SCHOOL DISTRICT
DRIVER’S MANUAL

INTRODUCTION:

The purpose of this manual is to inform the driver of the driving safety policies and procedures of this school district.

As a bus driver, you are constantly in the public eye. A bus is a moving sign 35 feet long and eight feet wide-traveling through Communities and down the highways. Every time you drive a bus, You are representing the school district. You are responsible for your actions as well as the safety and security of the children of this community.

Many citizens have no other contact with our school district except the bus which they see each day as it travels up and down their street or road. This is their only means of judging us. The driver should create a favorable image for the school district. This image can be attained by being aware of the following policies as you drive our buses.

1. Be a careful and alert driver.
2. Never take chances.
3. THINK SAFETY AT ALL TIMES
4. BE COURTEOUS AT ALL TIMES. This should be practiced on busy streets with heavy traffic patterns, as well as on rural roads.
5. ALWAYS OBSERVE SPEED LIMITS AND ABIDE BY THEM.

Read this manual carefully. You will be expected to be familiar with and abide by these rules and regulations. If you have any questions, ask your supervisor.
BUS MAINTENANCE: PRE-TRIP INSPECTION

The following pre-trip inspection must be performed prior to the beginning of any extra-curricular trip or route. There will be NO exceptions.
DRESS /GROOMING

Since each driver is a representative of the school, they should dress accordingly. Each individual is a role model for each student that rides their bus or in contact with them at any time. Clothing should cover the body and fit in such a manner as to promote the modesty of the individual and should be in reasonable conformity with the community standards. Clothing displaying violent, satanic, obscene, vulgar, suggestive or racist pictures or slogans shall not be worn. Clothing displaying pictures, advertisements, slogans, or registered trademarks for alcohol, drugs or tobacco are not allowed.

IN TRANSIT OPERATION

1. All drivers WILL wear seat belts while driving.
2. Bus doors will remain CLOSED while in transit.
3. No passengers shall be allowed to ride in front of either stanchion in front of the bus.
4. Be alert and careful at all times. Know what is happening. Drivers will have their phone on AT ALL TIMES.
5. Drive safely and maintain at least a four second following distance at all times. Always obey the speed limit (maximum speed is 50 miles per hour for school buses). On foggy and or wet days, reduce speed accordingly.
6. During extra-curricular trips drivers are to remain with the bus and or students the entire time of the trip.
7. In addition, all drivers are subject to the rules and regulations as set forth in the following:
   a. Texas Drivers Handbook
   b. All policies and procedures of this community agency
( You will be notified of any revisions in rules or regulations as they become effective.)
LOADING/UNLOADING THE BUS

1. LOADING
   a. Check outside mirrors.
   b. Activate school bus flashers 100 yards before pick-up.
   c. Stop six feet from students.
   d. Put transmission in neutral.
   e. Set parking brake
   f. Turn off school bus flashers once all students are inside.
   g. Wait for all students to sit down.
   h. Check inside mirrors, then outside mirrors before departing.
   i. Drivers are to remain with their bus at each campus.

2. UNLOADING
   a. Same as loading procedure, except wait for child to reach curb before turning off school bus flashers.
   b. At the primary campus, unload only when your entrance door is even with the school doors, and do not leave until all students are in the building.

BUS/VEHICLE ACCIDENT

A. All vehicle accidents, regardless how minor, must be reported immediately to your supervisor. After an accident has occurred, it is the driver’s responsibility to:
   1. Survey all passengers for extent of injuries and use proper first-aid if needed.
   2. Secure the bus, turn on flashers, and place triangles in proper position.
   3. Notify the community agency indicating location or accident and type of accident.
   4. Keep all passengers on the bus unless safety conditions warrant their removal. If removal is necessary, passengers should be assembled at least 100’ in front of the bus and on the side of the roadway if possible.
5. Avoid discussing the facts of the accident with other motorist. Give information only to investigating officers and community agency officials.
   a. Give your name, address, driver’s license number, and vehicle information to others involved in the accident.
   b. Obtain the same information as above from the other driver(s) involved in the accident. The driver should also get the name and address of all witnesses.
6. All accidents become a part of the drivers file, regardless of how minor

TRAFFIC VIOLATIONS

Drivers are responsible for all traffic violations and associated fines. Any citation, regardless of the type, must be reported to your supervisor. Should a court appearance be required, it shall be at the driver’s time. If a driver is at fault in an accident they will be required to take a defensive drivers course at their expense and time.

CAUSE FOR TERMINATION

1. Intoxicated
2. Under influence of drugs
3. Gross negligence
4. Illegal crossing of railroad tracks
5. Not reporting an accident
6. Not following the guidelines in the handbook