

GLASSBORO PUBLIC SCHOOLS
TRANSPORTATION DEPARTMENT
EMPLOYEE HANDBOOK



Mr. David Andrews Jr- Supervisor of Transportation
TBD- Assistant Supervisor of Transportation
Mr. Michael Sloan- School Business Administrator

V1.0- JUNE 2026
BOE APPROVED _____
Introduction

Welcome to Glassboro Public Schools Transportation Department! We are happy to have you as a member of our family!

This handbook has been developed to give staff members a comprehensive reference point for many of the questions that may arise in the course of their daily work responsibilities. While no handbook can answer every question or address every issue, the most prevalent areas are addressed, which provide a cohesiveness to the department. Please direct any questions to the Supervisor of Transportation if the area is not outlined in this handbook. This handbook supersedes all previous transportation employee handbooks and memos.

The policies and procedures in this handbook are not intended to be contractual commitments by the Glassboro Board of Education, and staff members should not construe them as such. No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment terms are intended or can be implied by any statements in this handbook.

The policies and procedures are intended to be a guide for management and staff members to be followed. Glassboro Board of Education or its designees reserve the right to revoke, change, or supplement guidelines at any time without notice. This handbook will be updated on an as-needed basis during the school year by the Supervisor of Transportation. The Supervisor of Transportation will review and amend the handbook with the School Business Administrator and the Glassboro Board of Education. Any updates will be submitted for approval to the Glassboro Board of Education.

All employees of Glassboro Public Schools Transportation Department, regardless of employment status, will be expected to comply with the provisions of this handbook, Board of Education Policies, and all directives set forth by the Transportation Supervisors. All Transportation Staff Members must meet the requirements set forth by the New Jersey Department of Education, and New Jersey Motor Vehicle Commission.

As School Bus Drivers and School Bus Aides, you have a tremendous responsibility for transporting students safely each day. You are expected to interact with students, parents, and staff in a professional manner. You are a very important part of a student's day. You must make every effort to be on time, maintain control of the bus, and abide by all traffic laws.

Important Phone Numbers

The phone numbers listed below are confidential, to be utilized only by Transportation Staff for official business purposes:

Emergency: 911

GPSD Main Number: 856-652-2700

David Andrews- Transportation Supervisor: ex 6705 or by cell at 609-805-8742

TBD- Assistant Transportation Supervisor: ex6701 or by cell at TBD

All staff should ensure they are signed up to receive text alerts from the district, in cases of inclement weather, delays, or bus change information.

Supervision

The Transportation Supervisor is responsible for the overall transportation operation. The Supervisor designs all routes, gives assignments to drivers, and assigns buses, field trips, extra runs, and route changes. Additionally, the Supervisor is responsible for ongoing driver evaluations, driver/ aide training, accident review, and general record keeping for required credentials and operational compliance.

District Administrators

All Glassboro Public School administrators are committed to our students, and have complete authority to direct you, just as the Transportation Supervisor. When Principals, assistant principals, or other administrators ask you to permit a student to board the bus, delay the bus, or park in a different location for example, you are to comply in a cooperative manner, with a can do attitude. If you ever feel an administrator is asking you to violate procedure, or do something unsafe, politely explain the situation and contact your supervisor for further assistance.

Public Relations and You

The School Bus Driver & School Bus Aide is sometimes the only regular contact a parent has with our District. Often, the only means we have of establishing an effective relationship with the community is through you, the School Bus Driver & School Bus Aide. Your positive attitude and friendly reaction to the people of this community will make a big contribution to the District's ability to create a positive image. Your driving habits, abilities, appearance, and overall attitude are being constantly evaluated by the people you meet. Your school bus is similar to a giant billboard advertising the district. Misunderstandings with the public can be avoided if you cheerfully explain your actions, and that you are following instructions. If an individual still has questions, please refer them to the Transportation Supervisor for additional information. Always do so with a friendly smile.

Social Media & You

Staff members are asked not to comment or represent Glassboro Public Schools in any manner through social media. Sometimes, negative comments or posts regarding transportation are shared through social media. If you happen to come across such comments or posts, please notify the Transportation Supervisor immediately, so it can be properly addressed. **As a reminder, law states that school employees should not have any social media contact with students. At no time should you befriend a student on social media, or give them your phone number.**

Attendance & Absenteeism

The timely expression that ninety percent of doing your job is being there is never more true than with the Transportation Department. Our ability to provide safe and efficient transportation for all of our students is a necessity in order for our students to receive their educational experience. While we realize that illness, family, and personal needs are part of everyday life, a satisfactory attendance rate based upon the Glassboro Board of Education policy is expected at all times. Staff members are also bound by all provisions adopted by the Board of Education in regards to conditions in which illness days, family illness days, personal days, and any other leaves may be utilized.

SICK DAYS: Sick Days are provided to staff members in case of an Illness. If a staff member is absent for more than THREE (3) consecutive work days, a doctor's note is required before returning to work. Please note that a doctor's note may be required in cases where a staff member's attendance falls below the district standard rate. Sick Days are not to be used the day before or after a holiday without a doctor's note. Critical Care and Family Illness days are also available, with proper documentation. Any questions regarding the use of these should be directed to the Human Resources Generalist.

PERSONAL DAYS: Require a 5 day notice.

FRONTLINE: All absences must be entered into Frontline by the employee. It is not the responsibility of the Transportation Supervisor to enter these absences. All absences must be entered in Frontline no later than 7am of the day you will be absent.

The Transportation Supervisor MUST BE NOTIFIED BY PHONE CALL no later than 5:30 am, in order for route coverage to be properly set up.

CONTRACTED HOURS: All transportation staff must adhere to contracted hours. These are the hours you are **CONTRACTED** to work. You are **required to be onsite** during these hours, and expected to cover any run when asked.

Drivers: 6am to 9:30am and 1:00pm to 4:00 pm

Aides: 7am to 9:30am and 2:00pm to 4:00pm

COVERAGE: All Transportation Staff will be expected to cover additional runs during contract time. Any employee who refuses to cover during contracted hours will be considered insubordinate. **There will be a zero tolerance policy for refusal to cover. Any staff member who violates this will be suspended or terminated indefinitely.**

NO CALL/ NO SHOW: A no call/ no show is defined as failure to notify the Supervisor that you will be late or absent. If this happens, the office may not notice your absence and could fail to cover your assigned routes in a timely manner. This causes hardship for students and could create unsafe conditions as students wait for the bus. Although any type of lateness or absence causes disruption to the operation, a no call/ no show is far more serious and unacceptable. Appropriate disciplinary action will be taken for no call/ no shows.

TARDINESS: Tardiness can create the same issues as a No Call/ No Show. It severely affects operations, and can cause concerns of efficiency and safety within the families we transport. You are considered late if you arrive after the designated check in time. Continual lateness will result in appropriate disciplinary actions taken.

Physical/ Mental Health

Glassboro Public Schools may require you to take and pass a physical examination, conducted by a school physician, at any time during the school year if it appears that you may not meet the minimum physical and or mental requirements of the job. You may be refused to work for a shift or a day if you report for work in either an unfit mental or physical condition. It is at the discretion of the Supervisor to forbid you to work. The Superintendent will be immediately notified of the situation. Serious infractions may be cause for dismissal. Upon initial employment, a Mantoux test for tuberculosis, and a physical examination is required for all district employees.

Confidentiality

As a School Bus Driver/ School Bus Aide, you may acquire knowledge of sensitive information. Such knowledge is to be kept **strictly confidential**. This is dictated by the HIPAA Act of 1996. Aside from being illegal, gossip regarding students, co-workers, administration, or schools can cause discord, and bring discredit to the District. If you find it necessary to discuss student, driver, or school problems of a sensitive nature, it must be with the Supervisor. Both drivers and aides are prohibited from discussing personal information with other parents and students on the bus. Additionally, any information conveyed between the Supervisor and School Bus Drivers/ School Bus Aides will be kept confidential. However, if this information will have an impact on the safe transportation of our students, the Superintendent will be informed.

Discipline

Disciplinary action will be taken against any employee who does not abide by the rules and regulations stated in this handbook. One verbal warning will be given, along with documentation of said warning, and placed in the employee's personnel file. Second offenses will result in a written warning, and sent to the board office, with a possible suspension of employment. In the event of a third offense, the employee will face disciplinary action up to and including termination of employment.

Non Discrimination/ Harassment Policy

You are entitled to a harassment free workplace, and any form of harassment will not be tolerated. If you feel you are being harassed, immediately report the problem to the Transportation Supervisor so appropriate steps may be taken. Any complaints will be immediately forwarded to the district Affirmative Action Officer.

Profanity/ Vulgarity

Use of profane or vulgar language is strictly forbidden while in the presence of students, on school property, in the bus yard/ office, or anytime you are representing the district. Use of such language in the presence of a fellow employee may be the basis of grounds for a formal complaint of harassment in the workplace. Please maintain professionalism at all times.

Dress Code

School Bus Drivers & School Bus Aides are continually in the public view, and proper dress is very important. A driver/ aide who looks neat and professional at all times projects a better image than the overly casual or sloppy dresser. People's first impressions have a lasting impact, and appearance is usually a major factor in this. You will have a better chance of commanding the needed respect of your passengers and the public if your looks warrant the respect. All clothing should be clean and well kept. For safety reasons, shoes must be considered safe to operate a school bus. No flip flops or open toed shoes are permitted at any time. Hair should be neat and trim, and not allowed to fall in front of your face, or affect your vision in any way. Shirts with inappropriate messages, endorsements, and spaghetti straps are strictly prohibited. Shorts are permitted if they are no shorter than four inches above the knee. Please remember that we transport students, and we have an influence on them. Staff are expected to dress modestly at all times. It is at the discretion of the Transportation Supervisor to deem personal appearance unacceptable.

Drugs/ Drug Testing

The use of alcohol or any prohibited substance (including cannabis/ THC) either before or while on duty is strictly prohibited. Also prohibited are any medications that may affect the central nervous system. If you are ill and require medication, be certain the medication does not reduce alertness, cause drowsiness, or produce unsafe side effects. Ask your doctor if it is safe to operate a school bus while taking any prescribed or over the counter medications. The District participates in a federally mandated drug and alcohol testing program. Tests are done at random, post accident, pre-employment, and under reasonable suspicion. Failure to submit to testing at any time is considered the same as testing positive, and is grounds for immediate dismissal.

Evaluations

Evaluations will be conducted annually in accordance with the agreement between the GEA and the Glassboro Board of Education, Board Policy, the Transportation Supervisor, and applicable law. A poor evaluation may result in non renewal of a contract.

Driver Duty & Obligations

The Board of Education requires all School Bus Drivers and School Bus Aides employed with the district to be a reliable and responsible person of good moral character. They must possess the qualifications and communication skills necessary to perform the duties of the position. The School Bus Driver must possess the appropriate licenses and endorsements to drive a school bus in the State of New Jersey, and is subject to all federal and state requirements to maintain appropriate license. In addition to all Board of Education policies and procedures, as well as the duties specifically outlined in the Job Description, the following responsibilities of the School Bus Drivers and School Bus Aides are:

- The School Bus Driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order.
- **Students are never to be left unattended on the school bus.**
- Arrive at each stop at the appointed time.
- Arrive at each school with ample time for loading and unloading of students
- Check your mailbox at least twice per day.
- Complete Pre-Trip inspections daily prior to departing with the bus at all times. Pre-trip inspection sheets must be completed accurately before departure.
- Report any repairs needed via repair order form immediately to the office or mechanics.
- Adhere to all procedures outlined in this handbook, including but not limited to bus breakdown procedures, accident procedures, radio usage procedures, etc.
- For their own safety, School Bus Drivers and School Bus Aides are never permitted to go inside the mechanics work area.
- Greet all students as they enter and depart the bus. School Bus Drivers and School Bus Aides are also to greet parents and guardians at the bus stops.

- Document any incidents warranting a Bus Pupil Behavior Report due to student behavior.
- Drivers are **FORBIDDEN** to alter routes, make unauthorized stops, including door to door transportation, or change student bus stops without reviewing and receiving approval from the Transportation Supervisor.
- Adhere to any driving restrictions implemented by the Transportation Supervisor.
- **Maintain a fuel level of at least ½ tank at all times.**
- No School Bus Driver or School Bus Aide is permitted to give out snacks or food of any kind to students.
- Transport **AUTHORIZED** passengers only. No unauthorized individuals should ever board the bus. This includes parents and guardians. The only time a parent or guardian is allowed to board the bus is when they are acting as an authorized chaperone on a trip.
- Adhere to established route, designated stops, and assigned schedules.
- Maintain **accurate copies of your route** with the transportation office at all times.
- Obey all traffic laws and mandatory school bus safety regulations.
- Report bus discipline and violations including incidents of harassment, intimidation, and bullying to the Transportation Supervisor or his or her designee in accordance with district policy. You must never exclude a pupil from the school bus unless notice of bus suspension is given by the Transportation Supervisor or Building Principal.
- Report all accidents immediately to the Transportation Supervisor. Drivers, Aides, and Students must **remain on scene** until cleared by police and or the Transportation Supervisor. Drivers must immediately follow post accident reporting procedures.
- All student injuries must be reported immediately, and all required paperwork must be completed in a timely manner.
- Participate in emergency evacuation drills in accordance with board policy, and instruct passengers regarding safety regulations and bus rules. Evacuation drills will be completed twice per year, scheduled by the Transportation Supervisor.
- **Maintain a clean and tidy bus at all times. Daily cleaning is required**
- Attend all meetings set forth by the Transportation Supervisor, or the District Administration.
- Maintain records of fingerprints, medical exam certificates, and CDL by appropriate deadlines.
- Report any arrests or tickets affecting employment immediately to the Transportation Supervisor.
- **Check the bus for sleeping children after each route. THIS IS THE LAW!**
- Student information is to remain confidential. You are not permitted to share student information with any individual, unless the individual is an authorized school official, or in cases of emergency, requiring immediate attention.
- Any questions regarding student needs should be brought to the attention of the Transportation Supervisor. Remember confidentiality is required at all times!

School Bus Driver/ School Bus Aide Responsibility & Cell Phone Policy

The Board of Education requires all School Bus Drivers and School Bus Aides employed with the district to be a reliable and responsible person of good moral character. They must possess the qualifications and communication skills necessary to perform the duties of the position. The School Bus Driver must possess the appropriate licenses and endorsements to drive a school bus in the State of New Jersey, and is subject to all federal and state requirements to maintain appropriate license. In the event of an emergency, the School Bus Driver and School Bus Aide shall follow procedures established by the Board of Education. **The School Bus Driver must immediately notify the Transportation Supervisor or his/ her designee following any accident.** The School Bus Driver must also complete a School Bus Accident Report per the New Jersey Department of Education, and provide the report immediately to the Transportation Supervisor. Reports must be submitted to the New Jersey Department of Education within 24 hours.

School Bus Drivers and School Bus Aides may only use cellular phones and other wireless communication devices during emergency situations. The driver is prohibited from using a cellular phone while operating the bus. **This includes using bluetooth and “airpod” devices!!!** If you must use your phone to conduct official school business, please ensure the bus is parked and secured. Personal calls should never occur while on the bus. Please note, phones may be used for GPS navigation purposes when on trips, but must remain hands free, and may not obstruct the drivers vision. Please do not place anything directly on the dash or windshield. Any driver who violates this policy is subject to fines pursuant to N.J.S.A: 39:3B-25 (Use of cell phone prohibited while driving school bus, exception, fines.) and disciplinary action through the Board of Education. **If you receive a ticket, you will be held fully responsible.**

All buses have district owned audio and video surveillance at all times, including the bus yard, which is covered by 24/7 coverage. The only permissible use of a cell phone while on the bus is to call 911. The School Bus Driver is responsible for the safety of his/her pupils, and shall rigorously observe all motor vehicles laws and regulations and Board of Education rules in the operation of their bus

Keys, Ez-Passes, Parking, Idling and Fueling

The keys of the bus that you are driving must be removed after the bus is parked. There is a key board inside the drivers room of the transportation office, where the number of the corresponding bus can be found. Keys should be placed on the board in between runs as well. If we ever need access to your bus, and we cannot find your keys, disciplinary action can occur.

Buses are never to be lower than a ½ tank. NEVER fuel a bus with passengers on board, including bus aides. Please follow all rules and safety precautions when fueling. Ensure you are using the proper fuel for your bus. (Gas or Diesel). Only fuel from the municipal yard is allowed. Please do not fuel anywhere else. All fuel spills must immediately be reported to the mechanics or the Transportation Supervisor, and fuel absorbent (kitty litter) must be placed on all spills.

Idling buses is strictly prohibited. State laws are very strict on this, and hefty fines can occur. Please do not allow your bus to idle more than 3 minutes. Never leave your bus unattended while running.

Drivers are responsible for ensuring they have an EZ-Pass for trips that incur tolls. The EZ pass must be signed out from the office with the Transportation Supervisor. EZ-Passes must be returned immediately after the trip. Do not share the EZ Pass with any other drivers. Drivers will be held accountable for any unpaid tolls should they not have an EZ-Pass.

When doing trips, drivers must ensure the bus is parked in a secure and legal parking spot. Please ensure the bus is locked when leaving the bus unattended.

Buses are never to be parked out without prior authorization from the Transportation Supervisor. This includes during any mid day routes, or stopping at home. We must know where the bus is at all times, for safety and insurance purposes. Anyone using a bus for personal transportation or transporting unauthorized passengers will face disciplinary actions.

Bus Yard/ Office Access

The bus yard is a secured facility. Only authorized personnel shall be on the property. Employees who need to access the bus yard outside of normal business hours will be assigned a gate key. If you are the last person leaving the yard, it is your responsibility to ensure the gates are properly closed and locked. Drivers should utilize the gate on the access road. **Never take a bus through the rear gate entrance/ exit.** Any suspicious activity must be reported to the Transportation Supervisor immediately. Drivers and aides have access to the driver's room during regular business hours through their ID badge. ID Badges must be worn at all times when on school property, and on the bus. Restrooms are available in the driver's room. If anything is out of order in the restroom, it should be reported immediately. When entering the office, staff should check in with the secretary or Assistant Transportation Supervisor first. No one is permitted to enter the Transportation Supervisor's office unless called in or given permission.

Spare Bus Assignments

Due to unexpected mechanical issues and routine maintenance, you may be assigned to a spare bus from time to time. Any time you are assigned a spare bus, it is your responsibility to keep that bus fueled and cleaned. The bus is expected to be returned full of fuel, cleaned, and all belongings removed. Spares must be ready for the next driver to take if needed. Communications will be sent notifying all schools and parents if you are in a spare bus.

Two Way Radio Usage

Two Way Radios are installed in each bus for safety and security reasons, and are to be used **ONLY** when necessary. Radios should be kept clear for potential situations that may arise when radio communication is necessary and or urgent. Radio usage should be kept to a minimum, and only relating to transportation issues. No discussion of personal matters is to be conducted on the bus radio, and anything that can be handled outside of runs should be done then. Remember, the radios broadcast to many different sources in the district. **Your radio must be on and operating anytime the bus is being used.** Please ensure the radio is working properly, and set to Channel 1/ Transportation.

Timesheets

Timesheets run weekly, Sunday to Saturday. They must be completed accurately and signed. Time sheets must be turned in by the following Monday. Incomplete timesheets or missing time sheets will not be processed, and will be returned. Drivers and Aides are responsible for the timely and accurate submission of timesheets. Any questions regarding timesheets should first be directed to the Transportation Supervisor. Do not “bank” multiple weeks of time sheets.

Routing

Routes are to be designed and evaluated annually by the Transportation. Bus passes are to be prepared and mailed to the parent or guardian annually as part of the routing process. Route selection will be conducted based upon the terms and conditions set forth by the Glassboro Board of Education, and based on seniority. In the best effort to maximize efficiency, the Transportation Supervisor will set the tier selection of route packages. The Transportation Supervisor reserves the right to assign and reassign school buses and routes as they see fit. Buses are assigned in the best interest of fleet performance and bus age, based on the decision of the Transportation Supervisor and the Fleet Mechanics. If a driver should find an issue or safety concern with a bus stop, they are required to report the stop to the Transportation Supervisor immediately. **Students are forbidden from crossing on Bowe Blvd/ Heston Road, Route 322, and Delsea Drive. Remember, safety is always our number one priority!**

Field Trip Procedures

Drivers may sign up for any trips that may be of interest to them. Trips are listed on the board in the drivers room, usually a week in advance. Trips will be assigned by the Transportation Supervisor or their designee on a seniority rotation basis, as outlined in the contract set forth by the Glassboro Board of Education.

Driver Responsibilities on field trips are as follows:

- All passengers, including but not limited to staff members, chaperones, and students are to respect the authority of the bus driver. Staff members are to assist the driver in terms of ensuring that their students are upholding the bus rules.
- Drivers are to clearly communicate with the teachers or coach as to the time for all passengers to return to the bus for departure back to the school.
- Drivers are to submit accurate time sheets for the pay period in which the trip occurred.
- Drivers are forbidden to deviate from the destination outlined on the field trip card without consent for the Transportation Supervisor.
- No food or beverage is to be consumed on the bus.
- Drivers will be notified of trip assignments via cards in the driver's mailbox.
- Drivers must ensure they have an EZ Pass if the trip is to travel on toll roads.
- Trip buses must be returned completely full of fuel, clean, and ready for service.
- Buses must remain on site with students during the trip, for emergency purposes.
- If leaving the bus, the driver is responsible for locking the bus. We cannot assume responsibility for lost or stolen items. Please park buses in safe locations!

Loading & Unloading Students Procedures

LOADING:

- Activate Amber Warning Lights no less than 300 feet from the designated stop.
- Stop the bus completely so that the front bumper is no less than 10 feet from the students at the designated stop. This forces the students to walk towards the bus, which makes for clearer visibility for the driver.
- Shift Transmission to Neutral or Park.
- Set Parking Brake.
- Scan all Mirrors Continuously.
- Drivers should greet all students by saying Good Morning, and knowing all students names. Drivers should also remind students to use the handrail. Remember to smile!
- Check that all students are seated, and all students are accounted for. Drivers must remind the students to utilize seat belts.
- Close the door.
- Check to ensure red lights have deactivated and the crossing arm/ stop sign has retracted.
- Shift Bus to Drive. Release parking brake.
- Check All Mirrors before Proceeding.
- Proceed from the stop slowly. Be careful of students running who may have missed the bus.

UNLOADING:

- Activate Amber Warning Lights no less than 300 feet from the designated stop.
- Stop the bus completely so that the front bumper is no less than 10 feet from the students designated stop. This forces the students to walk away from the bus, which makes for clearer visibility for the driver.
- Shift Transmission to Neutral or Park.
- Set Parking Brakes.
- Scan all Mirrors Continuously.
- Open the door
- Greet students & wish them a good night/ weekend. Remember to smile!
- Remind Students to cross only in front of the bus.
- Monitor all students' whereabouts outside of the bus. Never lose sight of a student! If you can't find a student, don't move the bus.
- After all students have been dispersed and are accounted for, close the door.
- Shift Bus to Drive. Release parking brake.
- Check All Mirrors before Proceeding.

Safety Procedures for Wheel Chair Lift Use

- Determine a safe loading zone before the lift is lowered, ensuring the area is level and smooth. Avoid curbs and other obstacles.
- Set the parking brake and make sure transmission is in park or neutral. On some buses, ensure the lift switch has been turned on after the bus is parked and secured.
- When the lift door is open, secure the door so it cannot swing against the lift.
- Be alert to pedestrians in the area of the lift platform while it is extended. No one should be under a lift that is deploying.
- Before the chair is loaded onto the lift, ensure the student's wheelchair belt is secured.
- Set wheelchair brakes.
- Once on the lift, have students keep hands on lap to avoid any injuries in the lift mechanism.
- Only load students with wheelchairs facing out. Nothing else should be on the lift.
- As an extra safety measure, the bus aide or driver should have their hand on the wheelchair lift at all times. One person should be outside the bus while the other is inside, at the top of the lift. Do not stand directly under the lift.
- Most importantly, avoid distractions until the student is boarded or safely discharged. For example, casual conversations should stop until the student is safely off the lift. Stow and secure the lift, and close the door as soon as the student has boarded or discharged.
- It is the responsibility of both the driver and aide to ensure the wheelchair inside the bus is secure, and proper restraint systems are in place.
- The aide is responsible for the final inspection of student safety before alerting the driver to pull off.

Lift Operation Mistakes:

- Avoid distractions while operating the lift.
- Drivers or attendants may NEVER ride the lift with the student. This is very dangerous and could exceed the lift weight limit capacity.
- Students should never ride the lift standing up. A student can easily fall this way.
- Adults operating the lift with dangling jewelry, loose clothing, or long hair. These could easily become caught in the lift mechanism, and cause injury.
- Failing to secure the lift door. This has caused the door to swing in the wind, injuring the driver, attendant, and student.
- Allowing unauthorized persons to operate the lift.

Accident Reporting Procedures

- All accidents are to be reported IMMEDIATELY by radio or phone to the Transportation Supervisor, regardless of the severity of the accident. **Not reporting an accident that could be classified as “minor bump” or “fender bender” is unacceptable and will not be tolerated, and is grounds for immediate dismissal.**
- Immediately radio the office with the accident location, number of passengers on board, brief description of the severity of the accident, and whether there are any injuries.
- DO NOT leave the scene of the accident, regardless of whether passengers are on board. If it's not safe to leave the bus in the exact location of the accident, advise the supervisor and wait for further instruction. DO NOT continue the route under any circumstances. No students or aides are allowed to leave the bus at any time.
- Do not proceed until clearance is issued by the police department, the mechanic, or the Transportation Supervisor.
- Drivers may be required to submit to drug and alcohol testing per outlined required set forth by DOT procedures.
- Submit a seating chart with a list of students who were present at the time of the accident, and complete the driver's accident report within 24 hours.

Bus Breakdown Procedures

Safety of the Students Is Always Our Number One Priority

- 1) The driver is to radio to base and the mechanics to report the following information.
 - a) Location
 - b) Description of the problem.
 - c) Weather students are on the bus.
 - d) Wait until a spare bus arrives to unload students, unless an evacuation is needed. Any signs of smoke, fire, or fluids leaking in the bus require an evacuation.
 - e) Mechanics will be sent to the location of the breakdown.
 - f) If powerlines are down around the bus, please wait for instruction on evacuation from police or fire.
 - g) Put out emergency warning triangles if possible.
 - h) Update office once students are on a different bus. Radio to the office once the route is complete.
 - i) If a bus is blocking traffic or in a dangerous location, police will be notified to assist in traffic control.
- 2) Office staff will notify schools and parents of delays.
 - a) Call the police on every breakdown when a heavy traffic area is around, or dangerous conditions exist.
 - b) Contact all schools that are affected by the breakdown, and inform them that a breakdown has occurred.
 - c) Give ETAs of bus arrivals/ route end times whenever possible to the school.

Student Management & Disciplinary Concerns

Drivers primary responsibility rests with transporting students to and from school in a safe and professional manner. Unfortunately, at times, students' behavior may not be appropriate, which necessitates action taken by the driver. Drivers should not address disciplinary concerns in a manner that could jeopardize the safety of other passengers since the driver's primary job is to safely drive the bus. Drivers are expected to address minor disciplinary issues and take appropriate action. Drivers should change students' assigned seats in cases where a shift in seat assignment can minimize potential conflicts with other students. Drivers are never to get into the middle of a physical altercation between students, but should give repeated verbal commands to stop. At any time a physical altercation takes place, the driver must radio into base for direction. Base will call the police if deemed necessary. If necessary, the driver should pull the bus over, and stop at a safe location to regain order.

Bus Pupil Behavior Reports are to be completed when a students' actions warrant further intervention. Bus pupil behavior reports are to be submitted to the transportation office at the conclusion of the route in which the student acted inappropriately. Prompt action to address the concern is paramount. Bus Pupil Behavior Reports will be reviewed by the principals and the Transportation Supervisor. In some instances, bus video camera footage may be reviewed. Reports of harassment, intimidation and bullying must be provided immediately, and a written report must follow in writing, in accordance with district policy.

Drivers are asked not to request camera reviews over the radio or in the office. Camera reviews will only be conducted when the Transportation Supervisor or School Administrators deem it necessary. However, Cameras can and will be checked by administrators on a random basis.

Emergency Procedures

Under normal circumstances, students regardless of grade level are to be dropped off only at their designated bus stop. However, in the case of an emergency, where the designated stop is not attainable to reach, please follow these procedures:

- The driver is not to drop off students at an alternate stop unless a parent or guardian is present at the stop. Otherwise, the students must be brought back to the school.
- The first thing a driver must do when approaching a bus stop where it is unsafe is to radio to the office. Please stand by and wait for further instructions for the office.

Both the Transportation Office and Schools will notify those parents/ guardians in which an alternate bus stop needs to be assigned due to an emergency. Students who are driven to the alternate bus stop may only be released if a parent or guardian is present.

Emergency Evacuation Drills

School Bus Drivers & School Bus Aides are required to participate in emergency evacuation drills twice per school year with all students who ride the bus. Drills will be conducted on school property and will be directed and observed by the Transportation Supervisor. Date and times for drills will be determined by the Transportation Supervisor. Any drivers or aide who is unsure on the procedures for bus evacuation should seek training from the Transportation Supervisor.

Procedures:

- Students will not be notified when the drill is scheduled.
- Upon arrival at school, turn on your Four Way Flashers.
- Shift Bus to Neutral or Park. Set Parking Brake, and Turn Engine Off. Shut off Child Reminder Alarm if activated.
- Explain the Evacuation Procedure to your students. Remember, all personal items should be left on the bus during the evacuation.
- Demonstrate the use of the two way radio, and what information students would need to relay in case of an emergency.
- Demonstrate how to operate all emergency exits, roof hatches, window exits, and door releases.
- For rear door evacuation, pick two students to help other students exit. Remind students to sit and slide off, and do not jump. Before evacuation, make sure the rear door is in the “locked open” position. Evacuate rear of bus to front in a quick but orderly fashion.
- The driver should designate a safe area for students to go, away from the bus.
- Ensure Bus Evacuation Report is completed and signed immediately after.

Basic Do's & Do Not's

Do's

- 1) **PUT SAFETY FIRST- THIS SHOULD ALWAYS BE OUR NUMBER ONE PRIORITY!**
- 2) **Check the bus to ensure no student is left on the bus after EVERY route or trip.**
This also applies in cases where drivers do multiple routes. You must check after each individual route. Always check the bus before beginning the second route, and so on. The driver is required by law to physically walk the aisle and visually inspect the bus. In the afternoon, you should check immediately after your last stop. Failure to do so will result in disciplinary action, up to and including termination.
- 3) Pickup and drop students off only at their designated stop. If that is not possible for any reason, you must contact the office with the information of the student, to arrange for an alternate stop, or return the student to the school.
- 4) Report ANY and EVERY Accident, regardless if students are on the bus, and regardless of damage.
- 5) Attend all safety & training meetings as required.
- 6) Report inappropriate incidents that occur between students, or inappropriate interactions that occur with adults, parents, or guardians along your route.
- 7) Maintain a professional demeanor at all times.
- 8) Properly complete a pre-trip inspection. Make sure your pre trip sheet is filled out properly before beginning your route.
- 9) Maintain confidentiality at all times. No information is to be shared with parents at any time about any students excluding their own child. For example, a driver should not report to a parent that they had difficulty with another student on the bus. No information as such is to be shared. Any inquiries made by parents should be directed to the transportation office.
- 10) Complete all assigned training on Vector in a timely manner. This is a state requirement, and failure to complete can result in revocation of School Bus Endorsement.
- 11) Write up and report any defects with your bus. Mechanics will not work on the bus unless written up.
- 12) Update office with any change of personal data or information, such as address or phone number changes.
- 13) Update route sheets and seating charts on a regular basis. These must be on file with the office.
- 14) Know your school's schedule. It is your responsibility to know of any changes, early dismissals, etc.
- 15) **Contact the office for guidance whenever in doubt or unsure.**

Do Not's

- 1) **DO NOT** touch or place hands on a child, under any circumstances.
- 2) **DO NOT** Smoke or Vape while on School District property. This is a state law!!!
- 3) **DO NOT** give information on any topic that is not directly related to your duties and your knowledge. Direct individuals with questions to the Transportation Office.
- 4) **DO NOT** use a voice louder than necessary to get attention and provide direction, and never use inappropriate language. First and foremost, we are an educational institution. Everything we do and every employee should approach their duties while keeping this in mind. We all work to educate students in developing appropriate behavior.
- 5) **DO NOT** drop off Pre-K to 3rd Grade students without a parent/ guardian or designee at the stop. This also applies for special needs students. The office or school must be contacted when the driver arrives at a stop and no parent/ guardian or designee is at the stop for these students.
- 6) **DO NOT** authorize door-to-door transportation, or make any changes to a bus route without authorization from the Transportation Supervisor.
- 7) **DO NOT** allow the fuel gauge to go below one-half tank.
- 8) **DO NOT** allow unauthorized individuals to board the bus. This includes parents/ guardians. For legal purposes, they are not allowed on the bus.
- 9) **DO NOT** drive faster than weather conditions permit.
- 10) **DO NOT** be disrespectful to parents/ guardians, motorists, students, or fellow staff members.
- 11) **DO NOT** forget that we transport young children.
- 12) **DO NOT** use any district vehicle for personal use.
- 13) **DO NOT** discard any written communications forms.
- 14) **DO NOT** leave trash on buses. You are paid to clean your bus daily.
- 15) **DO NOT** add decorations to your bus. This is a DOT Violation/ Safety Concern.
- 16) **DO NOT** leave the breakroom or restrooms a mess. Please clean up after yourself.
- 17) **DO NOT** leave personal belongings on the bus. We cannot be held responsible for lost or stolen items.

Transportation Employee Handbook Acknowledgement

I, _____ have received, read, understand, and agree to comply with the Glassboro Public Schools Transportation Employee Handbook, dated _____. I fully understand all information presented, and have been given the opportunity to ask questions. I understand that the Glassboro Public Schools Transportation Employee Handbook is in no way intended to establish or imply any form of employment contract. I agree to follow, enforce all rules, policies, and procedures set forth in the Glassboro Public Schools Transportation Handbook.

Employee Signature: _____

Print Employee Name: _____

Transportation Supervisor Signature: _____

Date: _____

THIS ACKNOWLEDGEMENT PAGE SHALL REMAIN IN THE EMPLOYEES
PERSONNEL FILE

