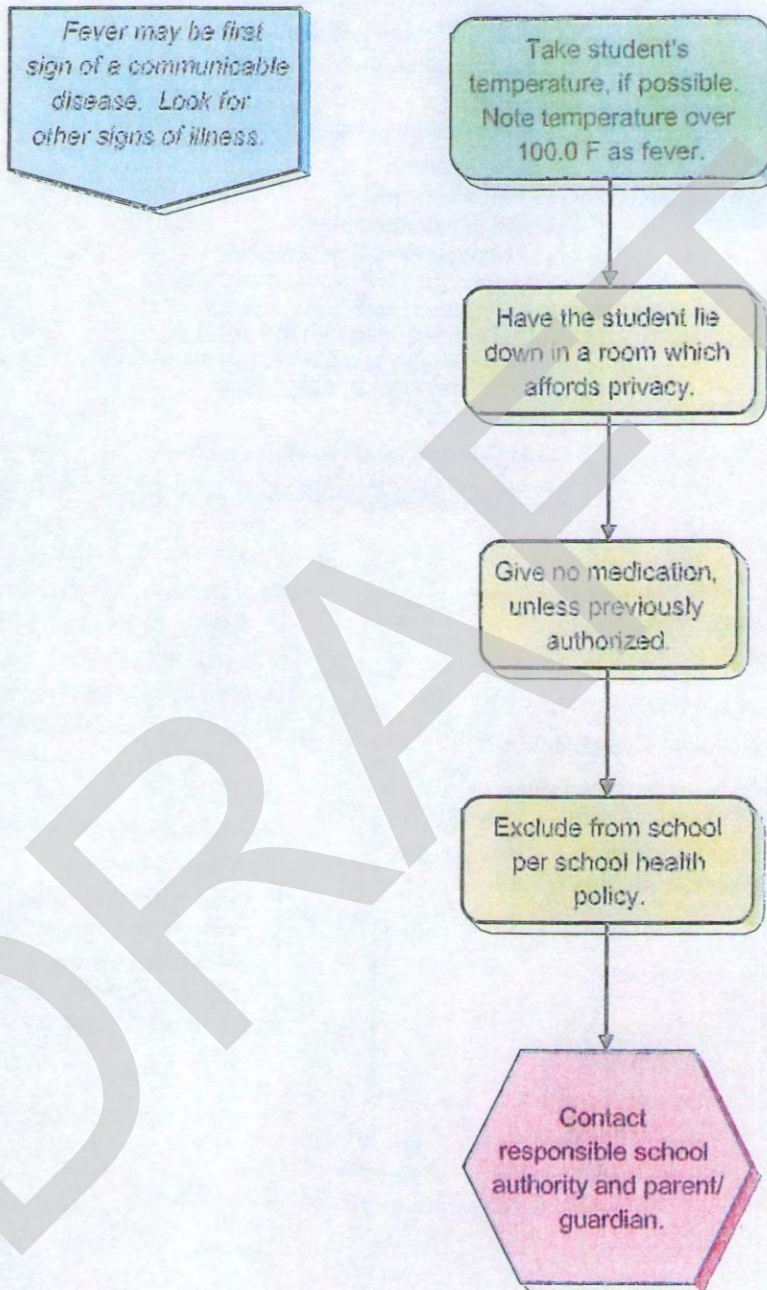
CHEMICALS IN EYE



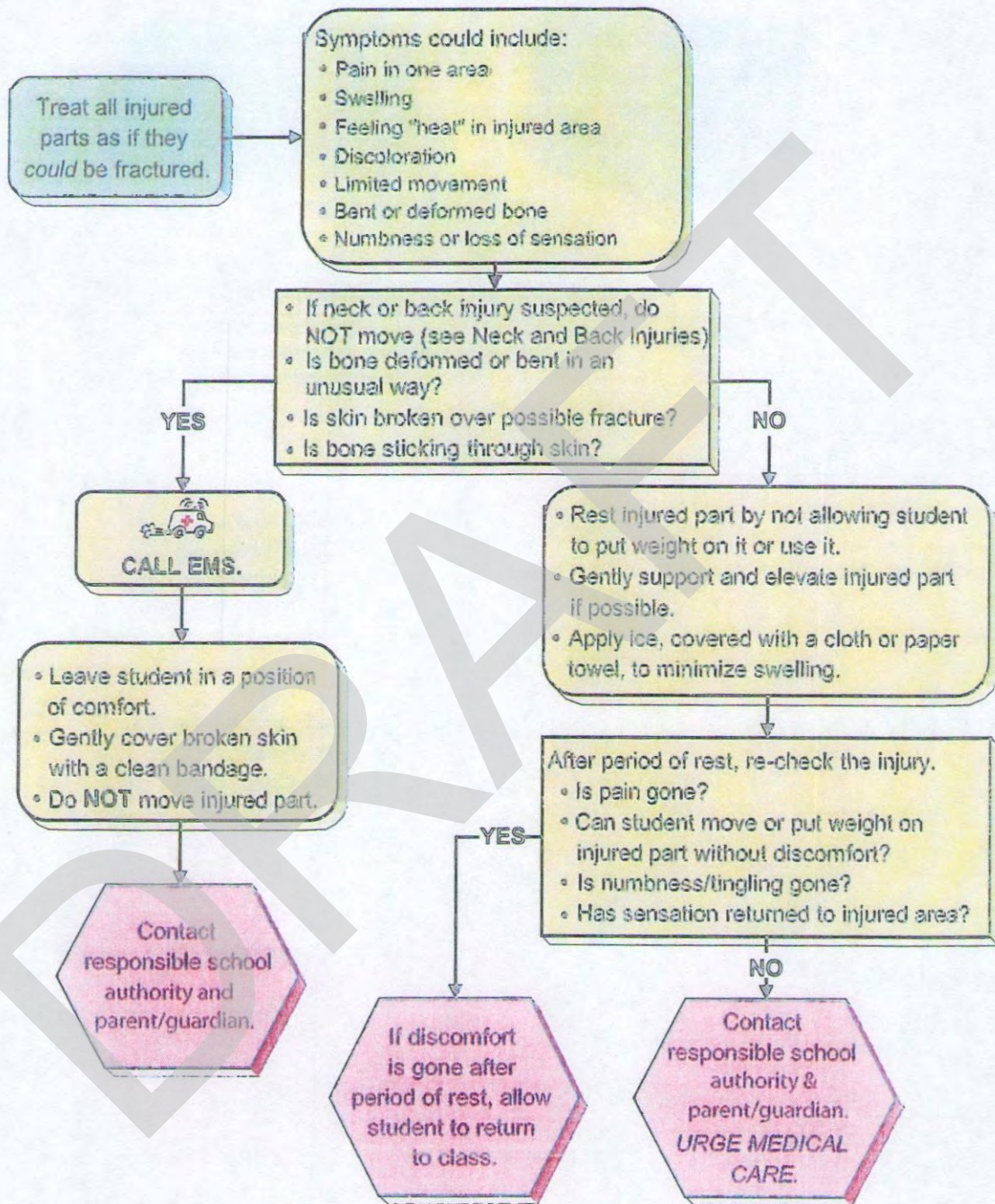
FAINTING



FEVER & NOT FEELING WELL



FRACTURES, DISLOCATIONS, SPRAINS, OR STRAINS



FROSTBITE

Frostbite can result in the same type of tissue damage as a burn. It is a serious condition and requires medical attention.

Exposure to cold even for short periods of time may cause "HYPOTHERMIA" in children (See Hypothermia). The nose, ears, chin, cheeks, fingers and toes are the parts most often affected by frostbite. Frostbitten skin may:

- Look discolored (flushed, grayish-yellow, pale, white).
- Feel cold to the touch.
- Feel numb to the child.

Deeply frostbitten skin may

- Look white or waxy
- Feel firm - hard (frozen)


- Take the child to a warm place.
- Remove cold or wet clothing and give child warm, dry clothes.
- Protect cold part from further injury.
- Do **NOT** rub or massage the cold part OR apply heat such as a water bottle or hot running water.
- Cover part loosely with nonstick, sterile dressings or dry blanket.

Does extremity/part:

- Look discolored - grayish, white or waxy?
- Feel firm-hard (frozen)?
- Have a loss of sensation?

YES

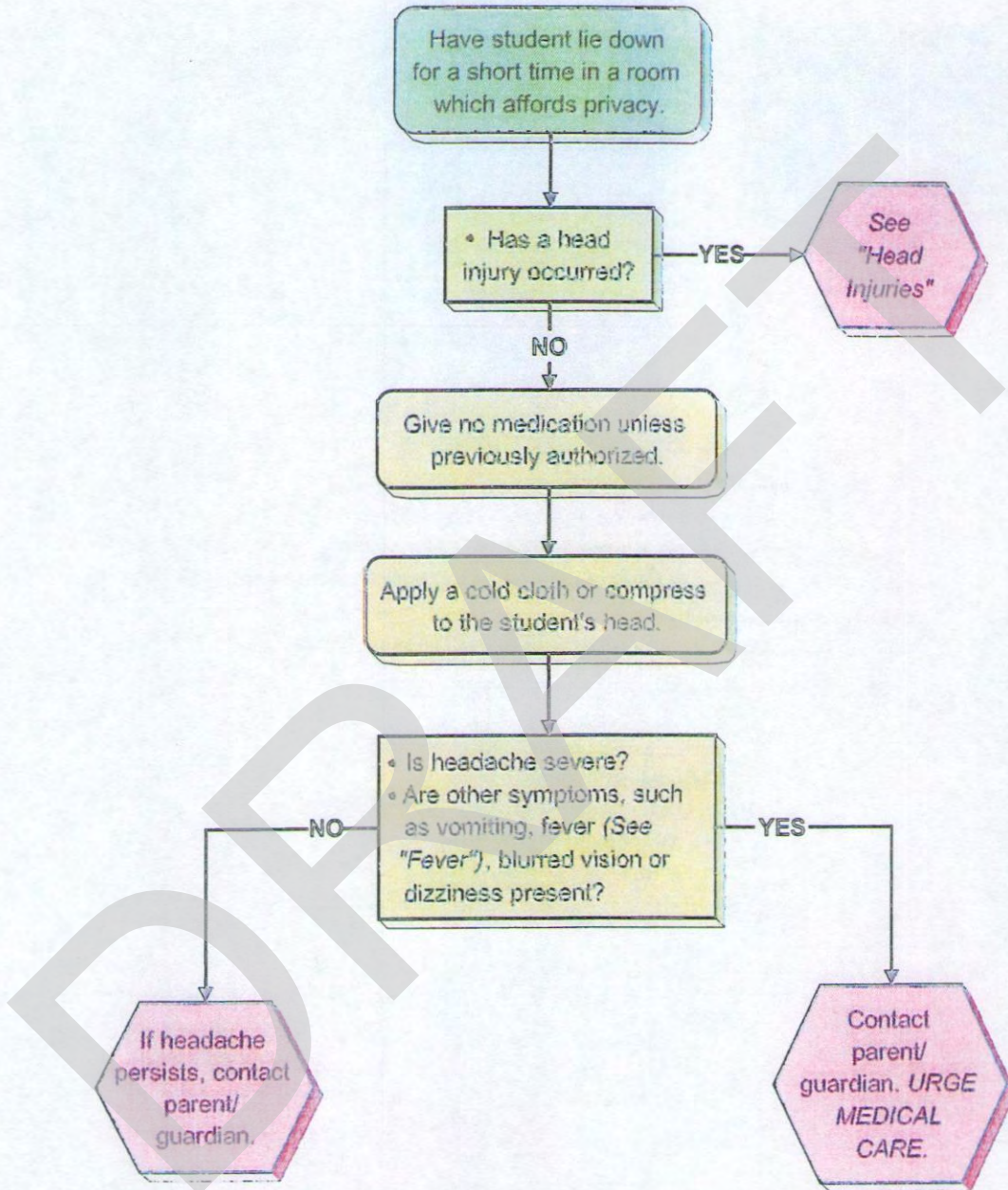
NO

- **CALL EMS.** 
- Keep child warm and affected part covered.

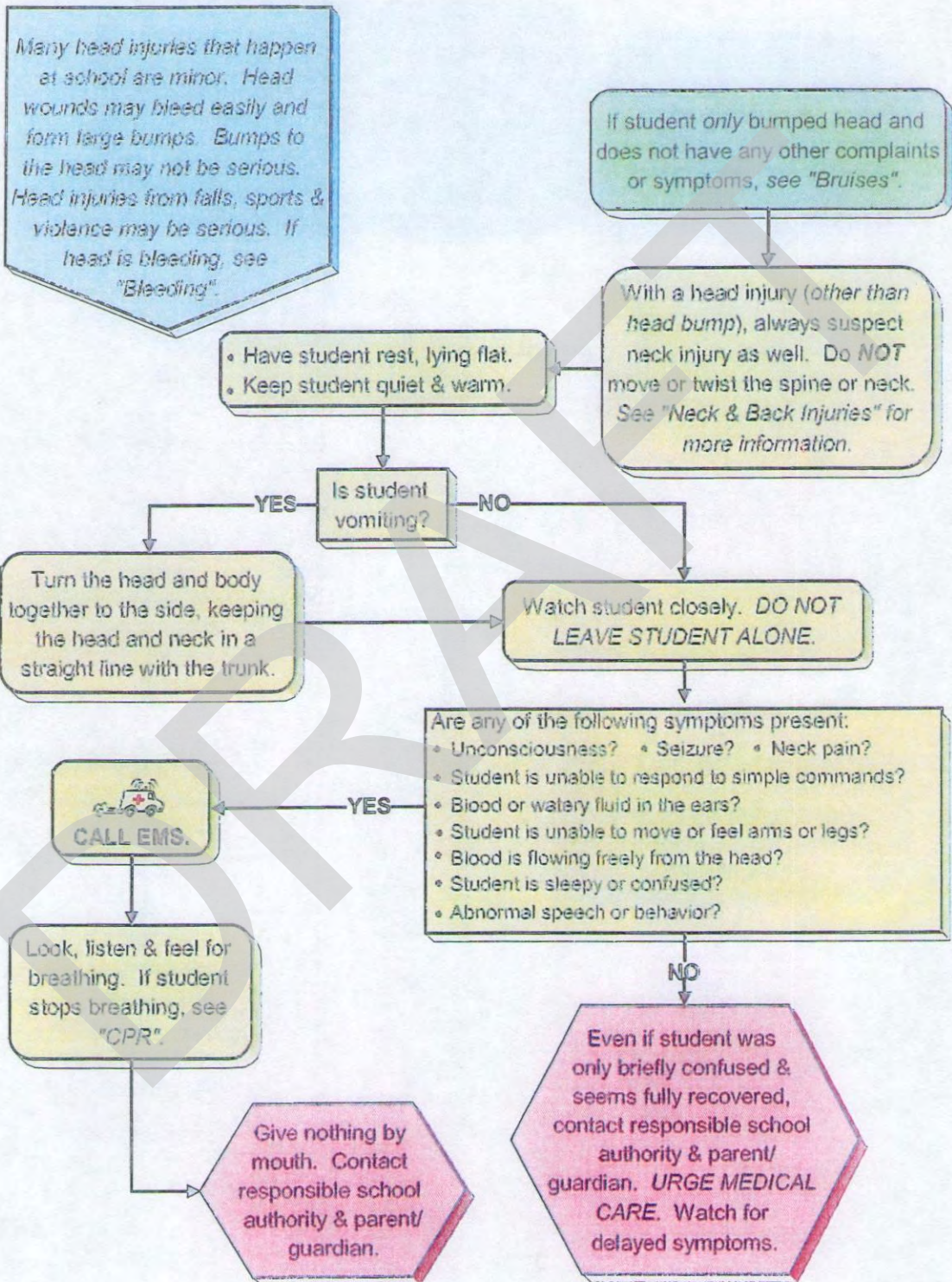
Keep child and affected body part warm.

Contact responsible authority & parent/guardian. Encourage medical care.

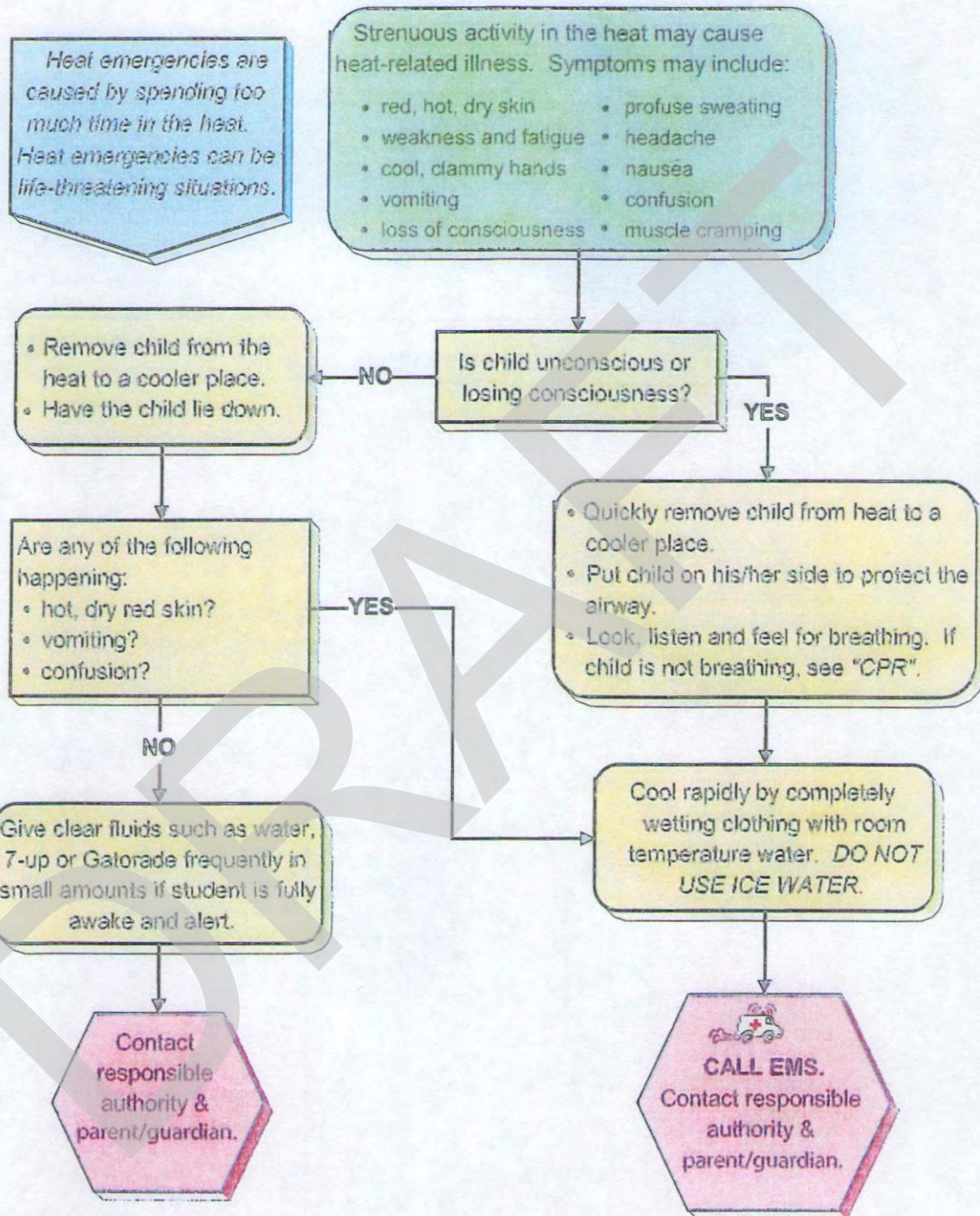
HEADACHE



HEAD INJURIES



HEAT STROKE/HEAT EXHAUSTION



HYPOTHERMIA (EXPOSURE TO COLD)

Hypothermia happens after exposure to cold when the body is no longer capable of warming itself. Young children are particularly susceptible to hypothermia. It can be a life-threatening condition if left untreated for too long.

Hypothermia can occur after a child has been outside in the cold or in cold water. Symptoms may include:

- confusion
- weakness
- blurry vision
- slurred speech
- shivering
- sleepiness
- white or grayish skin color
- impaired judgment

- Take the child to a warm place.
- Remove cold or wet clothing and wrap child in a warm, dry blanket.

Does child have:

- Loss of consciousness?
- Slowed breathing?
- Confused or slurred speech?
- White, grayish or blue skin?


Continue to warm child with blankets. If child is fully awake and alert, offer warm (**NOT HOT**) fluids, but no food.

NO

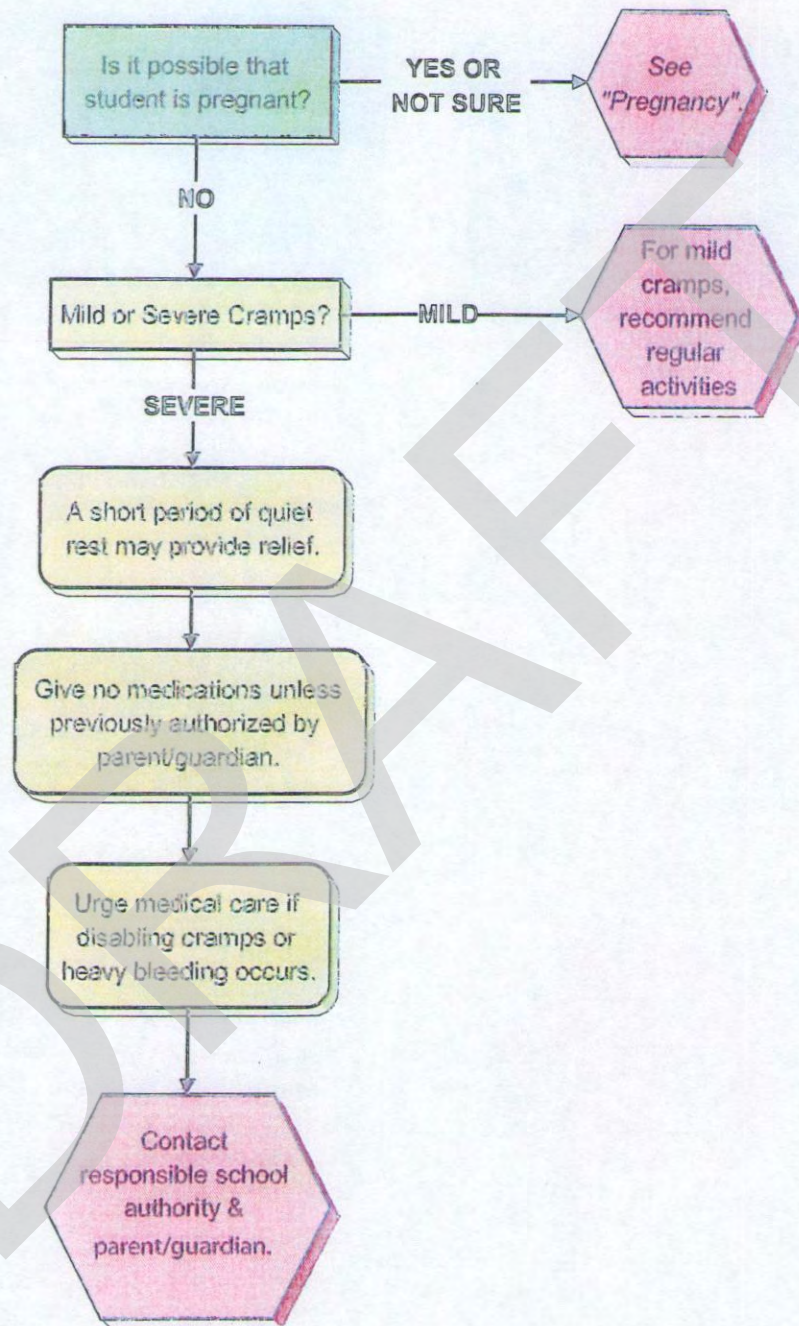
YES

Contact responsible authority & parent/guardian. Encourage medical care.

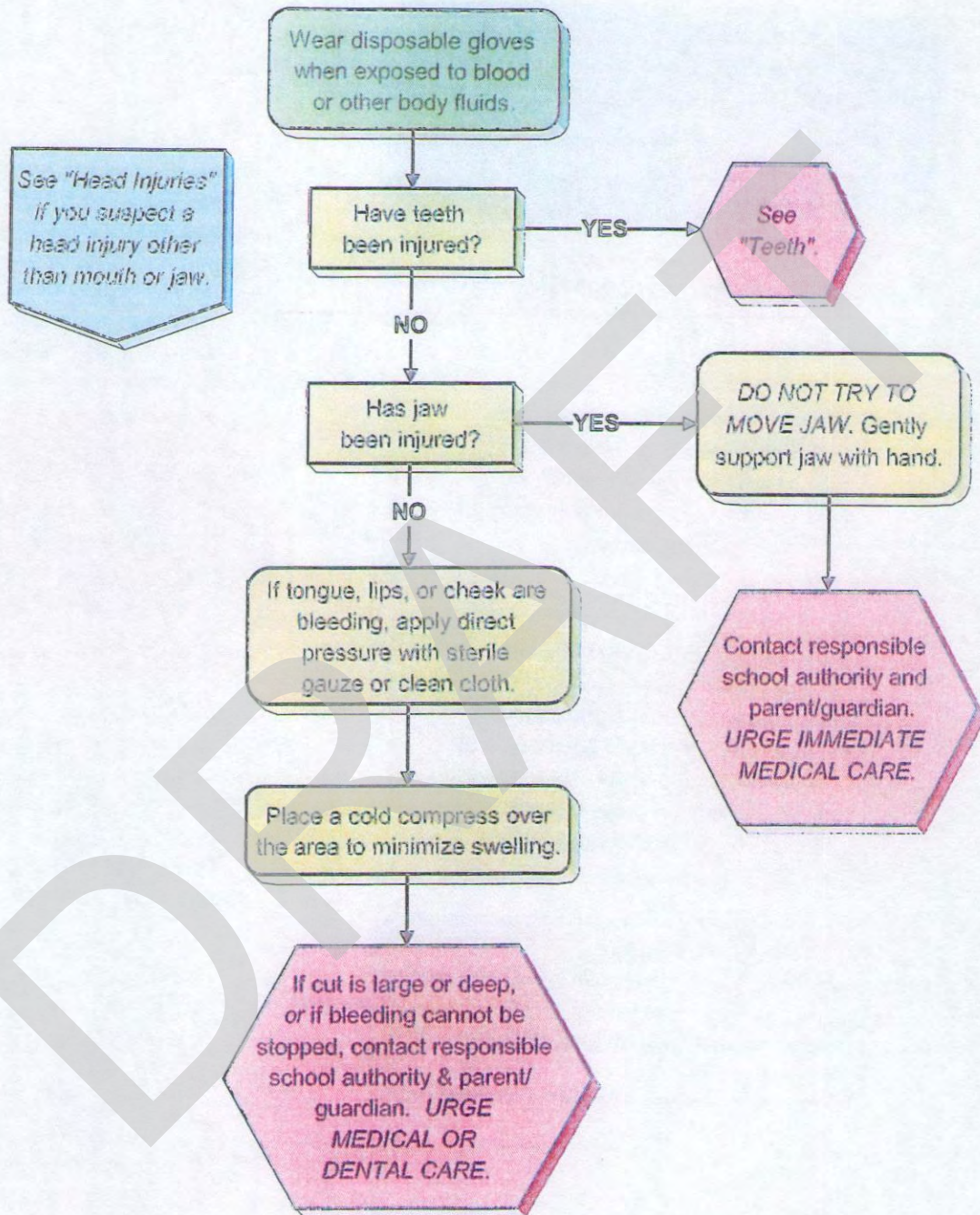
- **CALL EMS.**
- Give nothing by mouth.
- Continue to warm child with blankets.
- If child is sleepy or losing consciousness, place the child on his/her side to protect the airway.
- Look, listen and feel for breathing. If child stops breathing, see *CPR*



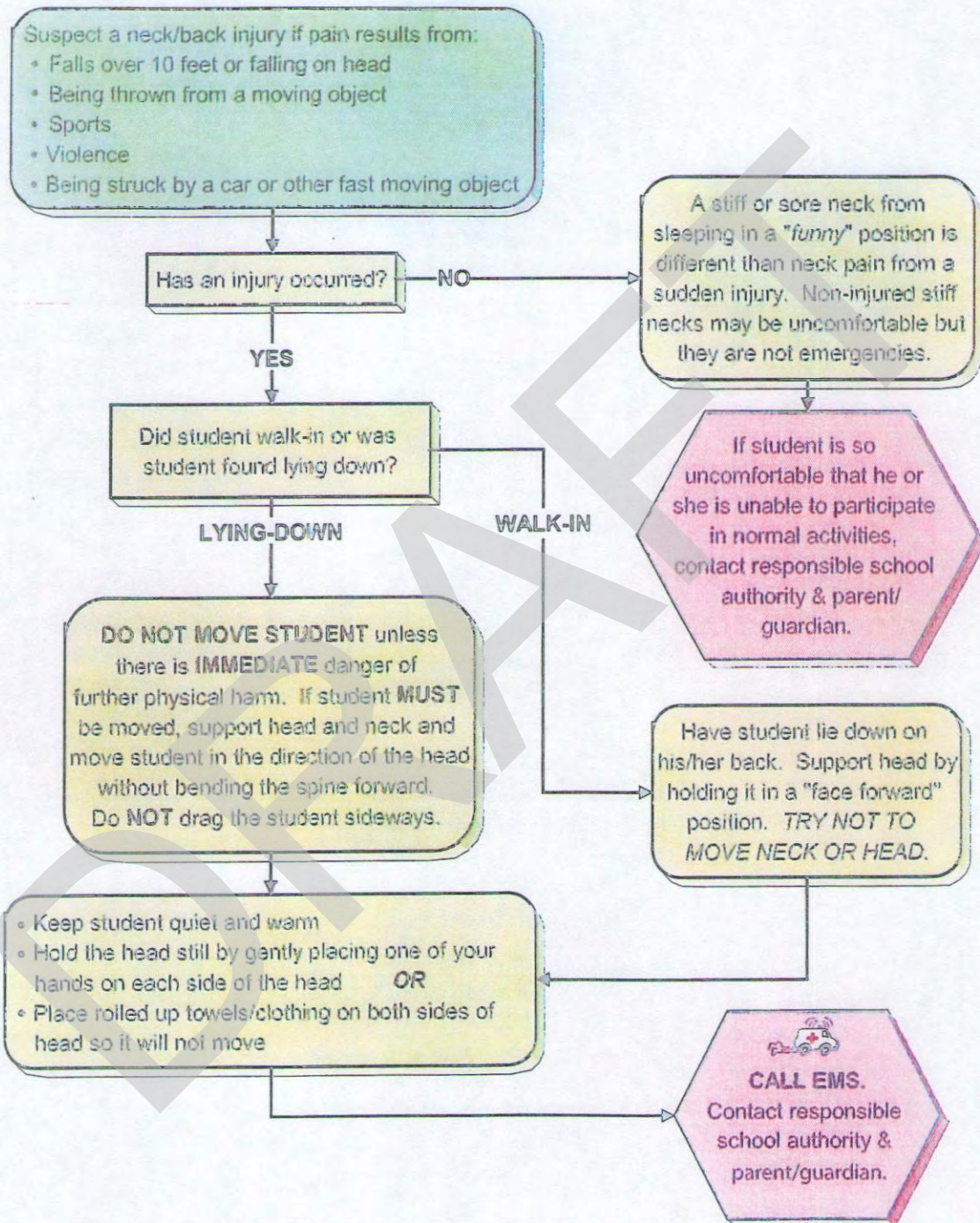
MENSTRUAL DIFFICULTIES



MOUTH & JAW INJURIES

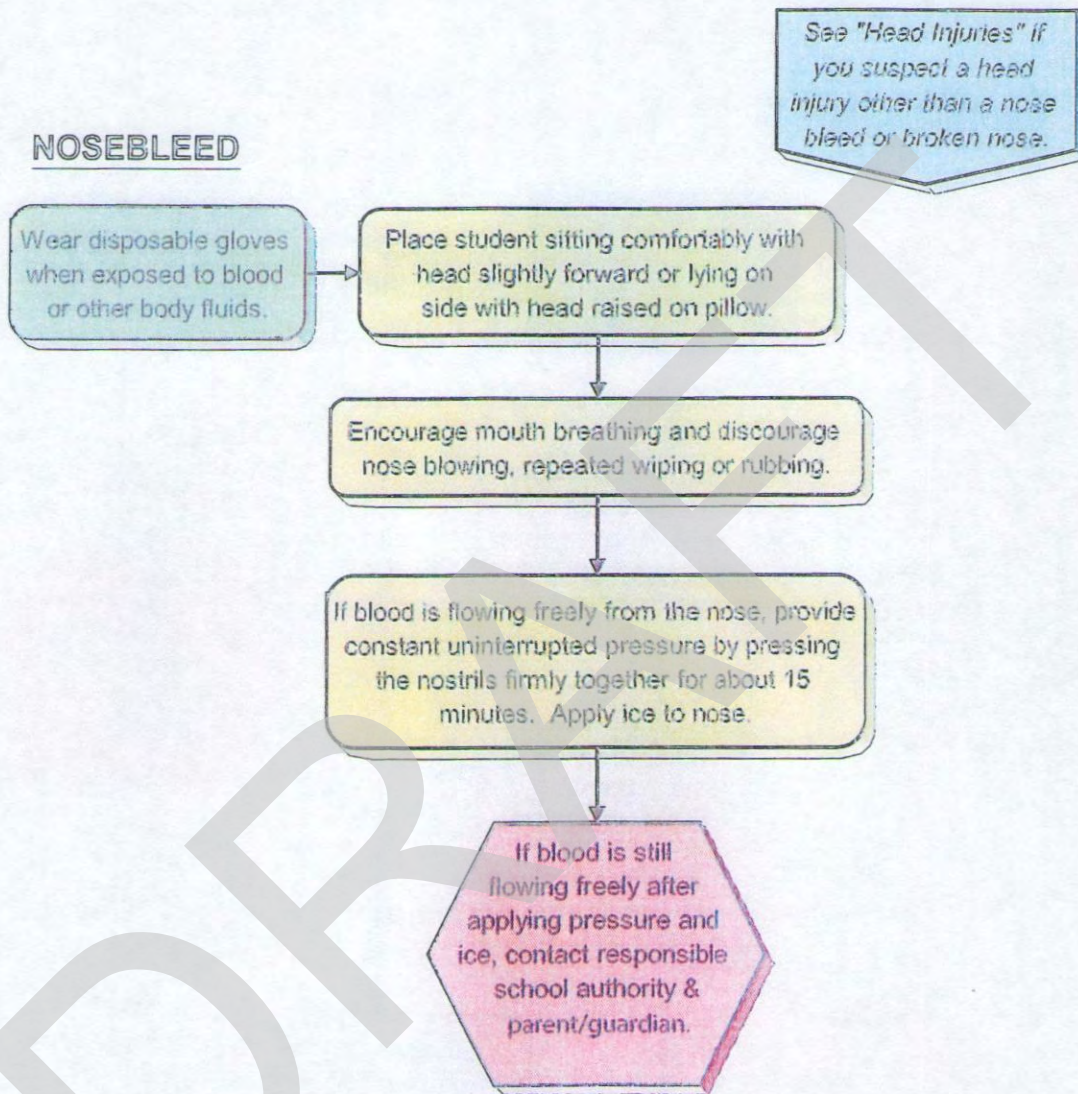


NECK & BACK INJURIES



NOSE

NOSEBLEED



BROKEN NOSE

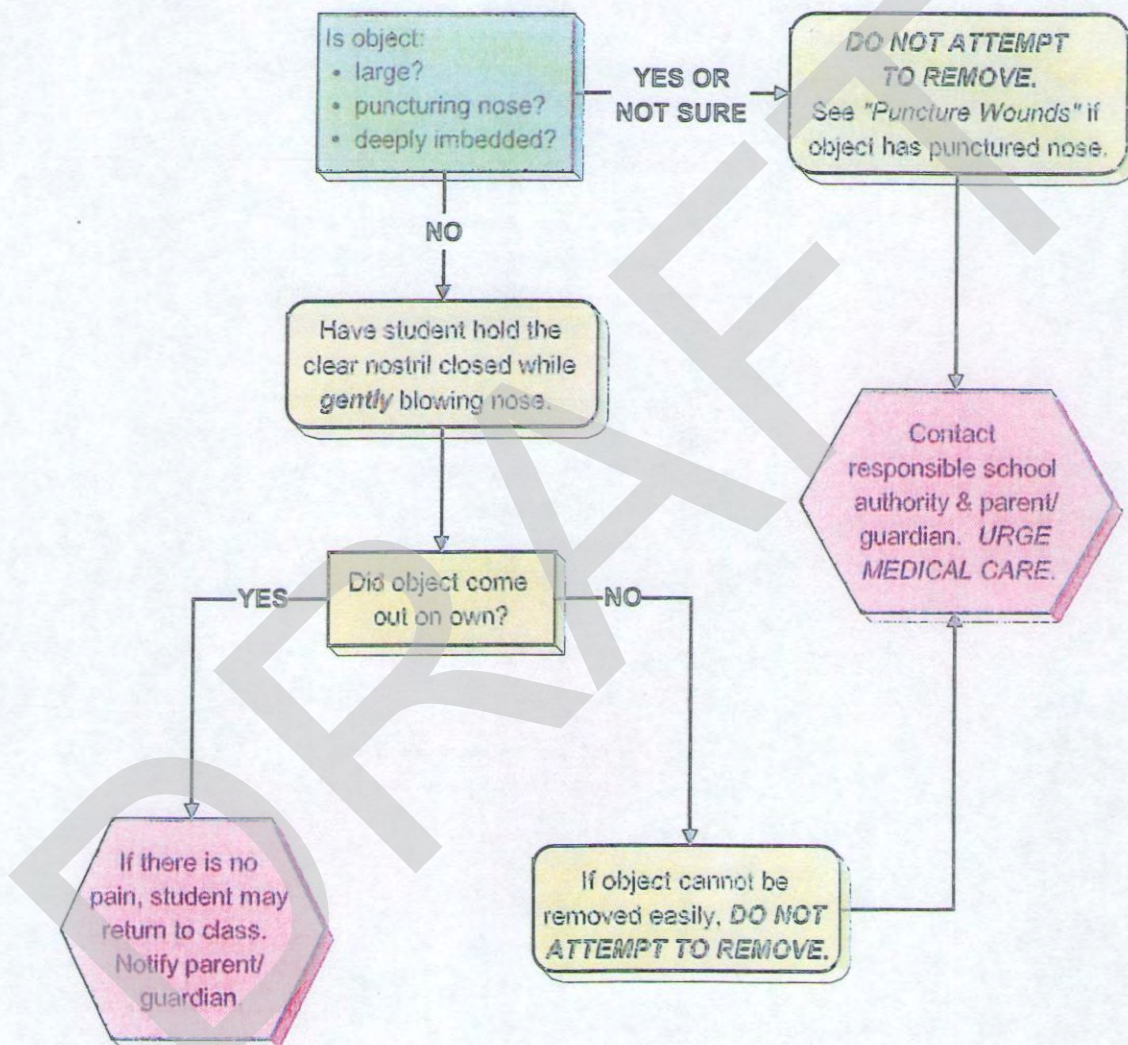
Care for nose as in "Nosebleed" above. Contact responsible school authority and parent/guardian. **URGE MEDICAL CARE.**

("NOSE" continued on next page.)

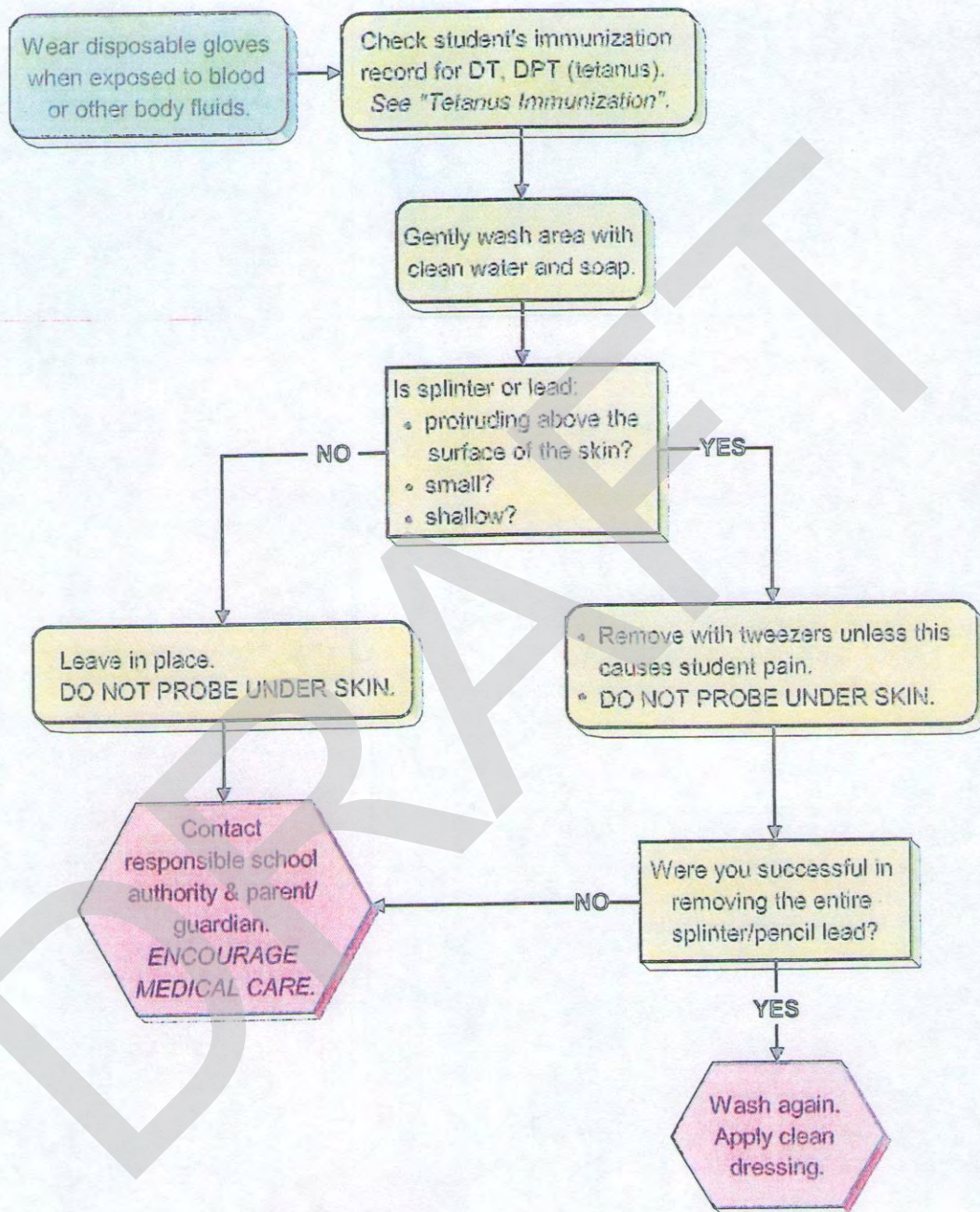
NOSE

(continued from previous page)

OBJECT IN NOSE




SPLINTERS OR IMBEDDED PENCIL LEAD



STABBING & GUNSHOT INJURIES

Refer to your school's policy for handling violent incidents.

- CALL EMS for injured student. 
- Call the police.
- Intervene only if the situation is safe for you to approach.

Wear disposable gloves when exposed to blood or other body fluids.

- Is the child:
- losing consciousness?
 - having difficulty breathing?
 - bleeding uncontrollably?

Open the child's airway and look, listen and feel for breathing. (see "CPR").

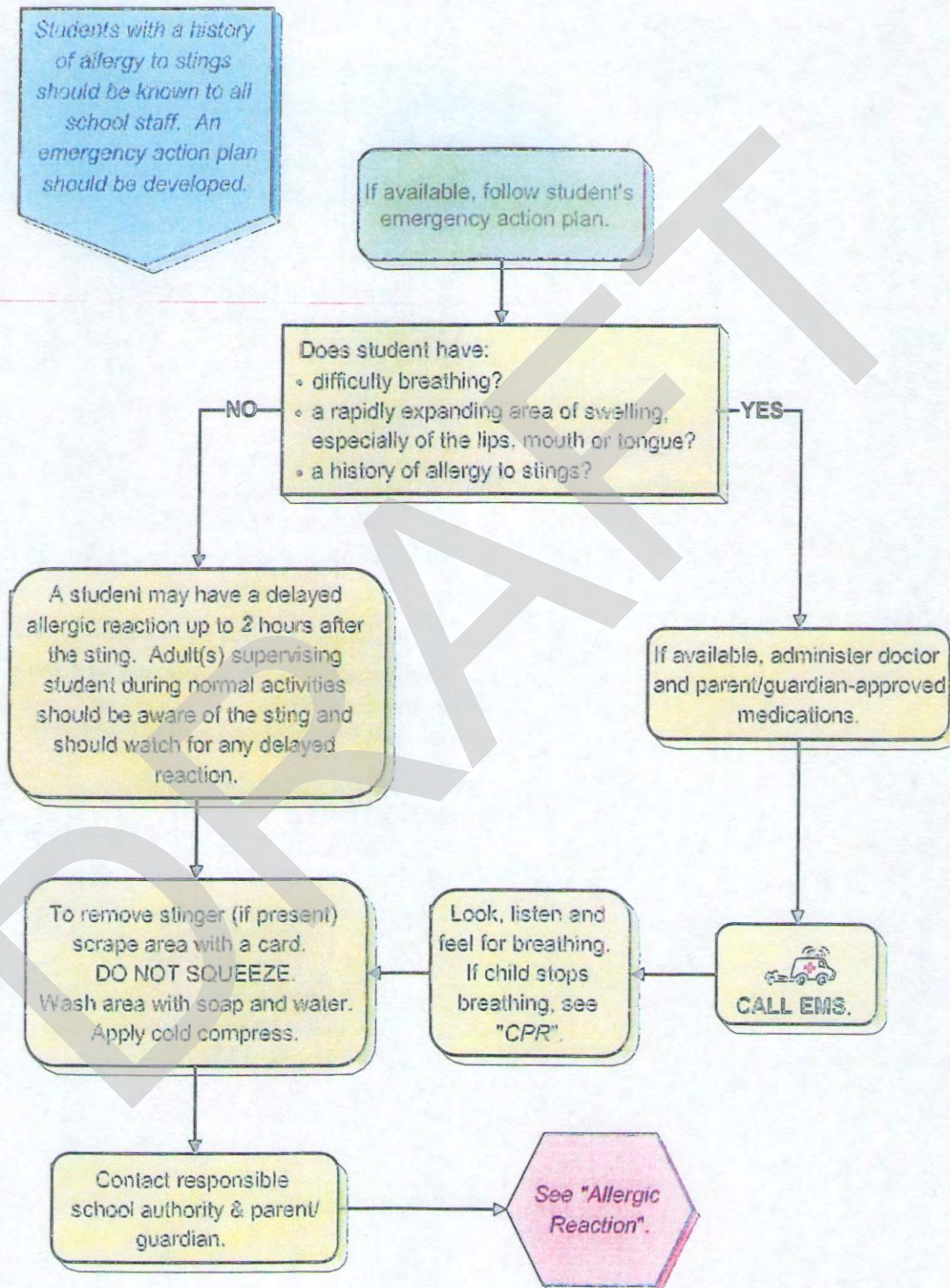
YES

NO

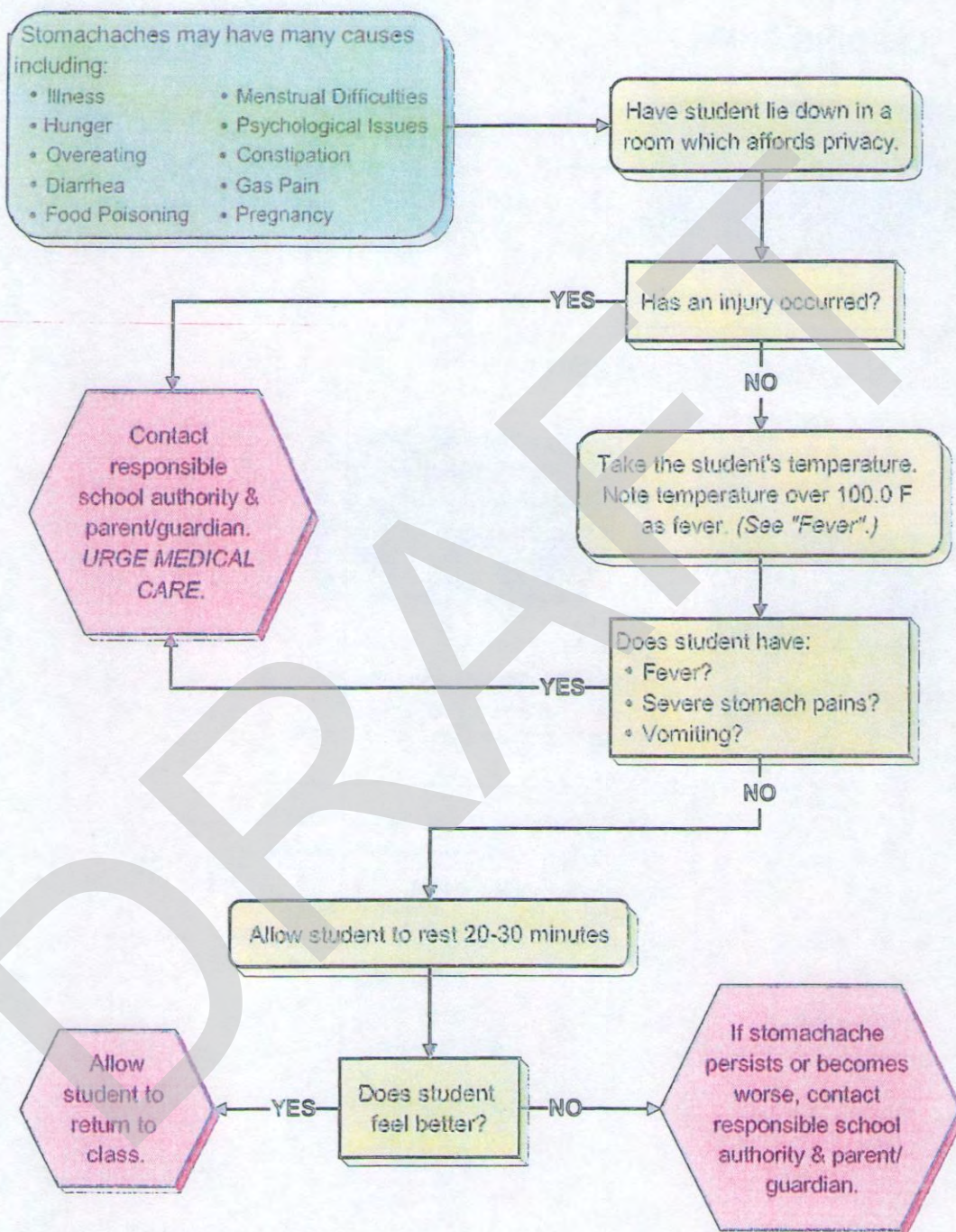
- Lie student down if he/she is not already doing so.
- Elevate feet 8-10 inches.
- Press wound firmly with a clean bandage to stop bleeding.
- Elevate injured part gently if possible.
- Cover with a blanket or sheet.

Contact responsible authority & parent/guardian.

STINGS

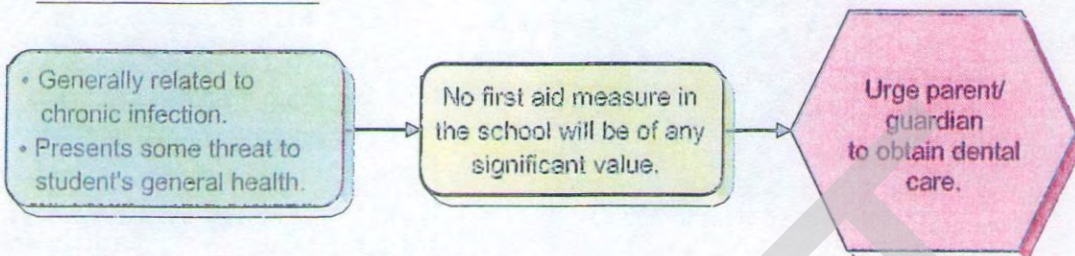


STOMACHACHES/PAIN

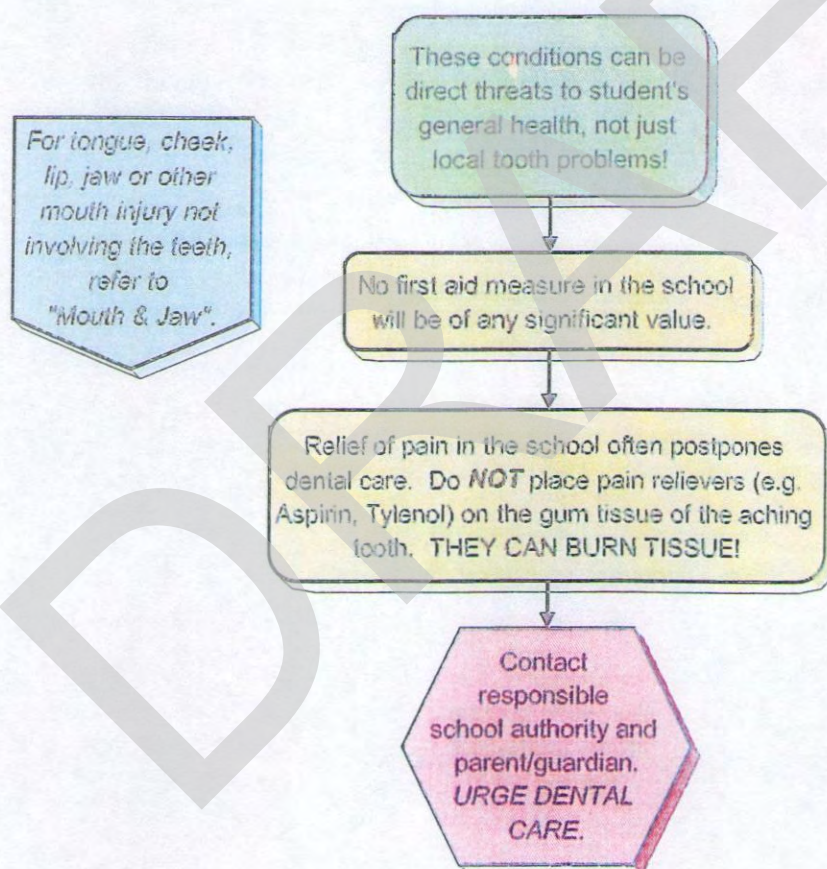


TEETH

BLEEDING GUMS



TOOTHACHE OR GUM BOIL

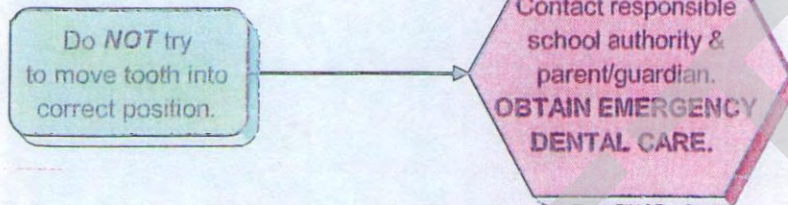


("TEETH" continued on next page)

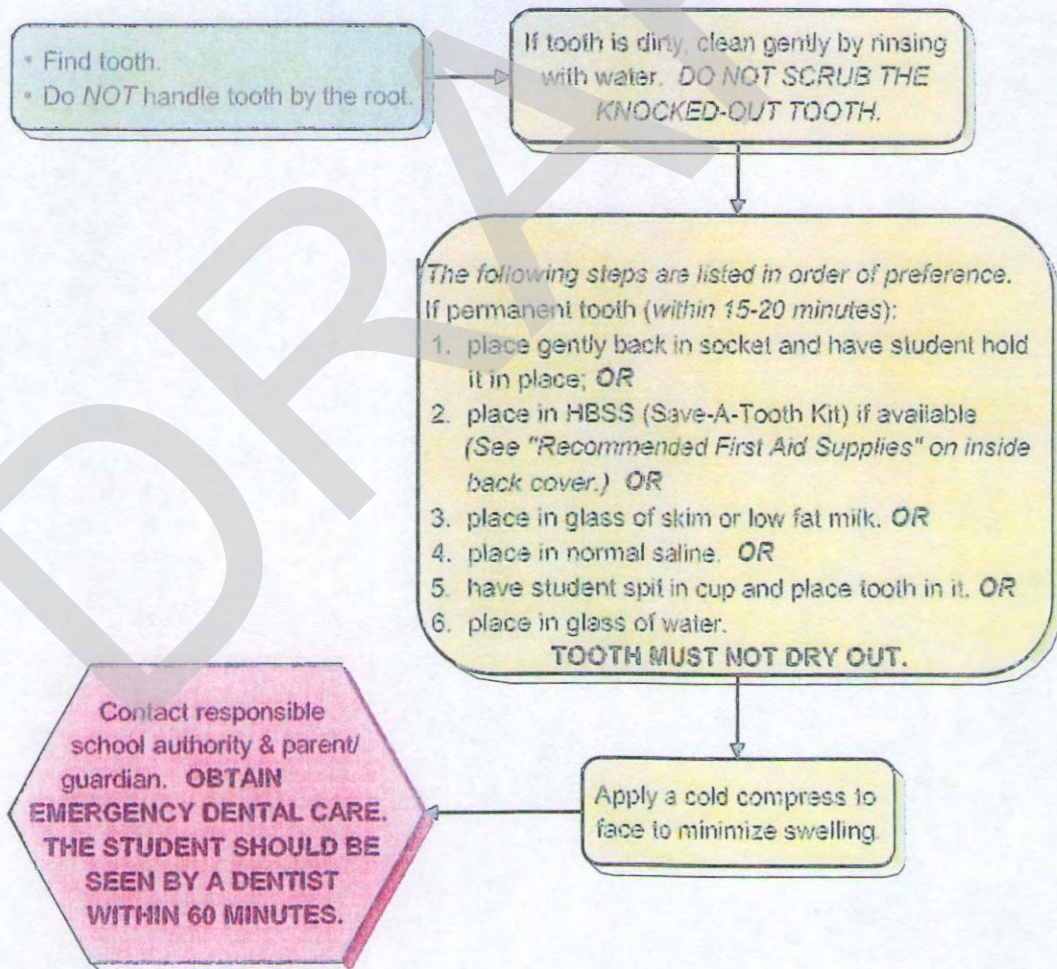
TEETH

(continued from previous page)

DISPLACED TOOTH



KNOCKED-OUT OR BROKEN PERMANENT TOOTH



TETANUS IMMUNIZATION

Protection against tetanus should be considered with any wound, even a *minor one*. After any wound, check the student's immunization record for DT, DPT (tetanus) and notify parent/guardian.

A *minor wound* would need a tetanus booster *only* if it has been at least **10 years** since the last tetanus shot or if the student is **5 years old or younger**.

Other wounds, such as those contaminated by dirt, feces and saliva (or other body fluids); puncture wounds; amputations; and wounds resulting from crushing, burns, and frostbite need a tetanus booster if it has been more than **5 years** since last tetanus shot.

TICKS

Students should be inspected for ticks after time in woods or brush. Ticks may carry serious infections and must be completely removed. Do NOT handle ticks with bare hands.

Refer to your school's policy regarding the removal of ticks.

Wear disposable gloves when exposed to blood and other body fluids.

Wash the tick area gently with soap and water before attempting removal.

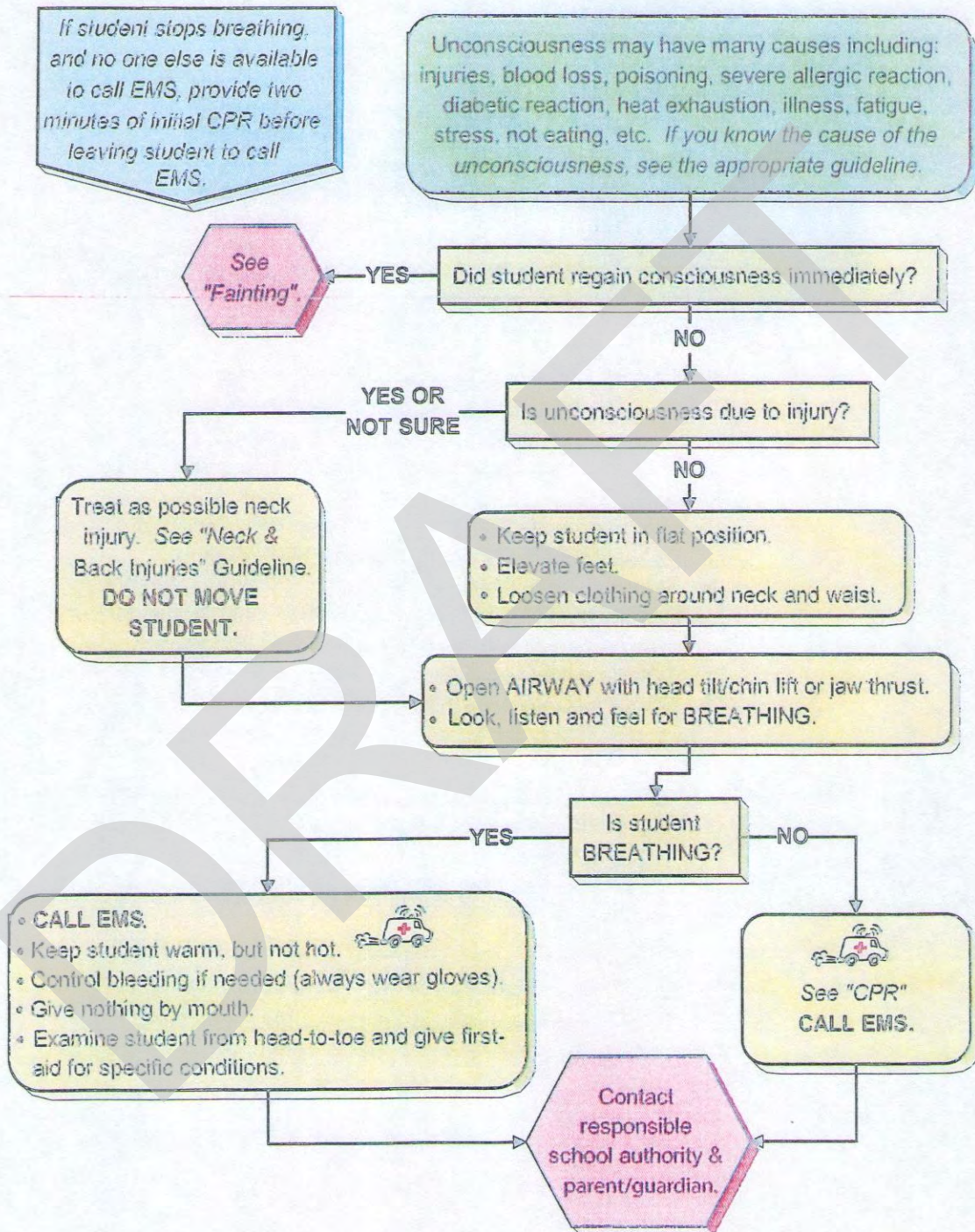
- Using a tweezer, grasp the tick as close to the skin surface as possible and pull upward with steady, even pressure.
- Do NOT twist or jerk the tick as this may cause the mouth parts to break off. It is important to remove the ENTIRE tick.
- Take care not to squeeze, crush, or puncture the body of the tick as its fluids may carry infection.

- After removal, wash the tick area thoroughly with soap and water.
- Wash your hands.
- Apply a sterile adhesive or Band-Aid type dressing.

Ticks can be safely thrown away by placing them in container of alcohol or flushing them down the toilet.

Contact parent/guardian.

UNCONSCIOUSNESS



VOMITING

If a number of students or staff become ill with the same symptoms, suspect food poisoning. CALL THE POISON CONTROL CENTER 1-800-222-1222 & ask for instructions. (See "Poisoning".) Notify public health officials (usually the health department).

Vomiting may have many causes including:

- Illness
- Injury
- Food poisoning
- Pregnancy
- Heat exhaustion
- Over exertion

If you know the cause of the vomiting, see the appropriate guideline.

Wear disposable gloves when exposed to blood and other body fluids.

Have student lie down on his/her side in a room which affords privacy.

• Apply a cool, damp cloth to student's face or forehead.
• Have a bucket available.

• Give no food or medications.
• Offer ice chips or small sips of clear fluids containing sugar (such as 7-Up or Gatorade), if the student is thirsty.

Contact responsible school authority & parent/guardian. URGE MEDICAL CARE.

RECOMMENDED FIRST AID EQUIPMENT AND SUPPLIES

Current American Red Cross First Aid Manual or equivalent guidelines

Covered waste receptacle with disposable liners

Sink with running water

Cot with waterproof cover

Washable blankets, pillows, pillow cases (disposable covers are available)

Wash cloths, hand towels, portable basin, emesis basins

Bandage scissors, tweezers

Digital or electronic thermometers with disposable thermometer covers or single-use thermometers

Hot water bottle (heating pads not recommended)

Disposable supplies:

 Sterile cotton tipped applicators, individually packaged

 Sterile adhesive bandages, individually packaged

 Cotton balls

 Sterile gauze squares (2"x 2"; 3"x 3"), individually packaged

 Adhesive tape (1" tape), paper tape recommended

 Gauze roller bandage (1" and 2" widths)

 Cold packs or compresses

 Triangular bandage for sling

 Tongue blades, individually wrapped

 70% Isopropyl alcohol for use with thermometer

 Safety pins

 Liquid soap

 Paper towels

 Disposable facial tissues

 Eye wash bottle

 Disposable gloves (latex or vinyl, if latex allergy is possible)

 Hank's Balanced Salt Solution (Save-A-Tooth) Kit, or 1/3 cup of powdered milk for mixing with water for dental first aid

 Bleach for cleaning solutions and sprays (mix 1:100 with water)

 Splints, long and short

 Sanitary Napkins

 Pocket mask/fact shield for CPR

 Flashlight with spare bulb and batteries

 One ounce emergency supply of Ipecac (dated) to be used only under the direction of the Poison Control Center

EMERGENCY PHONE NUMBERS

Complete this page as soon as possible and update as needed. Copy and post near all phones. Each building/facility should update this information at least annually.

EMERGENCY PHONE NUMBERS: 911 or _____

Name of Emergency Medical Service: _____

Average emergency response time to your building/facility: _____

Directions to your building/facility: _____

BE PREPARED TO GIVE THE FOLLOWING INFORMATION & DO NOT HANG UP BEFORE THE OTHER PERSON HANGS UP!

- ◆ Name and school/facility name
- ◆ Nature of emergency
- ◆ School/facility telephone number _____
- ◆ Address and easy directions, including best entrance to use
- ◆ Exact location of injured person (e.g., behind building in parking lot)
- ◆ Type of injury/condition suspected (e.g., head or neck injury, shock, etc.)
- ◆ Help already given to victim (e.g., epinephrine, CPR, AED, etc.)
- ◆ Ways to find the entrance easily (someone standing out front, flag pole, etc.)

OTHER IMPORTANT PHONE NUMBERS

School nurse	_____
Responsible administrator	_____
Poison Control Center	_____
Emergency/Disease Reporting	_____
Fire Department	911 or _____
Police	911 or _____
Hospital or Nearest Emergency Facility	_____
County Family Services Division/Child Protective Services	_____
Local Health Agency	_____
Child Abuse Hotline	_____
Sexual Assault Hotline	_____
Domestic Violence Hotline	_____
School Violence Hotline	_____
Other	_____

EMERGENCIES HAPPEN

Being Prepared Saves Lives



3 Steps to Prepare for an Emergency

1. Create a plan

Families may not be together when emergencies strike. Make sure to have current contact information on file for parents or guardians of individuals in your care. Be sure to obtain doctor's names, health insurance and any special medical information. It is also a good idea to collect contact information of a nearest relative in the event the parent or guardian is unavailable.

Families should plan how they will stay in contact if they are separated by a disaster. They should choose two meeting places, a reunion location should be a safe distance from their home and an alternative location should be a place outside their neighborhood. They should also choose an out-of-town friend or family member as a contact for everyone to call. Designating a safe room in their home if they must stay for several days is also recommended. Families should also designate a place where their family will be able to stay for a few days in case they are asked to evacuate. Family members should know and discuss these plans.

2. Prepare an emergency kit

The following items should be part of an emergency kit and kept in a container that can be easily carried. Consider placing an emergency kit in each room of your facility.

- Prescription medicine
- Clean clothes and sturdy shoes
- Extra credit card
- Extra money
- Sturdy trash bags
- Formula and baby food if there is an infant in your home
- Flashlight
- Bottled water (One gallon of water per person per day, to last three days.)
- Canned or dried food (A three-day supply of non-perishable food items for each person. Remember a manual can opener.)
- Battery-powered radio
- Extra batteries for radio and flashlight
- First-aid kit

3. Listen for information

Listen for information about what to do and where to go during an emergency. City, county, and state officials have developed emergency plans. During an emergency, it is important to follow their instructions and advice.

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."

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.

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.

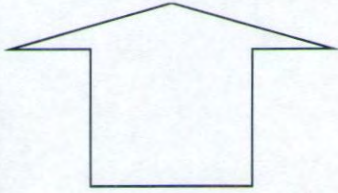
If the weather has been bad over the weekend or holiday, it would be advisable to get out and drive the roads on your route that may cause a question the following morning.

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 8TH.

CAMDENTON R-III
 LINE -UP
 2013-2014
 FINAL LINE-UP



M
I
D
D
L
E

S
C
H
O
O
L

#01
#42
#55
#48
#06
#05
#29
#13
#40
#39
#57
#22
#36
#15
#10
#04
#38
#20
#25
#54
#14

#35
#26
#44



#52
#03
#11
#07
#02
#32
#41
#43
#30
#37
#17
#18
#46
#58
#33
#09
#12
#23
#19
#51
#24

H
A
W
T
H
O
R
N

S
C
H
O
O
L

MIDDLE SCHOOL - DOGWOOD - HAWTHORN WILL SHUTTLE TO
 OAK RIDGE, HIGH SCHOOL AND HZ WHEN NECESSARY ON #102

BUS #26, #44 WILL GO OUT THE CABLES IN FRONT
 OF DOGWOOD ELEMENTARY
 5 AM AND PM

BUS #18, #17, 37, #30, #43, #41, #32, #2, #7 WILL TRAVEL
 NEW HWY



**Camdenton R-III Schools
2013-2014
Oak Ridge Intermediate (5th & 6th grades)**

Parking Slot #

13	#48	SH to #55 & #11
14	#35	SH for Walkers/ DW
15	#26	SH to #3, #52 & MS/Walkers & DW
16	#44	SH to #1 & #42
17	#06	SH to #7 & #2
18	#05	SH to #32
19	#29	SH to #41
20	#13	SH to #43
21	#40	SH to #30
22	#39	SH to #37
23	#57	SH to #17
24	#22	SH to #18
25	#36	SH to #46
26	#15	SH to #58
27	#10	SH to #33
28	#04	SH to #9
29	#38	SH to #12
30	#20	SH to #23
31	#25	SH to #19
32	#54	SH to #51, Oak Ridge to Hawthorn
33	#14	SH to #24 Oak Ridge to LCTC/Hawthorn

**Camdenton R-III Schools
2013-2014
HIGH SCHOOL (9th-12th grades)**

Parking Slot #

1	#24	SH to #14
2	#51	SH to #54
3	#19	SH to #25
4	#23	SH to #20
5	#12	SH to #38
6	#09	SH to #4
7	#33	SH to #10
8	#58	SH to #15
9	#46	SH to #36 & #18
10	#17	SH to #22, #37 & 57
11	#30	SH to #40 & #39
12	#41	SH to #13 & #43
13	#32	SH to #5 & #29
14	#02	SH to #6
15	#07	SH to #48
16	#11	SH to #44 & #55
17	#03	SH to #26 & #42
18	#52	SH to #35 & #1

The following forms are to be completed and distributed and/or returned to the Transportation Office by the date given.

When you have completed the original form bring it to the Transportation Office for copies.

Letters to parents will be out no later than **September 3, 2013.**

Sub information sheets will be turned in to office no later than **September 3, 2013.**

New and updated route maps will be turned into office no later than **September 3, 2013.**

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
2013-2014 School Year

Driver Name: _____

Route/Bus #: _____

Line Up Placement _____

SEAT ASSIGNMENT (SPECIFIC):

NUMBER OF SEAT BELTS NEEDED AND STUDENTS NAME:

NUMBER OF CHILD SEATS AND STUDENTS NAME:

WHAT TIME DO YOU LEAVE CAMPUS OR HOME IN THE A.M.?

FIRST PICK UP TIME AND LOCATION:

SECOND PICK UP TIME AND LOCATION:

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:

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.

6/18/2013

PLEASE SAVE THIS DOCUMENT

INCLEMENT WEATHER INFORMATION

NEW SCHOOL CLOSING PHONE #573-317-3400

MEMO

TO: Parents or Guardian

FROM: _____, Bus Driver Route # _____
If there are any questions, please call me at _____.

Your child's or children's bus stop **is/is not** involved in an emergency snow route. The following location has been designated as your child's pick up and/or drop off point due to being on an emergency snow route.

Location:

Approximate pick up time _____

Approximate drop off time _____

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)
KLOZ (92.7)
KQUL (102.7)
KS95 (95.1)
KCLR (99.3)
KTXY (106.9)
KRCG-TV
KCVO (91.7)
KZNN
KOMU-TV

CAMDENTON R-III SCHOOL DISTRICT

2013-2014

Teacher Work Day/Collaboration
No Students

Prof Dev/Collaboration
No Students

Early Release/Collaboration

Early Dismissal

Holiday/NO SCHOOL

August 2013

M	Tu	W	Th	F
			4	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 2013

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				

October 2013

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	

November 2013

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

December 2013

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	31			

Schedule

Aug. 7, 8, 9	New Teacher Orientation
Aug. 14, 15, 16, 19	Teacher Work Days
Aug. 15	Secondary Meet the Teacher Night
Aug. 16	Elementary Meet the Teacher Night
Aug. 20	SCHOOL BEGINS
Aug. 30	Professional Development/Collaboration
Sept. 2	Labor Day - No School
Sept. 13	12:30 Early Out, Prof Collaboration
Oct. 4	Homecoming
Oct. 17	<u>Last Day of 1st Quarter</u> (41 days)
	12:30 Early Out, Prof Collaboration
Oct. 18	Teacher Work Day
Oct. 22	Elem. & Intermediate Parent/Teacher Conferences 4-8:00 p.m.
Oct. 24	MS & HS Parent/Teacher Conferences 4-8:00 p.m.
Oct. 29	Elem., Intermediate, MS, HS Parent/Teacher Conferences 4-8:00 p.m.
Nov. 1	NO SCHOOL
Nov. 26	12:30 Early Out, Prof Collaboration
Nov. 27 through 29	Thanksgiving Vacation
Dec. 20	Christmas Vacation Begins at 12:30 p.m.
	<u>Last Day of 2nd Quarter</u> (41 days)
Dec. 23 through Jan. 2	Christmas Vacation
Jan. 3	Teacher Work Day/Collaboration
Jan. 6	School Resumes
Jan. 20	Professional Development/Collaboration
Feb. 14	12:30 Early Out, Prof Collaboration
Feb. 17	Presidents' Day - No School
Mar. 13	<u>Last Day of 3rd Quarter</u> (47 days)
	12:30 Early Out, Prof Collaboration
Mar. 14	Teacher Work Day
Apr. 16	12:30 Early Out, Prof Collaboration
Apr. 17 through Apr. 21	Easter Break
May 21	School Term Ends, 12:30 p.m.
	<u>Last Day of 4th Quarter</u> (45 days)
May 22	Teacher Work Day
May 26	Memorial Day

174 Student School Days
185 Teacher Contract Days

Make-Up Schedule for Missed School Days

1 st Day	May 22	5 th Day	May 29
2 nd Day	May 23	6 th Day	May 30
3 rd Day	May 27	7 th Day	June 2
4 th Day	May 28	8 th Day	June 3

Summer School Begins June 5, 2014

January 2014

M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February 2014

M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2014

M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April 2014

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		

May 2014

M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

June 2014

M	Tu	W	Th	F
2	3	4	5	6



Camdenton R-III School District

P O Box 1409

Camdenton, MO 65020-1409

Phone: 573-346-9228 · Fax: 573-346-9211

Date: June 11, 2013

MEMO:

TO: All Administrators and Directors

Tim Hadfield	Lorri Travis	Terry Jacob	Renee Slack
Roma France	Brett Thompson	Todd Shockley	Christy Page
Dr. Gail White	Sean Kirksey	Shawn Dandoy	Anne Wall
Ryan Neal			

FROM: Jim Rich

RE: Early Dismissal for Professional Collaboration, Last day before Christmas Vacation, and Last Day of School.

This year, all early release days will be the same with the following dismissal schedule being utilized:

School	Dismissal Time	Bus Departure
Horizons	12:26pm	12:35pm
Osage Beach – 1 st run	12:26pm	12:35pm (bus #8)
Osage Beach – 2 nd run		12:55pm
Hurricane Deck	12:26pm	12:35pm
High School	12:27pm	12:36pm
Agriculture	12:32pm	12:41pm
LCTC	12:33pm	12:42pm
Oak Ridge Intermediate	12:33pm	12:42pm
Dogwood Elementary	12:42pm	12:51pm
Hawthorn Elementary	12:42pm	12:51pm
Middle School	12:44pm	12:53pm

JR/jt

cc: Gary Cuendet
Deb Allen
Joi Dickemann
Kerry Dickemann
Dawn Matthews
Sue Blankenship
Officer Chris Williams

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 Camdenton 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 Camdenon 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
2013-2014 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 3, 2013.