

# Transportation Handbook

# Employee handbook receipt for Transportation Handbook

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

I hereby acknowledge receipt of my personal copy of the West Hardin CCISD Employee Handbook for the Transportation Department. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Superintendent if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Emergency Numbers:**

Charles Budro	Office:	274-5061 Ext. 130
	Cell:	409-791-2692
	Home:	262-8169
Mildred Budro	Office:	274-5061 Ext. 127
	Cell:	409-791-2691
	Home:	262-8169
Sharon Tule	Office:	274-5061 Ext. 105
	Cell:	409-556-6089
	Home:	274-1041
Fran Bledsoe	Office:	274-5061 Ext. 110
	Cell:	409-651-2152
Pam Rasberry	Office:	274-5061 Ext. 108
	Cell:	409-291-2706
Dave Westfall	Office:	274-5061 Ext. 155
	Cell:	409-291-1415

## **Accidents:**

For any major accident, call 911 FIRST. Your second call should be to a West Hardin CCISD administrator. Keep students calm until assistance arrives.

All minor accidents (hitting a mailbox, backing into a post, etc) must be reported to the Transportation Director immediately following the route or trip. A written report must be turned in for any accident regardless of how severe.

Drivers should avoid backing up as little as possible.

## **Phones:**

All regular route drivers will have a cell phone checked out to them at the beginning of the school year. It is the responsibility of the driver to keep the cell phone charged at all times. The phone is NOT to be used for personal calls.

All trip drivers will have a cell phone checked out to them prior to the trip. The phone needs to be returned to the Transportation Director at the end of the trip.

## Dress Code:

Bus Drivers serve as role models for the students and the school district. Attire should be neat, clean and professional looking at all times. Drivers are permitted to wear jeans at any time while driving the bus. Shorts are also permitted during hot weather as long as they come to within the knee area. Flip Flops are not permitted at any time.

## General Guidelines:

- No elementary students should sit behind the wheel hump.
- All students must have assigned seats.
- All buses must have seating charts.
- Once a student boards the bus to go home, do not let them get off the bus to re-enter the buildings.
- Buses should be checked for trash and any belongings left by students after each route. All buses should be swept at least twice per week.
- The speed limit is **10 MPH**. No exceptions. Please go slowly over speed bumps to save wear and tear on buses.
- All trip drivers, including athletics, are required to clean and sweep the bus after the trip.
- Parents are not permitted to board the bus. If you have a problem with a parent who tries to board the bus, inform the Transportation Director.
- A log sheet must be filled in after each route or trip. If there is a mechanical problem with your bus, major or minor, make a note on the log sheet and leave the notebook open on the driver's seat of the bus.
- **If no one is home at an elementary student's drop-off, bring the student(s) back to the campus.**

## Student Guidelines:

- There will be NO FOOD or SOFT DRINKS on any route bus. Please be consistent. If a student boards the bus with a drink, take it away. Only bottled water is permitted.
- All notes must go through the Principal's office for verification. Do not accept notes from a teacher.
- Only let students off at their designated stop. No unauthorized stops.
- Refer all parent complaints to the Transportation Director.
- Try to handle small discipline problems by using interventions such as changing student's seats, using a small reward system for good behavior, or other positive reinforcement techniques. For more serious problems such as tobacco products, consistently using foul language, bullying, consistently out of seat, etc., complete a bus referral slip and turn it into the Transportation office.