

NORTH CENTRAL PARKE COMMUNITY SCHOOL CORPORATION BUS DRIVER HANDBOOK



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Acknowledgement of Receipt and Reading of the Bus Drivers' Handbook

I have received and been directed to read and review the *HANDBOOK FOR SCHOOL BUS DRIVERS OF NORTH CENTRAL PARKE COMMUNITY SCHOOLS*. This handbook outlines my responsibilities as an employee and the responsibilities of the School Corporation.

I understand that I am responsible for the information contained in the handbook. If I have any questions, I should contact the Superintendent or the Transportation Director. I understand that the handbook is not an employment contract, but does provide the organizational procedures by which I am governed.

I understand that North Central Parke Community Schools use due process policies and procedures if corporation rules are violated, unless, in the opinion of the Superintendent, the continued presence of the employee on the premises will be detrimental to the best interest of the School Corporation. If so, employment may be terminated immediately upon notice.

I agree to comply with the guidelines and procedures of North Central Parke Community Schools.

For Corporation employees, I understand that my employment with the School Corporation is on an "at will basis" and that I am not entitled to any form of job security.

For Contract Drivers, I understand that my employment with the Fleet or Bus contractor may be terminated as per the Fleet or Bus Contract provisions by the Board of School Trustees.

Please return this signature page to the office of the Superintendent.

Employee Printed Name

Signature of Employee

Date

NORTH CENTRAL PARKE COMMUNITY SCHOOL CORPORATION

DRIVER CRITERIA AND TRANSPORTATION SYSTEM POLICIES

The North Central Parke Community School Corporation bus drivers, both corporation bus operators and driver/owners under contract to the North Central Parke Community School Corporation, shall meet all applicable driver criteria as set out by Indiana Pupil Transportation Statutes IC 20-27 and all applicable driver requirements as set out in the 2023-2024 School Bus Route Specifications. In addition, any substitute driver or fleet contract driver must meet the same requirements as set out in these documents for regularly assigned bus drivers. Failure to meet or maintain these criteria will result in a cancellation of the drivers or driver/owners contract with the school corporation.

In addition to the criteria and requirements set out in the above, all bus drivers and driver/owners shall comply with the following North Central Parke Community School Transportation System Policies:

1. Each bus driver or driver/owner shall be expected to preview his anticipated route prior to the beginning of each school year and shall provide route parents with the following information:
 - a. Name and phone number of driver and of bus owner (if not the driver).
 - b. Estimated time of pick up and drop off for students.
 - c. Information or notices to parents in regard to rules, regulations, and procedures the driver will utilize in operating his/her route.
 - d. Request a return of information from parents including alternate drop-off locations for students in case of emergency dismissals and any information in regard to any special medical concerns of students which the bus driver should be aware of.

2. Each bus driver or driver/owner shall determine the best and safest way to run his/her route within his/her respective route area subject to the final approval of the Superintendent. Once the route has been determined, such route will not be changed during the school year unless a change is necessitated by the addition or loss of route stops. In the event that a route change is deemed necessary, such changes still require approval of the Director of Transportation and/or the Superintendent and the driver shall provide route parents with notice prior to initiating any approved route changes. NOTE: A change of driver will not constitute a valid reason for a route change during a school-year.

3. Each bus driver or driver/owner will be provided with a Bus Route Schedule form by the school corporation. The driver shall complete the Bus Route Schedule annually. Three copies need to be made, one (1) copy for the bus driver, one (1) copy to be placed in the school bus for use by a substitute, and one (1) copy on file at the school corporation office.
4. Substitute drivers may be used under the provisions of IC 20-27-8. Such substitute drivers shall meet all the requirements of regular route drivers and must be approved by the Board of School Trustees. Each driver or driver/owner will designate his substitute of substitutes and submit this information, in written form, to the Superintendent who will maintain a list of approved substitutes in the school corporation office.
5. Fleet contract drivers shall also meet all the requirements of regular route drivers. The fleet contractor will submit a list of qualified fleet drivers to the Board of School Trustees for final approval prior to the fleet drivers commencing their duties. The fleet contractor shall be responsible for fleet drivers in accordance with IC 20-27.8.
6. All bus drivers and contractors are employed, either as employees or contractors, by North Central Parke Community Schools. **As such, all bus drivers and contractors are to represent themselves and the school corporation in the most responsible way.** Any negative or derogatory comments about the school district or any of its employees will not be tolerated, whether by personal Facebook pages or any other method. If you have a concern, you are to address that concern directly with your immediate supervisor. If the concern is not handled at that level, you can take your concern to the next level of supervision.

NOT THE PLACE TO DISCUSS SCHOOL ISSUES OR STUDENTS!



Be professional in the way you conduct yourself as a representative and/or employee
of North Central Parke Community Schools.

SAFETY AND CONTROL
General Rules for Drivers

The driver shall comply with the following school bus regulation and safety rules:

1. No school bus shall be operated upon the highways of this state at a speed greater than that posted for any speed zone, and in no event shall any school bus be operated at a speed greater than sixty (60) miles per hour on any federal or state highway, or greater than forty (40) miles per hour on any county or township highway. (IC 9-21-5-14). At no time are drivers to drive in a reckless manner through student parking lots or in any area where students may be present.
2. No school bus driver shall leave the bus with the engine running. See information on idling on school property.
3. No school bus shall be started until all children are seated and the doors closed. No pupil shall occupy a space forward of the rear of the driver's seat, and every bus shall have clearly posted at or near the front a sign stating that it is a violation of the laws of the State of Indiana for a bus to be operated with school children occupying the prohibited area.
4. School bus drivers shall comply with all laws, rules and regulations governing the operation of motor vehicles on the highways of the State of Indiana.
5. No unauthorized persons shall be permitted to ride in any school bus at any time, except as provided by law.
6. No school bus driver shall permit any other person to drive his/her bus, occupy his/her seat, tamper with the engine, or any controls, excepting such persons as are approved by the Board of School Trustees or properly authorized school authorities.
7. School buses are not to be used to tow, push, or assist other vehicles.
8. Never be on your phone while driving in the bus. Even if you are empty others cannot know that, so if you need to use your phone do it when you are parked.
9. All school bus drivers shall stop at preferential highway intersections.
10. School buses must stop at all railroad grade crossings.
11. The only time a driver does not have to stop for a railroad crossing is when a police officer is directing traffic.
12. No bus shall be backed on any school ground or playground or loading area unless such backing is properly supervised by an adult outside of the bus.
13. No bus driver shall be employed who uses intoxicating liquor to excess and who does not possess a good moral character. Further, no school bus driver "shall consume any alcoholic beverage during school hours or while operating a bus and upon reliable evidence of such consuming of any alcoholic beverage by such school bus driver it shall be the duty of said official or officials to terminate the employment relationship immediately."

14. No school bus driver shall use any tobacco products while on school grounds or while on any school bus.
15. In case of an accident, when any school bus is stopped on the road, the driver shall protect the bus from further accident by such methods as setting warning triangles, reflectors and other warning devices, controlling traffic, and must always keep in mind that his/her first responsibility is to his/her passengers.
16. When necessary for pupils leaving a school bus to cross the road they must keep to the right of the bus and cross in front, at a signal from the driver. The driver shall not start the bus until such pupils have safely crossed the road. This applies to all roads except when dual lane highways are separated by a parkway or dividing strip which is greater than 20 feet wide and unimproved for travel.
17. Buses shall be stopped off the pavement whenever possible and practicable unless pupils must cross the road, before boarding or after leaving the bus. Buses stopping to unload on one-way streets shall pull to the right-hand curb or side. (IC 9-21-12)
18. The "Stop" sign and red warning lights shall be kept extended while the bus is stopped to loading or unloading passengers. (IC 9-21-12)
19. Use of Flashing Lights: flashing red lights shall be used on every school bus in order to give adequate warning that such bus is stopped or about to stop for loading or unloading passengers. (IC 9-21-12)
20. The directional lights shall be turned on at least 100 feet before turning from the highway to warn approaching traffic of the intentions of the bus driver to turn left or right. (IC 9-21-12)
21. Traffic shall never be held an unreasonable length of time.
22. The school bus driver must keep his/her school bus reasonably clean and must keep himself/herself neat and clean in clothing and speech while operating the school bus.
23. Each school bus driver shall be at this designated school building ready for passengers prior to school dismissal time.
24. The school bus driver shall be responsible for discipline on the school bus just as the teacher is in the classroom. Problems of discipline should be discussed early with the principal and action planned before they become critical. Refusal to transport children or other punishment should be inflicted in cooperation with the school authorities and enforced by the school bus driver. In no case shall a school bus driver put a pupil passenger off the bus except at his/her regular station or at the school.
25. No school bus designated as such under the definition of this Act or any previous law, or any law hereafter enacted, shall be used upon any highway in the State of Indiana for any private purpose, or for any purpose other than for which it is under contract, except as authorized under the provisions of (IC 9-21) and Amendments thereof.
26. Any complaint or notice in writing received by the Board of Trustees or the principal or school authorities of an infraction of the above rules by a bus driver shall be deemed sufficient grounds for an investigation and suspension or cancellation of contract.

27. Every school bus driver, including those who drive buses for private schools, is required to attend the annual safety meetings or workshops. No safety meeting or workshop shall exceed two (2) days in duration in any one calendar year. If a school bus driver for a public school corporation fails or refuses to attend any school bus drivers meeting or workshop, the governing body of the school corporation shall deduct one day's compensation for each day of absence.
28. The driver shall cooperate with the Board of Trustees, superintendent, and director of transportation, school principals and teachers in operating his route on a satisfactory school schedule. The pupils must be delivered to the school not more than ten (10) minutes, and not less than five (5) minutes before school opens in the morning unless the superintendent directs otherwise. The driver must be at school to take the pupils home when school is out in the afternoon, at least ten (10) minutes prior to dismissal of the first student. The driver should be on the bus when students are loading and unloading and while there are students on the bus. If school is closed early for any reason, then the driver, at the direction of the school principal or the superintendent shall be at the school to take the pupils home at such time as the principal or superintendent of the school shall so direct.
29. The driver shall consider it a part of his/her duties to set up a schedule of stops and adhere faithfully to that schedule. Such a schedule shall be subject to the approval of the Board of Trustees.
30. The driver shall abide by all reasonable requests and ruling of the Board of School Trustees.
31. As per I.C.9-21-12-19, the school bus driver and the special purpose bus driver must visually inspect every seat inside the bus at the end of a trip during which students were transported. The purpose of these inspections is to determine that no student is on the bus that should not be on the bus. The visual inspection must be done at the end of each trip and before the driver leaves the bus.

This statute defines a "student being left on a bus" as when the driver has reached the end of the trip where students were transported and exited the bus but a student has remained inside the school bus. The law requires that the school bus driver/owner shall immediately report all instances of a student being left on a bus to the superintendent and the superintendent must report all instances of a student being left on a bus to the department of education within five working days of the incident.

Violation of this law could be grounds for termination of a transportation contract or a bus driver employee contract for violation of state law.

32. Statutory language regarding what students can carry on the bus are as follows:

IC 9-21-12-18 School bus; special purpose bus; emergency exit blocking prohibited; penalties

Sec. 18. (a) Whenever a school bus or special purpose bus is at a place of departure for transporting passengers, the school bus or special purpose bus emergency escape exits, doors, emergency exit windows, roof exits, and service doors must be free of any obstruction that:

- (1) inhibits or obstructs an exit; or (2) renders the means of exit hazardous.*

This means that students are not to place anything on the bus that will in any way block the safe and efficient evacuation of the bus. Essentially, nothing can be placed in the aisle ways, exit areas, or any of the doors or exit ways.

Our local interpretation of this is that all items brought onto the bus must be confined to the lap of the student. If they can hold it on their lap, for example a book bag, musical instrument, class project, etc., it is OK to allow them to carry on the bus, provided of course, it does not visually obstruct the view of the driver. Golf clubs, large instruments, athletic bags with equipment sticking out is not permitted as it is deemed unsafe for the other students. (If your bus has under storage place items there).

Common sense and good judgment regarding this issue should eliminate any concerns.

33. Articles in Bus Window: The State Police has issued a directive that states:

Drivers are not to place any type of object in their bus, including but not limited to magnetic signs, dash clocks, pencil sharpeners, streamers, small metal replicas of buses, etc. According to the School Bus Committee, **nothing** is allowed inside the bus. This means no sign decorations, magnets, or any of the above. The only exception is magnetic name strips above the windows. Non compliance can result in a citation to the driver. The charge is a Class D misdemeanor carrying a \$250 fine and placing the bus Out of Service.

34. Cell Phones: Bus drivers are to refrain from using a cell phone to call, text, or receive a call while operating their school bus on the road. With the addition of bus radios, every effort will be made to contact drivers for emergency and informational situations via the radio instead of a cell phone. However, it is understood that in extreme emergencies, a cell phone may be used. Drivers should pull off the road if possible in such cases to answer their phone. Also, if drivers need to call a parent, you should park the bus prior to making the call.

STUDENT MANAGEMENT AND CONTROL

All rules and regulations concerning student behavior should be well known and clearly understood by bus drivers, students, parents, teachers, and administrators. Rules for proper bus behavior are included in the building level student handbooks. Drivers will accept the responsibility for supervising and controlling pupils on the bus, and shall establish and discuss your rules with the students. As a driver, are responsible for the health, safety and welfare of those who ride your bus.

Each bus driver should cooperate closely with the principals of the schools. The principal bears final responsibility for the conduct and discipline of the pupils. If a student will not cooperate with the driver, the driver should report the student to the principal of the school. The principal will reinforce the driver's authority.

The following is a recommended guide for pupil control:

1. When conduct by a student is out-of-line, the driver shall stop the bus, stand up and point out to the student precisely what he/she considers wrong and request that the student follow the rules and cooperate. Firmness and courtesy in dealing with students generally will bring the desired results.
2. When a student fails to cooperate with the bus driver and conform to the rules after being warned, the driver shall complete a Bus Suspension Paper in triplicate. Copies of each Suspension Paper shall be presented to the student's parents and principal. The driver shall give the principal a complete and accurate description of the incidents.
3. The principal will discuss the students' misconduct with the student (and also with the parents if it is a serious nature). The principal will take whatever action he feels is necessary and report back to the driver.
4. Normally a child should not be ruled off a bus the first time he is reported to the principal.
5. **Suspension, when used by the driver, can only be for one day.** The driver shall inform the student's parents and principal of this action by following the procedures listed in the student handbook and on the Bus Suspension Paper.
6. The principal may suspend bus transportation up to five (5) school days without the superintendent's approval. Anything more than five days must have the superintendent's approval.
7. **The driver is in no case allowed to put a student passenger off the bus except at his regular station or at school.**

8. If the parent of the student desires the student to ride another bus for some particular reason, they are to write a note to the building principal. The principal or their designee will give the student a bus pass. Bus drivers may allow extra passengers only if they have a bus pass from the principal's office.
9. Drivers are to haul only students regularly assigned to his/her bus. Any change shall come from the administration by authorizing a bus pass.
10. Students may be encouraged to group at same-side of the road pick-up stops in a reasonable manner.
11. Recreational Radio (AM/FM): Bus Drivers are allowed to determine if the radio will be turned on or not. Drivers may also use the radio as a reward for good behavior. The volume shall be at a level that allows the riders to hear the radio comfortably without distracting the school bus driver. School bus drivers are responsible for the AM/FM radio. They should switch the station or turn the radio off if the program content, commercials, and/or lyrics of the songs played contain sexually explicit material, foul language, references to drugs or violence, or the content is controversial and not appropriate for the students on the bus. **Please keep in mind that kindergarten through seniors are riding the bus and the radio material must be appropriate for all age levels.** The School Corporation has the authority to deny the use of the radios if so warranted as determined by the superintendent.

DO'S AND DON'TS OF PUPIL CONTROL

DO

1. Always be courteous to your students.
2. Always keep your cool and control your temper.
3. Act the part of a person in a responsible position, conscious of your important job.
4. Do everything possible to inform pupils that they themselves have important responsibilities ensuring group safety.
5. Maintain close contact with principals and secure their cooperation.
6. Ask the principal for suggestions on what methods to use to keep control of students as needed.
7. Seat students who have a history of disciplinary concerns near you where you can see them easily.
8. Be firm, fair, predictable and kind.

DON'TS

1. Don't be too familiar with the students.
2. Don't be too lenient at first.
3. Don't make "wisecracks" or joke around the students.
4. Don't make threats.
5. Don't shout or argue.
6. Don't use physical force; observe the "hands off" policy with students.
7. Don't discipline children while the bus is in motion.
8. Never assume that everything is alright.
9. Avoid general statements to the bus load of students when restoring order. Speak only to those involved.
10. Don't question publicly the decision of the school board, superintendent, bus manager or principal. If you have feelings about a decision, take it to the person involved. Feel free to make suggestions to the above mentioned if you have good ideas.



BUS SUSPENSION PAPER

Student _____ Major or Minor Violation
Please Circle
Bus Driver _____ Telephone No. _____ Date _____

Dear Parent or Guardian:

Bus safety is important to all of us. It is your responsibility to be sure that your child knows and observes the rules for bus safety. Because of misconduct on the bus, your child, _____ is suspended from bus # _____ for one day, _____, for the offense circled below.

He or she may ride the bus again on _____. Please call the bus driver or the school for an appointment to discuss this matter before your child returns to the bus. We appreciate your help and support.

1. Students shall be seated immediately upon entering the bus (1 warning).
2. Students remain in seats – preferably seated (1 warning for standing within the seated area) keeping the aisle clear (no more than 1 foot in the aisle).
3. No use of foul language by students, not limited to only cursing (no warnings).
4. Students are only to talk with neighbors using a moderate noise level (1 warning).
5. Students are to adhere to the directives of the bus driver (no warnings).
6. Students are to be assigned to seats and remain in those seats for the duration of the trip (no warnings). Drivers may adjust seating assignments at any time.
7. Vandalism to the bus will not be tolerated (no warnings).
8. Students should keep hands, feet, etc., to themselves (may be warned, not necessarily).
9. Students shall not block aisles or impede in any manner the boarding or exiting of passengers (may be warned, not necessarily).
10. No eating or drinking on the bus (no warning). Students may carry a lunch pail, sack lunch, etc. (should remain closed). Students may bring teacher requested items to school – should remain in the bag.
11. Students are not to intimidate or threaten other students (no warnings).
12. Students are not to tease other students or call them names (no warnings).
13. No throwing of any items on the bus or out the windows of the bus. Simulating these acts will not be tolerated either (no warnings).
14. Students are not to use loud, boisterous language that draws the attention of the driver (1 warning).
15. Students are not to engage in any behavior that distracts the attention of the driver causing an unsafe driving situation (no warnings).
16. Students may be suspended from the bus for any two infractions.
17. Students will be suspended from the bus and possibly suspended from school, expelled from school or arrested for any of the following infractions or other dangerous or illegal activities. Indecent exposure, hitting, pushing, shoving, fighting, lighting a fire, smoking, selling items, extortion, drug possession or use of dangerous weapons, possession of “look alike” drugs or weapons, intimidating or threatening another person.

Signed: _____ (student) _____ (parent)
_____ (driver)

CC: Student/Parent, Driver, Principal

GENERAL AND SAFETY RULES FOR STUDENTS

It is not necessary to have formal classroom behavior on the school bus, but it is necessary to have an orderly atmosphere. An informal situation which encourages students to relax a little is desirable. However, there must be some limits and rules by which control over students can be maintained.

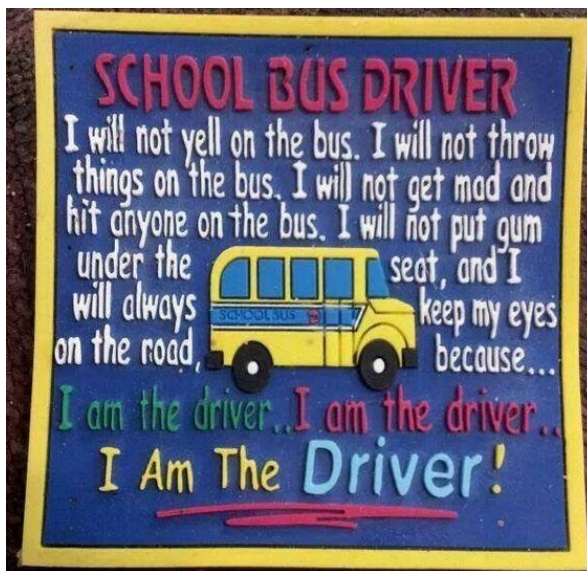
The following rules should help in controlling students and aid in their safety while being transported to and from school.

1. Obey the driver promptly and cheerfully. He/She is working for your safety. It is your responsibility to aid in and assist the driver in safe practices of transportation.
2. When walking to bus stops walk on the left facing oncoming traffic where there are no sidewalks.
3. When awaiting the bus, students shall stand back away from the road until the bus is completely stopped. Avoid standing or playing in the road before the bus arrives.
4. When pupils must wait on the opposite side of the road, they shall wait until the bus stops and check both the oncoming and following traffic to see that it is stopped. Wait for the driver's signal before crossing the road.
5. When getting off the bus check traffic in both directions before crossing the road. The bus driver can help by not opening the door until all traffic has stopped, and then signal students to cross the road.
6. Help keep the bus on schedule – **BE ON TIME AT YOUR ASSIGNED STATION**. Students should be waiting for the bus at the boarding station. Drivers should establish a route time schedule, and should not vary more than two or three minutes at any time. Under no circumstances should the driver be early or the student late.
7. Students will wait until the bus is completely stopped and the door opened by the driver before entering or leaving a bus.
8. Take your turn and avoid pushing, crowding, and shoving when entering or leaving the bus.
9. Be seated promptly, do not loiter. Sit three to a seat; be careful not to block the aisles. No one is permitted to save seats. Remain seated until bus stops.
10. Students are to remain quiet enough so they will not distract the driver. Refrain from loud talking or laughing, talking to the driver while the bus is in motion, and using profane language or indecent conduct.
11. Pupils shall not be allowed to tease, scuffle, trip, hold, hit, fight, or use their hands, feet or body in any objectionable manner while waiting on a bus, during bus trip, or after riding the bus to school or home.

12. Students shall not extend arms, other parts of the body, or other objects out or through the windows of the bus. NO windows are to be opened except by permission of the driver.
13. Students should help keep the bus clean, sanitary and orderly. Deposit refuse in the containers at front of the bus or in school waste baskets. **NO FOOD SHALL BE EATEN ON THE BUS AND NO DRINKS ON**
14. Students shall not throw objects about in the bus or through the windows. This also includes the propelling or causing to propel other objects (rubber bands, spit wads, etc.).
15. Remember that the driver of the bus has the same authority as the teacher in the classroom. This authority includes the driver's right to assign specific seats to individual students or to all students being transported on his/her route.

ELECTRONIC DEVICES:

1. If a driver allows these devices on the bus a student who allows their MP3 players, I-PODS, etc. to become a distraction or disruption on the school bus will be asked to put the item away. Failure to do so may result in the item being confiscated. Parents will then be required to pick up the item at the school.
2. All electronic devices must have headphones or be placed on mute when in use. External noise from any device is not allowed on the school bus. Only if the driver allows on the bus.
3. All electronic devices (headphones) must be kept at an acceptable volume level. If the driver requests the device to be turned down, please follow the directive. Students must be able to hear instructions from the driver at all times. Drivers may choose not to let students use these devices on the bus.
4. The use of any electronic device is a privilege. Students may lose this privilege if they fail to follow safety instructions from the driver.



Procedures for Monday, Tuesday, Thursday, and Friday each week. On most Wednesdays school will be dismissed one hour early.

Middle School Students

7:50 Drop Off T-Hallway
8:05 PHHS Shuttle Leaves

2:55 PHMS Southern Shuttle Dismissal
2:55-3:00 PHMS Shuttle Leaves for PHHS
3:20 PHMS Dismissal, Shuttle Arrives at PHHS-TRES Loads at PHMS
3:20-3:25 Head to TRES for ELEMENTARY PICKUP

Turkey Run Students

7:55 Drop of at Main Entrance at PHMS
3:20-3:25 Drive to TRES to load TRES
3:30 Leave for Routes

High School Students

7:55 Drop Off
8:00 3 PHMS Shuttle Leaves
8:05 1 PHMS Shuttle Leaves
8:35 Start time

3:05 PHHS Northern Shuttle Dismissal - these students may not have Advisory
3:10 PHMS Shuttle Arrives
3:15 Buses Leave High School to pick up RES students

Rockville Students

7:50 Drop Off
Breakfast in Classroom

2:55-3:00 3 Non Shuttle Busses will Load
3:20 Buses arrive for pickup
3:25 Leave for Routes (if everyone is loaded, routes may leave earlier)

UNLOADING AND LOADING PROCEDURES

1. Unloading in the Morning at TRES and PHMS

Drivers should plan to arrive at TRMS at 7:50 to drop off MS and HS students at Door 28. Buses will then unload grades K-5. After unloading, TRES buses will park and shuttle buses will go pick up. Keep in mind some students will be exiting one bus to load a shuttle bus.

2. Shuttles Leaving from Parke Heritage Middle to PHHS

Students are to exit their route bus and go wait in front of the main entrance for their assigned shuttle bus. Shuttle busses are to leave promptly at **8:05 AM**. *Absolutely NO EXCEPTIONS* as we are on a very tight schedule. Students who miss the shuttle will have to make other arrangements to get to school. Bus drivers are not to wait or return to the school to pick up late students.

3. Loading in the Afternoon at PHMS and TRES

Buses will line up according to the numbered spaces prior to 3:00 P.M. in order to be parked before car riders dismiss. PHMS bus riders will be dismissed at 3:20 and shuttles should arrive at 3:20 to board busses home. Buses will then drive over to TRES to pick up students at 3:25. You will be dismissed by radio and traffic will be stopped on 47 to let busses out safely.

4. Unloading in the Morning at RES and PHHS

Drivers should plan to arrive at the Rockville Elementary building *no earlier* than 7:55 A.M. to unload grades K-5. Buses will unload on the playground K-2 will unload first and then buses will pull up and unload 3-5. Buses will then head to PHHS to unload by the gym doors.

5. Shuttles Leaving from Parke Heritage High School to Parke Heritage Middle School

Students are to exit their route bus and go immediately to their assigned shuttle bus. Shuttle busses are to leave promptly at **8:00 AM**. *Absolutely NO EXCEPTIONS* as we are on a very tight schedule. Students who miss the shuttle will have to make other arrangements to get to school. You are not to wait or return to the school to pick up late students.

6. Loading in the Afternoon at Parke Heritage High School then Rockville Elementary

Non Shuttle Buses will line up on the playground prior to 2:55 P.M. in order to be parked before car riders and walkers dismiss at 2:50. Non Shuttle Bus riders will be dismissed at 3:00 and shuttle buses should arrive by 3:20 to board busses home. You will be dismissed by radio.

7. Additional Procedures:

- A. Drivers are advised to be alert for the presence of students and/or pedestrians in the unloading or loading areas on arrival or departure. Make sure the path is clear before putting the bus in motion. Buses should not back up at any time in these zones.
- B. At no time should children be allowed off the bus to roam or play at will in a loading zone. An injury resulting from failure to observe this procedure places the driver in a position of being legally liable.
- C. The driver shall be present in his/her bus at all times when children are passengers or are boarding or departing the bus. At no time shall a driver leave a bus unattended while children are on board. The driver's responsibility for supervision of the students commences upon loading his/her first passenger and ends when the last passenger is unloaded.

- D. In the morning, students are to be unloaded at their respective assigned buildings only. In the afternoon, all students are to be unloaded at their place of residence unless the driver has received a written instruction from the parent or building principal authorizing an alternate drop-off point. In case of emergency dismissals, any alternate drop-off points should have been predetermined by the parents and the driver.
- E. NO unauthorized students are to be on your bus. Any student trying to board your bus without a written pass from the office at the end of the day should **never** be allowed to ride. It is the older student's responsibility to take care of getting a pass early in the day to have to board in the evening. Elementary students will have a pass from the office if drop offs are different than normal.
- F. Drivers are advised that students are not to be allowed to eat or drink while being transported on his/her bus as a matter of safety and cleanliness. Food, food wrappers, pop cans, etc. can easily become missiles causing injury to passengers and reducing bus safety. Likewise, such debris on the floor of the bus poses safety hazards and causes bus cleanliness to be harder to maintain. Driver should be alert for food and drink items when students board his/her bus.
- G. **Each driver is responsible for the cleanliness of their bus. Each bus is to be swept out no less than one time per week. Bus windows are to be cleaned on a regular basis to ensure proper vision.**

NORTH CENTRAL PARKE COMMUNITY SCHOOL CORPORATION
RULES FOR USE OF VEHICLES
FOR FIELD TRIPS/EXTRACURRICULAR TRIPS

All mid-bus drivers must do the following to help us take good care of our buses and to be sure that students are transported safely:

1. Be on the list of insured drivers at the superintendent's office. This list includes the name, DOB, and driver's license number of all drivers listed on the district insurance policy.
2. Check the gas before leaving the school. If gas is needed, please take the necessary steps to resolve it.

In addition, the coach or sponsor of the trip is the person responsible for enforcing the rules listed below.

1. All seat belts must be fastened before the buses leave the parking area.
2. All passengers must remain seated while the bus is in motion.
3. All passengers must refrain from loud talking or any type of boisterous activity that could distract the driver and result in personal injuries or vehicle damage.
4. Because there is sometimes little time between the end of school and the time students must depart for an event, eating and drinking is permitted on the North Central Parke vehicles **only if necessary**. **When the sponsor allows eating on the bus he or she is responsible for seeing that students clean the bus completely upon return from their trip.**
5. No one is to use any tobacco product, alcohol, or drugs while on a North Central Parke vehicle.
6. Seating is to be used for passengers only. Equipment should be stowed elsewhere on the vehicle.
7. Before turning in the keys for the vehicle, the sponsor/coach is responsible for removing all personal articles, equipment, and any litter left by the passengers. Each driver is expected to leave the vehicle in good condition for the next trip.
8. Visually inspect each seat at the end of the trip to make sure all students are off the bus.

The athletic director and/principal/or designee is responsible for assigning the use of North Central Parke vehicles for field trips and extra-curricular trips.

A coach or sponsor may be denied usage of a vehicle if the rules for vehicle safety and cleanliness are not followed.

2023-2024 Emergency Dismissal Procedures

In the event that it becomes necessary to dismiss school due to weather or road conditions, the following procedures are to be followed.

A. Dismissal prior to the school day

1. The Superintendent will make the decision concerning school dismissal. If school is dismissed, the bus drivers will be called by the School Reach System prior to 6:30 A.M.
2. The Superintendent will notify the following radio and TV stations: WTHI-TV and radio in Terre Haute, Channel 10, WTWO Terre Haute Channel 2, WBAK Terre Haute Channel 38 and WTHR Indianapolis Channel 13.
3. Principals are to instruct students to check the school's official website as well as social media accounts, listen to the local news for school dismissal or school delayed openings. A School Reach call may also be placed to all families who have subscribed to this service.

B. Dismissal during the school day

1. At times it might be necessary to dismiss students early during the regular day due to road or weather conditions. The procedures listed in "A" would be in effect. In addition, drivers are instructed to leave word with the Superintendent's office where they might be reached if they are away from home during a day when such conditions either exist or are predicted. It should be pointed out that once the decision is reached to dismiss early, it would take approximately one hour before school could actually be dismissed.

C. School opening

1. During such periods of inclement weather, a decision will be reached on a day-to-day basis. However, unless the news media makes an announcement on the evening news, it should be assumed that school would be open the following day. Should conditions worsen during the late evening or early morning hours, cancellations will be announced via multiple media outlets.

Any school-sponsored activities scheduled for days when school is dismissed because of weather are automatically cancelled, but may be rescheduled.

STUDENT NOTIFICATION

2-HOUR DELAY

Announcements in regard to Emergency School Closings, Delays, or Early Dismissals will be provided through our School Reach phone service and the media services of WTWO Channel 2, WTHI Channel 10, and WTHR Channel 13.

School Delayed – This term will mean that school will start at a time later than normal. On days when weather conditions do not clearly indicate a definite “School’s Open” or “School’s Closed” decision by 6:30 A.M., we will utilize a 2-Hour Delay to monitor weather and road conditions prior to making a final decision. If school is not cancelled by **8:30 A.M.**, **students should expect to be picked up approximately two (2) hours later than normal pick-up time.** (Example: if normal pick-up time is 7:30 A.M. then delayed pick-up is approximately 9:30 A.M.) The normal school starting time will move from 8:03 A.M. to 10:03 A.M. on delayed start days. **Bus drivers will unload students at 9:45 A.M.** Delayed start days will count as a day of school and do not require make-up. Announcements in regard to a delay and the final 8:30 A.M. decision will be provided by the news media cited above.

In addition to the above, one may assume that school will be in session in accordance with the announced delay unless a second announcement canceling school entirely is issued by approximately 8:30 A.M. on the day of the delay.

Wednesdays: There will be no early release on Wednesdays, if a 2-hour delay has been called.

North Central Parke Guidelines for Regular Bus Maintenance

2023-2024

Regular maintenance of our corporation buses is of utmost importance to the life of the bus and to the safety of our children who ride the bus. In order to keep all buses running smoothly and reliably, it is important that all staff adhere to the following guidelines.

1. The Transportation Assistant, will track and service all corporation owned vehicles.
2. The assistant is responsible for refueling the mid-buses and regular corporation route buses. He is also responsible for simply checking the mileage to see if 5000 miles have passed since the last servicing of the bus. If a driver needs windshield fluid or has any other concerns, he/she must contact the assistant directly.

Each driver will be responsible for plugging in his or her own bus during the winter months as necessary. The custodians/maintenance will plug in the mid-buses and corporation buses as needed. The Corporation drivers, Handicap driver and Vocational driver will plug in their own bus.

3. In the case of a field trip, the bus driver who drives for the field trip is responsible for sweeping the bus upon returning to school. If circumstances make that impossible, the driver is responsible for seeing that someone else refuels and sweeps the bus.
4. All teachers and coaches who travel with students are responsible for being sure that all students and their belongings are off the bus before leaving at the conclusion of the event.
5. Be very careful in the operation of the rear doors of the mid-buses. **They should not be forced.** We have replaced them several times and this is very expensive. **NEVER** let students go in or out back!

Administrators are to share this information with coaches and staff members who drive on field trips and sporting events.

**One Of A Few
Jobs In Which 100%
Accuracy Is Required
Every Day**



EMERGENCY PROCEDURES

Accidents

If you have a school bus involved in any type of crash that results in damage over \$1,000 combined, or any injury or death, the driver of the vehicle is required to contact and make a report of said crash to the municipal law enforcement agency where the crash occurred or to the sheriff or nearest State Police Post if not in a municipal area.

The above is State Law. It is required. Failure to do so may bring "leaving the scene" charges.

The transportation director may be notified by the driver, and in turn, contact the local police to do a report, but that information from the crash must be given by the driver to the officer.

The State Police are required to "investigate" all bus crashes. His investigation can be as little as a phone call between you and the officer or it can be as much as an in-depth follow up investigation. ANY agency can do the crash report to satisfy State Law, but the State Police still need to do their side of the investigation/ crash report.

The State Police will check these primary concerns:

- > that the bus and driver were in compliance of all laws prior to crash*
- > the safety of the bus post-crash*
- > re-inspection of bus to place back into service if needed*
- > the testing or lack thereof of the driver involved*
- > making sure proper tests are administered (regulated or non-regulated)*
- > protection of the school and its drivers in future lawsuits.*



Accidents do not just happen; they are caused by someone. One accident is one too many. Yet, no accident is insignificant. If you have an accident there is a proper procedure to follow.

In the event of an accident, the driver shall first be responsible to the passengers. Therefore, it is very important to remain calm. If you are unable physically to perform your duties, direct others to do them for you. In not more than twenty-four hours after the accident, the driver will file a written report to the Superintendent. Accident report forms are available at the central office.

The following procedure is recommended by the National Highway Traffic Safety Administration:

1. Turn off the ignition switch and take the keys.
2. Set brakes.
3. Remain calm and reassure students.
4. Use warning devices to "protect the scene".
 - a. Protect the students and the bus from further accidents and injuries - place warning indicators in accordance with state law.
 - b. Protect the scene from traffic and people so that evidence is not destroyed.
 - c. Under normal circumstances, the vehicle involved should not be moved until law officers advise you to do so.
5. Be alert to a fire or the possibility of fire.
 - a. Check for ruptured fuel tanks and fuel lines. A bus can be a potential furnace.
 - b. Check for electrical fire.
 - c. Look for smoke.
 - d. Check for hot tires which can catch fire - caused by metal rubbing against a tire from point of impact to final resting place.
 - e. Extinguish fire, if any.
7. Check for injury to pupils.
 - a. If pupils are injured, follow first aid procedures.(Appendix C)
8. Under NO circumstances shall students be allowed to wander around or walk to the home or to school. Have them wait until another bus comes for them. Keep all students in the bus, except in three cases:
 - a. Conditions might lead to a possible fire.
 - b. Danger of further collision.
 - c. Danger of drowning.
8. Account for all students.
9. Notify school administrators of the location of the bus accident.
10. Notify the appropriate law enforcement agency.
11. Do not discuss the facts of the accident with other motorists but give information only to investigating officers and school officials.
 - a. To provide necessary information for all concerned - law enforcement officers, school officials, etc.
 - (1) List all students' names, ages, and addresses.
 - (2) Information about the school bus, such as insurance, make, model number, owner, etc.
Emergency instructions should be carried on the bus which includes bus information,

emergency telephone numbers and any additional local directives covering this subject. This information is included on Page B of this manual and on the vehicle registration form.

- b. While being investigated, be patient, evaluate questions, and give clear and concise answers.
 - c. A driver involved in an accident is required to give his name, address, driver's license number, and vehicle information. Be ready to give this information to the other driver and also write down the same information regarding him.
 - d. If witnesses were present, get names, addresses, and license numbers, including students.
12. Cooperate with school administration.
- a. During the investigation of the accident, do not release any of your students to anyone unless told to do so by the school administration. (Exception - May release student to parents.)
 - b. If students are injured and need to be removed from the scene, follow policy adopted for this purpose at the local level, if applicable. If not, send someone to call for aid, such as hospital, ambulance service, or fire department - wherever help can be summoned quickly. The injured should be transported by proper means to a hospital for care.
13. Continue the transportation of the students by:
- a. The present bus is released.
 - b. Another bus.
 - c. Some other means, again following local policies of the district, but not until authorized to do so.

The consideration that most courts use in determining driver negligence are:

1. The degree of care which a driver must use ranges from "ordinary" and "reasonable" to "extraordinary" and "highest degree." The degree required depends on the type of duty. The tendency of the courts is to require more duty from people with a duty involving younger children.
2. The approximate age of a child considered to be capable of recognizing traffic dangers is 10 to 11 years.
3. You and your district are both accountable for maintaining a safe vehicle.
4. Most cases involving accidents while boarding and alighting from a bus use the factors of "reasonable care" and "safe places" in determining negligence.
5. You are expected to keep order on a bus and may use any normally accepted means.
6. You are not automatically guilty of negligence if injury occurs. You have the opportunity to refute the charge by proof that proper care was used.
7. You may generally be held accountable for your acts separately from any decision regarding district liability.
8. NEGLIGENCE IS FOR JURY DETERMINATION.

FIRST AID PROCEDURES

The driver may be required to administer first aid to passengers in the event of injuries resulting from an accident or in the event of a medical emergency occurring during the operation of his/her daily route. Therefore, it is imperative that all drivers thoroughly review and be capable of administering the recommended standard first aid procedures.



SCHOOL BUS DRIVERS' ACCIDENT REPORT

Drivers of school conveyances involved in accidents (regardless of the seriousness of the accident or whether any children or other persons are injured) shall make out and file an accident report with the superintendent.

ACCIDENT:

Date of accident _____ Time _____

Place _____
(Between what streets, or nearest intersecting road, or nearest house)

Weather _____ Pavement _____

Accident involved _____
(Pedestrian, train, cycle, automobile, other object)

BUS INFORMATION:

Bus Number _____ Make _____ Year _____ Capacity _____

Driver _____ Address _____

Driver's License Number _____

Damage to Bus _____

OTHER VEHICLES:

Driver's Name _____ Vehicle Type _____

Address _____ Phone _____

Vehicle Make _____ Year _____ Model _____

Driver's License Number _____ Vehicle License # _____

Owner of Vehicle _____

Address _____

Insurance Company _____

Address _____

INJURIES: _____

Number of passengers in bus _____ Number of passengers injured _____

Nature of injuries _____

Number of others injured _____ Nature of injuries _____

Where and by whom treated _____

STATEMENT OF DRIVER

Briefly describe how the accident occurred, giving direction and speed of your vehicle and other (if collision), width of roadway, nature and condition of roadway, weather, etc.

Illustrate the accident on the diagram on the next page.

Date _____

Date _____

Driver

Superintendent

Accident Diagram

EMERGENCY INFORMATION

PHONE NUMBERS

Superintendent's Office	765-569-4190	Parke Heritage High School	765-569-5686
Superintendent's Cell	765-720-3630	Parke Heritage Middle School	765-597-2700
Rockville Elementary School	765-569-5363	Turkey Run Elementary School	765-597-2760

INSURANCE COMPANY INFORMATION

Bus Owner: North Central Parke Community School Corporation
Insurance Company: ASTRA
Local Agent: Branson Insurance
Karla Losin
Address: PO Box 100
Rockville IN 47872
Phone: 765-569-6158

Ambulance Services - Fire or Rescue Units - Parke County Sheriff Department
765-569-5122 or 765-569-5151 or 911.

Indiana State Police Terre Haute Post - 812-299-1151
Montgomery County – Russellville 765-653-8911 and Waveland 765-326-1313
Parke County Highway Department 765-569-5321 or 765-569-3116
Town of Rockville 765-569-3569
Lee's Double D Towing 765-569-6822 or 765-562-2725

LOCAL BUS MAINTENANCE ISSUES

ASHLEY OVERPECK	765-592-4260
MONTE CHAPLAIN	765-592-2837

NORTH CENTRAL PARKE COMMUNITY SCHOOL CORPORATION
PROCEDURES TO BE FOLLOWED SHOULD A BUS BREAK DOWN AND
STUDENTS BE STRANDED

The North Central Parke Community School Corporation supports the transportation of students for educational excursions. In order to provide reliable transportation, the district follows all laws and regulations regarding bus inspections and maintenance. Preventative maintenance is done regularly. Nevertheless, it is still possible that an unforeseen breakdown could occur just as it may occur with any mechanical vehicle. In such a case, school personnel will act to pick up students first and transport them to their destination in a different bus. Secondly, the district will tend to the broken-down bus.

Below are the procedures to be followed by school personnel.

1. The district and contract bus drivers will submit to the superintendent each year the times of the day and days of the week they would most likely be at home to provide backup bus service if necessary.
2. The superintendent will provide the list of bus drivers and times they would most likely be able to assist.
3. If a bus breaks down, the driver of the bus will immediately call another driver to bring a backup bus to the scene. The backup bus could be a corporation bus or the driver's own bus. If the driver of the broken-down bus has a cell phone that is not clear, he/she may call the superintendent's office for assistance in making the calls provided it is during work hours.
4. Once a backup bus is on the way, the driver will call the school. The school will be responsible for notification of parents regarding the incident.
5. The backup driver will go to the scene as quickly as possible and either take the students to their destination or return them to school whichever is most feasible.
6. After the driver of the broken bus calls the backup bus, he/she calls the district for advice about what to do with the broken bus. The office will decide whether the bus should be fixed on the spot, driven to the shop, or towed.
7. All parties involved in the procedures above will be paid their regular hourly rate for the time they spend helping.

North Central Parke Community School Corporation

School Bus Seating Chart

Bus # _____ Driver: _____ Date: _____

DRIVER

1				1		
2				2		
3				3		
4				4		
5				5		
6				6		
7				7		
8				8		
9				9		
10				10		
11				11		
12				12		
13				13		
14				14		
15				15		
16				16		
17				17		
18				18		
19				19		
20				20		
21				21		
22				22		
23				23		

Bus Route Schedule

Bus Number _____

Driver _____

Stop No.	Time A.M.	Pupil	Grade	Time P.M.	Dates Pupil Transported	
					First Date	Last Date

This form should be filled out after the first few days of school so that the time schedule may be fairly well-established in terms of normal road and weather conditions. **One copy should be posted in the bus and one copy given to the Transportation Director.**

Parents should be notified of the loading and unloading times for children.

North Central Parke Community School Corporation
Bus Driver Report
Instructions for Bus Driver Report 2023-2024

1. Information on this report is to be as of August 7, 2023: Account for all K-12 students who could be riding your bus route even though some students may be driving to school or using a bus pass to ride another bus on some days.
2. Count all students who ride your bus *regularly* even though they live within another route (adjacent routes trading students, etc.)
3. Please be sure to fill in the requested data on equipment as this information is required by the Indiana Department of Education.
4. Round trip mileage: For the morning part of the trip, the driver takes the odometer reading at the point at which the first student is picked up and again at the end point of the route—school. For the afternoon part of the trip, the driver counts the mileage from school to the point where the last child is dropped off. Total daily round trip mileage is the morning part of the trip added to the afternoon part of the trip.
5. Please return this completed form to the superintendent as soon as possible after the ME (ADM) count date or turn the report in to either the high school or elementary principal who will forward it to the superintendent.

Please complete the following: Driver Name _____ Route # _____

Number of students who ride regularly (morning and afternoon) every day	Number of students who ride only part of each week or day and do NOT ride another bus the other part of the week or day	Number of students who ride part of the week or day AND DO ride another bus the rest of the week or day

Number of students in grades K – 12 included in the numbers above _____

Total round trip miles per day (See # 4 above.) _____

Chassis year _____ Make _____

Body capacity _____ Make _____

Thank you for your help!

**North Central Parke Community School Corporation
Agreement for the Placement
Of School Bus Turnaround Area**

Dear Property Owner:

In order to keep our students safe and avoid accidents, our school bus drivers must have safe and accessible spots along their routes to turn the buses around. Therefore, from time to time, we ask individual property owners for permission to use a part of their property for our buses to turn around on. This may mean that the County Highway Department will need to place additional gravel or make changes to your property in some small way.

If you are willing for our bus or buses to turn around on your property as long as a route is needed in your area and you are willing for the county highway department to make your property (usually driveway) safe and accessible for the bus, will you please sign your name. Please return the form to me at the superintendent's office. If you have questions or wish to discuss the turnaround, please feel welcome to call me at 765-569-4190. Thank you for your consideration.

Superintendent Schimpf

PARKE COUNTY HIGHWAY DEPARTMENT
306 N. Lincoln Road
Rockville, IN 47872
765-569-5321 Fax:765-569-4021

SCHOOL BUS TURNAROUND FORM

SCHOOL DISTRICT:

SCHOOL BUS DRIVER: _____

ROUTE NUMBER: _____

PROPERTY OWNER: _____

ADDRESS: _____

DESCRIPTION OF WORK TO BE COMPLETED: _____

Authorization is hereby given to the PARKE COUNTY HIGHWAY DEPARTMENT to complete the work as described above.

Signature of Property Owner

Signature of School District

FOR OFFICE USE ONLY

Assigned to:

North Central Parke Community School Corporation
602 Howard Avenue Rockville, IN 47872
Phone (765) 569-4190 - Fax (765) 569-4199

DATE: August 2023
TO: Parents of Student Bus Leaders
FROM: Superintendent
RE: Emergency Bus Evacuations

Our emergency bus evacuation procedures require the help of student leaders. The student leaders are highly responsible students who can help in case a driver becomes incapacitated and unable to direct the pupils in an emergency. The driver of your student's bus feels that your son or daughter would make a good leader. Therefore, we are asking for your permission to train your child as an emergency bus evacuation student leader. The student leaders will learn how to:

1. Turn off the ignition switch.
2. Set emergency brake.
3. Summon help when and where needed.
4. Use a fire axe or kick out windows.
5. Set warning indicators and flashers.
6. Open and close doors, account for all pupils passing his or her station.
7. Help small children off the bus.
8. Perform other assignments as directed by the driver.
9. Locate and use the emergency instructions and emergency phone numbers posted or carried on the bus.

If you agree to allow your son or daughter to serve as a leader, please indicate by signing below. I agree to allow my son or daughter, _____, to be trained and to serve as a bus emergency evacuation leader for North Central Parke Community Schools for the 2021-2022 school year.

Parent Signature: _____

Parent Name (Printed): _____

Date: _____

Please return this form to your bus driver. Thank you for your attention to this important matter of safety.

RADIO COMMUNICATIONS

The School district has installed a Radio in every route bus and many of the special purpose buses to allow for direct communication to the central office, school offices, administrators, and to other bus drivers. Every driver is required to have the radio turned on at all times the bus is in use. Every driver is also required to become familiar with the use of the radio. Please contact the Central Administration Office any time that your radio has any type of malfunction.

The Radio is for informational and emergency uses only. **Drivers are not to use the radio for idle chatting and personal communications.**

The Bus radios also have a GPS tracking system that can record your location, time, and speed at all times. This will allow us to quickly find any buses in need of assistance.

Radio Protocol for North Central Parke Bus Drivers and Staff

SENDING/RECEIVING COMMUNICATIONS

- > Make sure you are on the appropriate channel. A list will be provided.
- > Think about what you want to say before you say it.
- > Listen before you talk for “clear air”.
- > Key the transmit button and wait for the digital connection tone.
- > Speak clearly in plain language, holding the microphone at a 90 degree angle to your face.
- > Be professional and courteous, regardless of the situation. Arguing or joking around is not permitted or personal comments that have nothing to do with the route.
- > When dealing with discipline do not use child’s name over the radio.
- > Remember that this is an FCC licensed radio. The following items are prohibited by the FCC:
 - Profane, indecent or obscene language.
 - Malicious interference with any other radio transmission.
 - Unnecessary or unidentified transmission.
 - Direct communication of personal messages.
 - Announcement of regularly scheduled meetings that can be announced by other means.

RADIO USE PROCEDURE

Use the “Letter Format” to call another user. For example: “Bus 19, this is RES Principal.” This format alerts the recipient to an incoming message, and is consistent with Emergency responder protocol throughout the County.

Unkey the mike and wait for acknowledgement.

The recipient will acknowledge: “ RES Principal, this is Bus 19. Go ahead.”

Once you have received acknowledgement, restate the recipient’s user name and give your message. “Bus 19, are you still on your route?”

Use the following phrases as necessary: A) Say again B) Stand by C) Copy D) Clear

Once the communication between users is finished, sign off by saying your username and the term “clear”. Example: “RES Principal – Clear”

Finally, remember that other people are listening. Use discretion and good judgment when using NCP radios. Our radios are encrypted to ensure that the casual scanner cannot monitor our communications, but keep in mind that what you say is being heard by other people within the corporation.

Names of students who are involved in disciplinary actions on your bus should not be broadcast on the radio, as disciplinary actions are confidential as dictated by the Family Educational Records Privacy Act (FERPA). Use discipline referrals or phone to transmit this information to administrators.

VEHICLE IDLING POLICY

The purpose of this policy is to eliminate all unnecessary idling by corporation school buses such that idling time is minimized in all aspects of school bus operation and to reduce vehicle exhaust that has the potential to be drawn into the building.

Vehicle exhaust from idling school buses can accumulate in and around the bus and pose a health risk to children, drivers and the community at large. Exposure to vehicle exhaust can cause lung damage and respiratory problems. Vehicle exhaust also exacerbates asthma and existing allergies, and long-term exposure may increase the risk of lung cancer. Idling buses waste fuel and financial resources of the school corporation.

This policy applies to the operation of every corporation-owned school bus, contracted bus, and public and private vehicles on school grounds.

The school corporation shall post signs in areas where idling is prohibited.

Public and Private Vehicles Idling Time

1. Drivers of all public and private vehicles are to turn off the engine if the vehicle is to be stopped more than 3 minutes in locations where vehicle exhaust may be drawn into the building or while on school grounds.

Corporation Vehicle Idling Time

1. When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area.
2. School buses will not idle (on school grounds or off school grounds) for longer than five (5) minutes unless:
 - A. There are extreme weather conditions (meaning 30 degrees Fahrenheit or less) and the purpose is to warm the interior of the bus,
 - B. Longer idling time is necessary to facilitate the loading and unloading of students of special needs,
 - C. There are safety or emergency situations,
 - D. There are maintenance or mechanical inspection/repair issues requiring a longer time to facilitate the inspection/repair process, or
 - E. The bus is idling in traffic.
3. Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds.
8. Bus schedules should be developed so that school bus caravanning can be avoided.

LEGAL REFERENCE: 410 IAC 33-4-3

DATE ADOPTED: November 17, 2011

APPENDIX A