

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

SUPPORT SERVICES

TRANSPORTATION SERVICES MANAGEMENT

BUS DRIVER RESPONSIBILITIES

751(a)

1. A school bus driver's first objective shall be to transport students safely. Everything reasonable must be done to provide for the safe arrival of students at their destination.
2. All bus drivers must familiarize themselves with school bus regulations as established by the Department of Transportation (DOT).
3. All bus drivers must have a valid school bus driver's license.
4. All bus drivers must, initially and every other year after that, have a physical examination by a licensed physician.
5. All bus drivers must be certified, at the time of initial CDL physical, as free from tuberculosis in a communicable form.
6. Bus drivers are to be in the bus when children are in the bus.
7. Bus drivers are required to stop at each stop on the route, open the door, wait long enough for a student to board and, if a student is not on the way, proceed along the route. A stop is not required if the driver knows the student will not be riding the bus that day.
8. All bus drivers shall cooperate with the Board's representative with respect to safety and route recommendations.
9. All bus drivers shall exercise extreme caution in the school area. Drivers shall not back up a bus on school grounds without approval and supervision of the building principal or designee.
10. All bus drivers should follow a strict time schedule but never sacrifice safety in order to maintain the time schedule.
11. All bus drivers shall set an example by displaying dignified personal behavior, and striving for respect and obedience from all students.
12. No bus driver shall:
 - a. Use tobacco products when on duty.
 - b. Report for duty or remain on duty requiring the performance of safety sensitive functions while having prohibited concentrations of alcohol in his/her system.
 - c. Perform safety sensitive functions within four hours after using alcohol.
 - d. Report for duty or remain on duty requiring the performance of a safety-sensitive function

when he/she uses any controlled drug, except when the use is pursuant to the instructions of a physician who has advised the driver that the drug does not adversely affect his/her ability to safely operate a motor vehicle.

- e. Report to duty, remain on duty or perform a safety sensitive function if he/she tests positive for controlled substances.
- f. If required to take a post-accident test, use alcohol for eight hours following an accident or until he/she undergoes a post-accident test, whichever occurs first.

Any violation of rules (b) through (f) shall be considered serious.

14. The bus driver shall be responsible for student conduct on the bus. The following guidelines are recommended:
 - a. A bus driver shall not allow students to stand up or change seats while the bus is in motion.
 - b. A bus driver shall never use profane or indecent language and tolerate none from students.
 - c. A bus driver shall stop the bus to discipline students.
 - d. After the bus has left school grounds, the bus driver shall never put a student off the bus to walk home, as a form of discipline.
 - e. A bus driver shall never strike a student.
 - f. A bus driver shall always be patient and kind, but firm.
 - g. With the assistance of the bus contractor and as appropriate, a school authority or a bus driver shall develop a bus seating arrangement for students with special needs or students displaying behavior problems.
 - h. A bus driver shall handle student misconduct in accordance with established procedures.
 - i. A bus driver shall see that students keep all body parts inside the bus at all times.
 - j. A bus driver shall see that students keep all objects out of the aisle of the bus.
15. In case of an accident or breakdown, the bus driver shall remain with the bus, see to the welfare of the students and inform the home base of the trouble so that help may be dispatched.
16. The bus driver shall load and unload students at locations designated by the Board.
17. The bus driver shall never pick up or discharge bus riders anywhere other than the designated stop at school or the students' designated stops. The driver may pick up or discharge a student other than at his/her designated stop provided a written parent/guardian request has been approved in advance by the appropriate school administrator.
18. The bus driver shall be on time for the first route stop in the morning and for the proper discharge time at school.
19. The bus driver shall see that the bus windows are clean at all times, particularly the rear windows.
20. The bus driver shall be certain that signal lights are clean and operational before the first route stop.
21. The bus driver shall give proper signals before slowing down, stopping or turning.
22. The bus driver shall not open the door of the school bus to discharge students until the road is clear and no danger exists.

23. The bus driver shall be sure that students crossing the highway pass in front of the bus, at least 7 feet in front of the bus.
24. The bus driver shall see that students do not step out on the highway beyond a point protected by the bus until he/she gives the signal that it is safe for them to cross.
25. The bus driver shall remind students to be on the look out for approaching motorists.
26. The bus driver shall observe carefully the number of students getting off the bus and account for all of the students before proceeding with the bus.
27. The bus driver shall observe carefully all signs, signals and rules of the road and display courtesy to other drivers.
28. The bus driver shall avoid jerky starts and stops, drive slowly over rough roads and drive in accordance with road and highway conditions.
29. The bus driver shall bring the bus to a full stop at all railroad crossings or when entering arterial highways. He/she shall be positive that the way is clear before proceeding across a highway, an intersection or a railroad crossing.
30. The loading and unloading of students at school shall be orderly and supervised. The bus driver shall not allow pushing, running or fighting. When possible, or if necessary, a school authority shall be present to help supervise bus loading and unloading.
31. Bus drivers shall load and unload all students at the predetermined designated school areas.
32. Bus drivers shall not arrive at school to drop off students any earlier than 7:35 a.m.
33. When loading students at school, bus drivers shall park their buses as close as possible so that no student may pass between buses to cross the street.

Violation of the above regulations may result in dismissal.

FIRST READING: July 13, 2009

APPROVED: August 10, 2009