

Wayne County School District



Handbook For School Bus Drivers 2022-2023

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Mission Statement

Our mission is to transport Wayne County School District Students safely to and from school while providing a positive environment for our students.

Message from the Superintendent

Bus Drivers are a critical part of the Wayne County School District. You are the first and last person representing our district that our students see each day. Bus drivers set the tone for the entire day. **Make it Positive!** Safety is your top priority. It is imperative that you follow all policies and procedures set forth in this handbook.

We will face new challenges this school year. I know you are up to the task. I believe in you and your abilities to meet every expectation and challenge this school year brings.

I am praying for you and I know you will have a great year.

Tommy Branch, Superintendent of Education

Wayne County School District

Bus Garage

155-A Wayne Street
Waynesboro, MS 39367
601-735-4581 (office)
601-735-6320 (fax)

Jonathan Clark, Director of Operations
Tracie Rigney, Transportation Secretary

Administration

Superintendent of Education
Deputy Superintendent of Education

Tommy Branch
Lynn Revette

School Administration

Beat Four School

Sandy Graham, Principal
Michelle Beard, Assistant Principal

Buckatunna School

Michael Hall, Principal

Clara School

Donna Hopkins, Principal

Wayne Central

Eric Smith, Principal

Waynesboro Riverview

Shronda Turner, Principal
Eric Holland, Assistant Principal

Wayne County High School

Robert Hathorn, Principal
Justin Cooley, Assistant Principal
Anna Mills, Assistant Principal

WCCTC

Michael West, Principal

WAYNE COUNTY PHONE LIST

Notify in writing the Transportation Department Director, Jonathan Clark when absence is necessary as soon as possible.

Jonathan Clark (Transportation Director)	601-580-8468
Tracie Rigney (Transportation Secretary)	601-323-9229
Arthur Blakely (Mechanical Issues)	601-323-9032
Beat Four Principal, Sandy Graham	251-786-8586
Asst. Principal, Michelle Beard	601-410-8731
Beat Four School Main Office	601-735-2124
Buckatunna Principal, Michael Hall	601-410-4022
Buckatunna School Main Office	601-648-2501
Clara Principal, Donna Hopkins	601-410-6089
Clara School Main Office	601-735-2065
WCS Principal, Eric Smith	205-275-7433
Wayne Central School Main Office	601-735-2205
WRS Principal, Shrona Turner	601-410-6921
Asst. Principal, Eric Holland	601-381-0939
Waynesboro Riverview School Main Office	601-735-3159
WCHS Principal, Robert Hathorn	601-433-5178
WCHS Asst. Principal, Justin Cooley	601-498-5115
WCHS Asst. Principal, Anna Mills	601-394-7499
Wayne County High School Main Office	601-735-2851
WCCTC Director, Michael West	601-410-1777
WCCTC School Main Office	601-735-5036
Jamey Beard, OIC of School Resource Officers	601- 410-0548
Ambulance for Emergencies	911
Waynesboro Police Department	601-735-3192 (Non emergency)
Waynesboro Police Department	601-735-4612 (Emergency only)
Wayne County Sheriff's Department	601-735-3801 (Non emergency)
Wayne County Sheriff's Department	601-735-2323 (Emergency only)

Emergency Situations

In an emergency situation such as a traffic accident, the driver should use the following guidelines (see phone list on previous page):

1. **Remain calm** and notify authorities for an ambulance if needed.
2. Notify the proper law enforcement agency.
3. Notify school officials concerning the following:
 - A. Principal at your school (if children are involved).
 - B. Principal will call the Superintendent and Transportation Department.
 - C. If children are not involved in an accident, contact the Transportation Dept.

The driver should provide the following information:

1. A seating chart with all passengers to proper authorities.
2. Possible injuries.
3. Written statement of events.
4. Diagram indicating position and direction of travel.
5. Submission to proper authorities for drug testing.

Bus Drivers Basic Job Description and Responsibilities

It is the responsibility of the school bus driver to operate the school bus in a safe and efficient manner and to abide by all state traffic laws, Mississippi Department of Education regulations, and Wayne County School Board policies.

Job functions shall include but not limited to the following:

- Attend regular staff development meetings and any special meetings called by the superintendent of education or his designee.
- **Never** operate a bus under the influence of alcohol or drugs, including prescription drugs which could impair driving ability.
- Bus drivers shall **not smoke on any school property**. All school district property is tobacco free. All buses are school district property.
- Every bus driver must make a complete stop, immediately, before crossing a railroad grade crossing. The driver should open the driver's side window and the service door in order to observe at such crossings. (See pg. 17 for more detail)
- In case of an accident report immediately to the Transportation Director, even though the accident may seem minor.

- No vaping.
- Never leave the bus without first stopping the motor and setting the brake.
- Never leave the interior of the bus when there are students on the bus, unless an emergency occurs. If an emergency occurs, consider sending an older child for help.
- Keep the doors closed when the bus is in motion.
- Back a bus on campus **only** in case of an emergency or when a spotter is present.
- Maintain discipline on the school bus without jeopardizing safety while driving.
- Do not permit students to operate stop signs, light controls or doors. Be in control of all operations at all times.
- Do not allow students to exit or enter the bus at any stop other than his/her assigned stop, unless the student has a written consent form that has been signed by the parent and the principal. Bus drivers shall not make any stop that is not on the approved list of route stops. The bus driver is responsible for the safety of students from the time they board the bus until they exit the bus at school or exit the bus at their assigned bus stop in the afternoon.
- Do not allow students to eat or drink on the bus. This will increase bus cleanliness.
- Do not allow any student to stand in the step well or loading area where the driver's view is obscured.
- Do not allow students to move around inside the bus when it is in motion. Insist that students remain in their assigned seats until the bus comes to a stop for unloading.
- Do not allow anyone other than student passengers, school officials, or law enforcement officials to ride a bus without authorization.
- Maintain a consistent pickup time at each loading point. It is not necessary for bus drivers to wait for students who are not present at their bus stop except for special exceptions. The loading time at each stop has been scheduled as late as possible. Before buses begin running their routes, students are informed of their loading time.
- Inspect the bus prior to all trips. Any problems are reported in writing and submitted to Jonathan Clark. Oral reports are not sufficient. If the safety of the vehicle is questionable, contact Jonathan Clark by using the phone numbers listed in the front of this handbook. **Do not operate a bus that is mechanically unsafe.**
- Clean the interior of the bus (ceiling, walls, seats, dash, drive area, floor, and windows) at least once a week and also before and after every activity.

- Keep exterior mirrors clean and adjusted. Keep windows and lights clean as well.
- Perform a minimum of two school bus evacuation drills each school year utilizing appropriate emergency procedures. Evacuations will be witnessed by school administrators or Transportation Director.
- Know, recognize and obey road signs and signals by meanings, shapes, sounds and colors.
- Exercise the effective defensive driving skills of self-control, alertness, foresight and good judgment at all times while operating the school bus.
- Remain alert at all times to hazards, including but not limited to poor weather conditions, other vehicles, road conditions and trains at railroad crossings.
- Complete all reports on bus discipline, bus maintenance and any other reports required by the Wayne County School Board.
- Complete daily the Pre Trip Inspection and turn this in with the monthly report at the end of the month to Jonathan Clark at the bus garage.
- Maintain routes and schedules.
- Maintain a current seating chart.

Driver Recruitment, Selection, and Employment

The Superintendent of Education and the Wayne County School Board maintains the responsibility to recruit and select transportation employees. Selection is based upon the merits of the candidates without regard to race, religion, or marital status in compliance with Title IX. Names of selected candidates and their respective salaries are presented to the Wayne County School Board for approval.

Criteria for Employment

All persons seeking employment in the Wayne County School District must complete a formal application for employment. After a person has completed an application, a time for a personal interview will be arranged. After the interview, a motor vehicle record (MVR) will be obtained. In addition, verification of the candidate's commercial driver's license (CDL) will be obtained. Furthermore, the candidate must obtain valid bus driving certification. Completion of the personal and driving record is required.

Any new full-time bus driver for the Wayne County School District will be reimbursed for the cost of a CDL; however, the driver must remain employed by the WCSD for at least **one full school semester** before reimbursement will be made. Any new substitute bus driver will be

reimbursed for the cost of a CDL after **completion of the tenth (10) route** for the Wayne County School District.

The Wayne County School District must test all bus drivers for alcohol and drugs in order to comply with the Omnibus Transportation Employee Testing Act of 1991. Therefore, a mandatory drug test will be administered to the candidates. The tests include pre-employment, post accident, random, and reasonable suspicion.

A background check through fingerprinting is required for every Wayne County School District employee. School bus drivers must submit to fingerprinting before employment begins.

Selection Factors

When selecting bus drivers from the pool of applicants, officials responsible for the selection process will make selections based upon the following factors:

1. A valid Class B commercial driver's license with a passenger and school bus endorsement.
2. Training, experience and skill.
3. Personality and compatibility.
4. Demonstrated competency.
5. Suitability for the position.
6. Possession of proper certification by the state.
7. Satisfactory findings concerning state driving records, personal records, and past employment references.

Summary of Bus Driver's Responsibilities

The specific nature of a bus driver's responsibilities is stated in detail on the following pages of this handbook. A summary of those are listed as follows:

1. Obey all traffic laws.
2. Observe all mandatory safety regulations for school buses.
3. Maintain discipline when students are on the school bus.
4. Report misbehaviors to the proper authority.
5. Keep the assigned bus clean.
6. Check the school bus prior to all trips in accordance with the operational checklist.
7. Notify Jonathan Clark in case of mechanical failure.
8. Discharge students at authorized stops only.
9. Keep your assigned bus schedule.
10. Exercise responsible leadership when on school trips.
11. Transport authorized students only.
12. Report all accidents and complete required reports.
13. Enforce rules for student behavior on school buses.
14. Read Bus Driver's Handbook.

15. **Notify in writing, Transportation Director, Jonathan Clark when absence is necessary.**
16. Maintain a seating chart.

DRUG FREE SCHOOLS AND WORKPLACE

Section: G

Policy Code: GBRL

No Employee engaged in work in connection with the Wayne County School District shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined under state and federal law.

“Workplace” is defined to mean the site for the performance of work done in connection with the Wayne County School District. That includes any school building or any school premises: any school-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

As a condition of employment in the Wayne County School District, each employee shall notify their supervisor of their conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than five (5) days after such conviction.

As a condition of employment in the Wayne County School District, each employee shall abide by the terms of the school district policy respecting a drug-free workplace.

An employee who violates the terms of this policy may be nonrenewed or their employment may be suspended or terminated, at the discretion of the board. Sanctions against employees, including non-renewal, suspension, and termination shall be in accordance with prescribed school district administrative regulations and procedures.

Medical Marijuana

This policy applies to medical cannabis. Under the Mississippi Medical Cannabis Act, this school district:

1. Is not required to permit, accommodate, or allow the medical use of medical cannabis, or to modify any job or working conditions of any employee who engages in the medical use of medical cannabis or who for any reason seeks to engage in the medical use of medical cannabis.
2. May refuse to hire, discharge, discipline, or otherwise take an adverse employment action against an individual with respect to hiring, discharging, tenure, terms, conditions, or privileges of employment as a result, in whole or in part, of that individual’s impairment or lack of impairment resulting from the medical use of medical cannabis.
3. Does not allow the use of medical cannabis by employees while on district property, while at a district sponsored event, or while performing district business.

Bus Cleanliness Requirements

As property of the Wayne County School District, each bus must be presented in a positive view to the public and held to the highest standards of cleanliness for sanitary purposes. It is the responsibility of each driver to maintain the cleanliness of his/her assigned school bus. Every bus should be cleaned thoroughly on a **daily** basis. Children assigned to the bus route should not be made to clean the bus – follow all policies concerning food and drink items brought on the bus. Trash receptacles are provided for every bus. If any driver does not have the ability to clean the exterior of the bus at his/her residence, facilities are provided at the bus garage for vehicle washing. Bus cleanliness will be checked during each vehicle's monthly inspection. Any driver who does not abide by cleanliness policies will be subject to bus reassignment, suspension without pay, or termination - depending on severity. Activity buses used for non-route trips will be returned to the transportation department in the condition in which they were issued. Any district sports or extracurricular activity that uses a bus and is returned in an unacceptable manner will be documented, and supervising school will be issued a \$45 cleaning fee per bus.

The Bus Driver and Community Relations

When school bus drivers are driving for the Wayne County School District, they influence the public's perception of the school district. Therefore, the driver's appropriate conduct is vital to the positive image of the school district. The driver is an ambassador to the community for the school district.

The school bus driver should carry out responsibilities with confidence. He or she should perform accordingly to every regulation and policy related to the responsibilities of a driver. The driver should not criticize members of a community or the officials who are responsible for enforcing laws.

The school bus driver should be courteous and tolerant toward other users of the highway. Most drivers of commercial vehicles have, through extending courtesy to other users of the highway, gained a good reputation. Such drivers are not content just to drive within the law, but to try to be pleasant and helpful as well.

The Bus Driver and Staff/Student Relations

The relationship of Wayne County School District employees should be that of partners working together to provide the best possible learning environment for the students of Wayne County.

The school bus driver should be courteous to passengers at all times, refrain from questionable speech and conduct, and serve as a cheerful emissary of the school district as he or she carries out the daily responsibility of providing safe, dependable transportation for students.

The Bus Driver and Student Relations

When a teacher is on the bus the teacher is in charge of the students. When students are destructive of public property, any staff member should take immediate action.

A bus driver is enlisted to be an emissary of good will. A driver can help to establish a bright beginning for the students' school day. The student often carries the attitude of the driver into the classroom. Driving a bus is an honor and is a highly responsible profession that has the respect of all concerned. The driver's objective must be the safe, helpful and dependable transportation of students entrusted to his/her care.

Personal Appearance

Dress and appearance are important for all people, especially those who work with children. The bus driver should dress in accordance with the dress policy of the school. Dress and grooming policies are based upon sound foundations; they are not arbitrarily selected. The following guidelines are the minimum standards for the personal appearance of a bus driver:

- The bus driver must appear neat and well groomed.
- The bus driver must wear appropriate footwear at all times.
- The bus driver must not dress in any way that is considered indecent, inadequate, or extremely sloppy. No "faddish" dress, headwear, jewelry, or footwear will be allowed.
- The bus driver must not wear clothing that displays any of the following:
inappropriate patches or emblems, profanity, vulgarisms, abusive images, abusive language or symbols, or advertisements that promote the use of alcohol or drugs.

Generally, if a driver has doubts about the appropriateness of a garment, the driver should refrain from wearing that garment. Drivers should dress with confidence that they are projecting a positive image of professionalism.

Salary and Work Year

The Wayne County School Board establishes the salary and work year. All paychecks are issued on the last working day of each month. Drivers will receive paychecks by direct deposit. The work year is usually 180 days over a twelve-month period. Drivers will work all scheduled school days on the official school calendar. Departure times will vary according to each driver's route schedule.

Assignments and Transfers

An employee may initiate changes in route assignments by submitting a request to the Transportation Director, Jonathan Clark. All reassignments are made only after careful

consideration among those principally concerned and with the full knowledge of all parties including the superintendent of education or his designee.

Insurance

The Wayne County School Board has approved drivers' participation in the state employee group insurance policy. The total cost of health insurance for full time employees is paid by the school district. The cost of insurance for dependents is paid by the employee through payroll deduction.

Bus Drivers Continuing Education

Individual staff members are required to attend continuing education activities in their fields as directed by the Mississippi Department of Education and the Wayne County School Board. These educational activities enable employees to remain up-to- date concerning methods and procedures.

Complaint Procedure

Any bus driver who wishes to file a complaint concerning a matter related to the employment of a driver should contact the Transportation Director, Jonathan Clark.

Resignation of an Employee

Any bus driver who plans to resign should complete the appropriate forms and turn them into the Transportation Director, Jonathan Clark.

Suspension and Termination

Serious infractions, including but not limited to the following, may lead to dismissal:

1. Theft.
2. Dishonesty.
3. Reporting to work under the influence of drugs or alcohol.
4. Driving while under the influence of drugs or alcohol.
5. Failure to stop completely for a railroad crossing.
6. Carrying unauthorized passengers.
7. Using the bus for unauthorized purposes.

The following progressive disciplinary actions may be taken for the infractions listed:

1. A bus driver who receives a citation for negligent driving of a school bus (including any form of violation) will receive a written warning and an automatic two-day suspension without pay for the first offense. The second offense in a twelve-month period may result in dismissal.

2. A bus driver at fault in a minor traffic accident (less than \$1,000.00 in total property damage and no injuries) will receive a written warning letter for the first offense. The second offense will result in a two-day suspension without pay - or termination, depending upon the severity of the incident.
3. A bus driver at fault in a major traffic accident (an accident involving more than \$1,000.00 in total property damage or in which injury occurs) may receive suspension or dismissal depending on the outcome of the accident investigation.

Insubordination

Insubordination is considered a major disciplinary infraction by the Wayne County School District. Insubordination is defined as an employee's refusal to perform reasonable direction given by management. Disrespectful conduct, language, or attitudes toward management personnel, fellow employees, or bus passengers may also be considered insubordination. Insubordination may result in suspension or termination.

Student Misconduct

The administrator who first receives a bus misconduct report will administer the discipline, regardless of what grade or school which the student attends. The bus driver should report major infractions immediately to the administrator. The administrator should take immediate disciplinary action. Administrators of the school where the student attends should be notified, as soon as possible, of the misconduct. In some instances, the administrator administering the discipline may contact the home school administrator for a history of student misconduct.

Suggestions for Maintaining Discipline

A bus driver can enhance his or her ability to maintain discipline by observing the following guidelines:

- Never give instructions or directions that you do not intend to enforce.
- Give an order that initiates a positive action rather than saying, "Don't do that!"
- Be honest in what you say or do. A child's faith in you is a great help.
- Be fair. Inconsistency and injustice, not punishment, make a child rebel.
- Be friendly and always show an interest in what the children are doing.
- Commend students for good qualities and actions.
- A sense of humor is extremely valuable.

- Never strike or push a child. Such actions only aggravate the problem.
- Do not judge misconduct on the basis of how much it annoys you.
- Do not take personal feelings and prejudices out on the children.
- Maintain poise at all times, do not lose your temper.
- Do not scream at students.
- Do not “pick” at every little thing a child does. It is wise to overlook some things.
- Be sincere in your work.
- Look for good qualities in children. All children have them.
- Maintain seating charts for all transit and regular bus routes.
- Provide the home school with a copy of the seating chart and the transportation bus routes.

Defensive Driving

A defensive driver is one who allows for other drivers’ lack of skill or knowledge. A defensive driver is one who recognizes that he or she has no control over the unpredictable action of other drivers and pedestrians. The defensive driver concedes his or her right-of-way and makes other concessions to avoid a collision. He/she is careful to commit no driving errors and is defensively alert to avoid the accident traps and hazards created by other people and circumstances.

Conducting Emergency Exit Drills

Because of the increased number of students transported in busy traffic and the increasing number of accidents on the highways, there is a need to instruct students in how to evacuate a school bus during an emergency. Uninformed students may jam emergency doors if several students try to exit at the same time. Bus drivers shall conduct emergency drills at least twice each school year. There are several different drills:

1. Everyone exits through the rear emergency door.
2. Everyone exits through the front entrance door.
3. Students in the front half exit through the front door; students in the rear half exit through the rear door.
4. Everyone exits through the side door (if the bus has a side door).

When passengers use the rear door as an exit in an emergency situation, there is a possibility that someone might be injured by jumping from the bus door. Smaller children who are exiting the bus may need assistance.

Situations Calling for Emergency Evacuation

The bus driver shall evacuate students in any of the following situations:

- Evacuate when there is a fire or the danger of a fire. If there is a threat of fire on the bus, passengers should exit and move at least one hundred feet from the bus and remain there until the driver of the bus determines that no danger remains, if the bus is near a fire or combustible substances that pose a danger of fire, and the bus cannot be moved, students should be evacuated.
- Evacuate when the bus is in an unsafe position. If the bus has stopped because of an accident, mechanical failure, road conditions, or human failure, the driver must determine immediately whether there is any threat to the safety of the passengers. If any threat exists, the driver should evacuate all students.
- Evacuate bus under any of the following conditions:
 - a. The final stopping point is in the path of any train or adjacent to any railroad track.
 - b. The stopping position of the bus might change and, consequently, increase the danger. For example, the bus may develop engine problems near a body of water. Because changing circumstances might cause the bus to move and roll into the water, the driver should evacuate.
 - c. The stopping place of the bus places the bus in danger of a collision. Under normal circumstances, the bus should be visible from a distance of at least three hundred feet. If the bus is in a position over a hill or around a curve where such visibility does not exist, the driver should evacuate.

Important Factors Concerning School Bus Evacuation

When planning and conducting evacuation drills, the bus driver should keep in mind the following factors:

- The safety of the children is our first priority.
- Although the driver is responsible for the safety of the students, the driver might become incapacitated during an emergency. Therefore, the driver should enlist students who can assist with the drills and they should become familiar with evacuation procedures. Generally, student assistants should be mature students, who live near the end of the bus line. The driver should teach the students how to assist in an emergency situation.
- Emergency drills for school buses should be organized in a manner similar to fire drills held at the school. Drills should be conducted more often during the spring and fall months, preferably when the bus arrives at the building.

- Drills are held on school grounds or other safe, spacious locations.
- The types of drills conducted are alternated.
- During evacuation drills, the driver is to remain on the bus until all students have exited.
- During evacuation drills, do not permit students to take such items as lunch boxes and books with them. Locating and carrying such items slow the evacuation process.
- Students are to be instructed to go to a place at least one hundred feet from the bus and remain there in a group until given further instructions by the driver.
- All students, including those who ride a bus only on special trips, are to be given an opportunity to participate in emergency drills.
- Each child should be instructed in the proper safety precautions to practice while riding the bus and while responding to an emergency situation.
- Students should be instructed how and where to obtain help. Instructions and emergency telephone numbers should be posted or placed in a familiar place on the school bus.
- Make certain that all students are accounted for.

Prolonging Bus Engine Life

The bus driver should practice the following in order to prolong the life of the bus engine:

- Without exception, **allow a minimum of five minutes** for the engine to warm before operating the bus.
- When first beginning the route, proceed at a reduced speed in order to allow the rear end, transmission, and other parts to warm up.
- Park with automatic transmission in neutral. Set the emergency brake.
- Check the tire pressure and condition of tires regularly.

Equipment Responsibility

Each driver is responsible for the body fluid cleanup kit, first-aid kit, fire extinguisher, wand and warning devices assigned to each bus. If loss occurs as a result of the driver's negligence, the driver will be required to pay Wayne County School District for replacement equipment. Drivers should perform an inventory of all equipment at the first driver's meeting and on the first day of each week. Missing items must be replaced.

Route Changes and Bus Stops

Under no circumstances will routes or bus stops change without the approval from the District Office. Routes must be driven as assigned. No stops will be made at any point other than the designated stops.

Railroad Crossings

Crossing railroad tracks presents one of the greatest hazards in so far as mass casualties and fatalities are concerned. **STOP, LOOK AND LISTEN** pertains to all school buses, loaded or empty.

1. Prepare to stop

- a. Activate hazard lights at least 50-100 feet before stopping.
- b. Turn off the master switch when necessary.
- c. Request silence.

2. Stop the bus

- a. Stop the bus at least 15 feet and not more than 50 feet.
- b. Stop in a position that gives a clear view of the tracks in both directions.
- c. Shift to neutral.

3. Look and Listen

- a. Open the service door and driver's window.
- b. Look and listen through the open window and door.
- c. If there is no indication of approaching the train, shift into starting gear.
- d. Look and listen a second time; close the door and proceed quickly and smoothly.

Section 37-41-55, Mississippi Code of 1972 Any driver who shall fail to bring his vehicle to a complete stop as herein required shall be guilty of a misdemeanor and , upon conviction thereof, shall be fined not less than one hundred dollars (\$100.00) nor more than two hundred fifty dollars (\$250.00) for each such offense.

Speed of the School Bus

The maximum legal speed for a school bus while transporting pupils to and from school on **regular routes is 45 miles per hour; 50 miles per hour on authorized activity trips.**

However, safe maximum speeds will depend on conditions on roads, weather, traffic, etc. Many reportable accidents in which school bus drivers are at fault occur at speeds of less than 20 miles per hour.

Nathan's Law Prohibits the Use of Wireless Communication Devices by Bus Drivers Section 63-1-73, Mississippi Code of 1972

A person shall not use a wireless communication device while operating a passenger bus with a minor passenger on the bus, except for in an emergency or, in the case of a school bus driver, for official school business or in an emergency.

A violation of this section is a misdemeanor, and upon conviction, is punishable by a fine not to exceed Five Hundred Dollars (\$500.00). If the person violates this section at the time that he is involved in a motor vehicle accident, then the violation is punishable by a fine not to exceed One Thousand Dollars (\$1000.00).

Wayne County School District

School Bus Idling Reduction Policy

Applicability:

This policy applies to the operation of every district-owned school bus.

Rationale:

Diesel 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 diesel exhaust can cause lung damage and respiratory problems. Diesel exhaust also exacerbates asthma and existing allergies, and long-term exposure is thought to increase the risk of lung cancer. Idling buses also waste fuel and financial resources.

Purpose:

Eliminate all unnecessary idling by Wayne County District school buses such that idling time is minimized in all aspects of school bus operation.

Guidance:

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. Exceptions include conditions that would compromise passenger safety, such as extreme weather – heat or cold, or idling in traffic.

2. At school bus depots or home ports, limit the idling time during early morning warm-up to what is recommended by the manufacturer (generally 3-5 minutes) in all but the coldest weather.
3. Buses should **not** idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds.
4. In colder weather, schools are directed to provide a space inside the school where bus drivers who arrive early can wait.
5. In colder weather, if the warmth of the bus is an issue, idling is to be at a very minimum and occurs outside the school zone. The "warmed" bus is to enter the school zone as close to pick-up time as possible to maintain warmth and then shut down.
6. All service delivery vehicles shall turn off the engines while making deliveries to school buildings.
7. Transportation operations staff are directed to revise bus schedules so that school bus caravanning can be avoided and the cleanest buses assigned to the longest routes.
8. All drivers shall receive a copy of this policy at the beginning of every school year.