



Aldine I.S.D.
Transportation Handbook
2013-2014

Foreword

The objective of the Aldine Transportation Department is to provide the best, safest, most dependable and equitable transportation possible for the students of the Aldine Independent School District.

In order to provide this service to the students of Aldine, the cooperation of the entire Transportation staff is needed. Working together, we will ensure that our stakeholders receive the best service possible.

Please understand the serious responsibility you take on every day at work. Your job is as critical, if not more so, as any other job in the district. You are expected to develop your skills to the best of your ability, maintain a positive outlook, and take pride in your performance. Our drivers and attendants are often the first and last representatives from the district that students and parents see each day. You help set the tone for how students, parents, and community members perceive Aldine ISD. A positive, caring attitude goes a long way in making sure that our students receive the quality care they deserve.

Our department carries the future of our country every day. Let's be proud of what we do. Nothing is more important than the safety and well being of the Aldine students that we transport daily. At all times, you must be completely committed to following the policies and procedures so that the Aldine Transportation Department can continue to provide safe, quality service to our students.

This handbook is to be used as a guideline. It is not intended to be all-inclusive. Its content is not intended to replace or supersede district policies, but to address specific situations concerning Transportation staff members only. Procedures included are subject to change. Additional information will be disseminated as needed. You will be notified if any revisions in rules or regulations become effective during the school year.

The Transportation Department is committed to helping our educational leaders prepare students academically and socially to be responsible citizens, critical thinkers and problem solvers.

Robin DeRouen
Executive Director of Transportation



Aldine Independent School District does not discriminate against persons because of race, creed, national origin, age, sex, disabilities, economic status or language disability in employment, promotion or educational programming.



Transportation Handbook (Operations)

Updated 8/13/13

Board of Education Trustees

Merlin D. Griggs Sr. President
Steve MeadVice President
Dr. Viola M. Jones..... Secretary
Dr. Alton Smith.... Assistant Secretary
Rose Avalos..... Member
Rick Ogden..... Member

Central Administration

Dr. Wanda Bamberg..... Superintendent of Schools
Dr. Archie Blanson..... Deputy Superintendent
Gloria Cavazos..... Asst. Supt. Human of Resources
Anne-Marie Hazzan..... Asst. Supt. of Finance
M. Kaye DeWalt..... Asst. Supt. and General Counsel
Ken Knippel..... Asst. Supt. for Administration
Priscilla Ridgway..... Asst. Supt. of Curriculum and Instruction
Ben Wilson.... Asst. Supt. of Community and Governmental Relations
Dr. Rosalinda Rodriguez..... Area Supt. of Aldine High Vertical
Ann Stockwell..... Area Supt. of MacArthur Vertical
Dr. Todd Davis.... Area Supt. of Magnet Area and Eisenhower Vertical
Pat Leon-Wade..... Area Supt. of Nimitz Vertical

Transportation Administration

Robin DeRouen....Executive Director
Michael E. Houston.....Director
Alfred Debose.....Assistant Director
Jill Metcalfe.....Assistant Director

Table of Contents

Vision, Mission, Core Beliefs and Commitments	5
Employee Conduct: Standards of Conduct	6
• Insubordination	
• Grooming	
Attendance – Absence from Work	7
Criminal Conduct	8
• Obligation to Report Criminal Record	
• Notice of Traffic Violations	
Alcohol and Drugs	9-10
• Drug and Alcohol Testing	
• Reasonable Suspicion Testing	
• Additional Testing	
• Tobacco Use	
Internet Use Guidelines	11
Sexual Harrasement/ Abuse	12-14
Employee Rights and Responsibilities	15-17
Family Medical Leave Act	
Payroll Information	18
Payment of Salaries	
Time Cards	
Overtime	

Vision, Mission, Core Beliefs and Commitments

Aldine's Vision:

Produce the Nation's Best

Mission:

We exist to prepare each student academically and socially to be a:

critical thinker
problem solver; and
responsible and productive citizen.

Core Beliefs and Commitments:

We believe each student can learn at or above grade level and will have equal opportunity to do so.

We will provide equal access to a quality education regardless of ethnicity, family income, gender, native language, special needs or area of residence. We will allocate resources to ensure equity for each student to reach his/her full potential.

We believe Aldine ISD can achieve higher levels of performance through clearly defined goals that set high expectations for student achievement.

We will eliminate the achievement gaps between and within student groups.

We believe in the value of parents as the first and best teachers and that the community must actively participate in the development of all children.

We will improve educational outcomes for our students by garnering support from parents, grandparents, caregivers, businesses, elected and appointed officials, civic and faith-based organizations, institutions of higher education, medical and social service agencies, along with the district leaders, staff and students.

We believe in the value of each employee, in his/her personal and professional growth, and in empowering each one to be accountable to make decisions aligned with the vision of the school district.

We will treat each employee with fairness, empower each employee to focus on high performance, and hold each employee accountable for results that contribute to student achievement.

We believe all environments should be supportive, safe, and secure.

We will ensure that the learning and work environments are safe and secure so that each student and staff member will achieve high levels of performance.

Employee Conduct: Standards of Conduct

All employees are expected to work together in a cooperative spirit to serve the best interests of the District and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community;
- Maintain confidentiality in all matters relating to students and coworkers;
- Report to work according to the assigned schedule;
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action, including termination.
- Know and comply with department and District policies and procedures;
- Express concerns, complaints, or criticism through appropriate channels that are specific for your department;
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately;
- Use District time, funds, and property for authorized District business and activities only.

All District employees should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination.

Insubordination

Employees are required to obey District and department policies and procedures. Employees are expected to work assigned schedules and duties. A refusal to obey a supervisor's directive, work assigned schedule or duty, or lack of respect could result in suspension and/or termination.

Personal Appearance

The employee must maintain a neat and clean personal appearance. Every employee must wear Aldine ISD issued uniform that are specific to your department regulations. Employees must always wear District ID badge where it is visible.

Attendance - Absence from Work

Regular and reliable attendance is an essential job function. Excessive absences can result in suspension and/or termination.

1. All employees are expected to report to work on time on a regular basis. Employees who will be absent or late arriving to work are required to contact the Administrator of their department prior to the beginning work time, and according to departmental procedures regarding who to contact and when contact must be made.
2. Absence without communication by the employee for more than three (3) consecutive work days can lead to disciplinary action, up to and including termination. Excessive absences and undocumented absences may also lead to termination.
3. **"If an employee is absent for (5) or more days for personal illness/medical, or (3) or more days for Family illness/medical, the employee must provide a doctor's note."**
Aldine ISD does reserve the right to check with the doctor on an employee's work status and determine if the employee can perform his/her assigned duties.

Criminal Conduct

District employees are expected to abide by the law at all times. Conviction or adverse adjudication, including deferred adjudication for a felony offense or misdemeanor involving moral turpitude, may be the basis for disciplinary action, up to and including termination.

Obligation to Report Criminal Record

All district employees shall notify his/her immediate supervisor within three (3) calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving moral turpitude, which include: (a) dishonesty; fraud; deceit; theft; misrepresentation; (b) deliberate violence; (c) base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor; (d) felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance. (e) acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or, (f) acts constituting abuse under the Texas Family Code.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, an offense of DWI or DUI must be reported if the employee drives or operates a district vehicle or piece of mobile equipment (**Mobile equipment includes but is not limited to such equipment as street vehicles (cars/trucks), tractors, riding lawnmowers, forklifts, pallet jacks, ditch witches, and golf carts**). Failure to report a conviction or adjudication may result in disciplinary action, up to and including termination.

Notice of Traffic Violations

All employees who drive a district vehicle, operate mobile equipment, must notify their immediate supervisors immediately of **any** driving citation or conviction of a traffic violation. Supervisors receiving such notice will immediately notify the Human Resources Department. Payment for any citations or fines received while driving a district vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a district vehicle or personal vehicle.

Alcohol and Drugs: Employee Requirements

It is the policy of the Aldine Independent School District to provide a drug-free workplace. As a condition of employment, each employee shall abide by the terms of the District's policy respecting a drug-free workplace. The possession, use or being under the influence of alcohol, drugs or narcotics as defined in the Texas Controlled Substances Act by an employee while on district property or while working in the scope of assigned duties or while attending any district-sponsored activity is prohibited unless the drugs are prescribed by a licensed physician in the course of medical treatment. Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours;

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

Drug and Alcohol Testing

The district shall conduct drug and alcohol testing in accordance with federal and state regulations, as well as district policy, of employees that operate district machinery or district vehicles for use of alcohol or a controlled substance that violates any law or district policy.

Disciplinary action will be taken against an employee found in violation of the district's drug and alcohol policy and administrative regulations, and such employees will be subject to the full range of disciplinary action up to and including termination.

Reasonable Suspicion Testing

All employees shall be required to undergo alcohol and drug testing at any time the district has reasonable suspicion to believe that the employee has violated the district's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any district function on or off district property. The district's determination that reasonable cause exists must be based on specific, articulable observations concerning the appearance, behavior, speech or body odors of the employee. The observations must be made by a trained supervisor. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.

Additional Testing

In addition to the above, all employees in positions requiring a commercial driver's license and employees in safety sensitive positions are subject to pre-employment, random, post-accident, return-to-duty and follow-up testing.

Tobacco Use

Employees shall not use tobacco products on district premises, in district vehicles, nor in the presence of students at school or school-related activities. Employees who violate this policy will be subject to disciplinary action, which may include a written reprimand, suspension without pay, or termination of employment as circumstances warrant.

Aldine Independent School District Internet Acceptable Use Guidelines

Use of school district computers is authorized only to further school district purposes. The school district does not authorize use of its computer resources for private purposes, including activities which are for profit or for recreation, or for access to information which promotes illegal or immoral activity or which is indecent or obscene. Rather, use of school district computers to gain access to such information is prohibited. Employees doing so commit job related misconduct and are subject to being discharged from employment for good cause, including but not limited to violating the standards of the profession. **Persons who use school district computers for unauthorized purposes will have their computer privileges revoked or suspended.**

Administrators and staff having access to the Internet or to other networks may use school district computers for such access only in compliance with the following:

- A. Users will maintain the confidentiality of their personally identifiable information, including their name, home address, and home telephone number and will not release such information to unauthorized individuals;
- B. Users will maintain the confidentiality of their logon identifiers and passwords and will use only their assigned logon identifiers and passwords;
- C. Users will enter their assigned passwords each time access by password is required and will change passwords immediately when prompted to do so;
- D. Users will not gain access to, use, rename, erase, alter, or manipulate another person's computer files, programs, or disks and will not introduce or propagate computer codes or passwords which hinder any other persons' files, programs, software, or systems;
- E. Users will use school district computers only for educationally, instructionally, or administratively appropriate activities. Users will not use school district computers for private purposes or to gain access to indecent or obscene information or information which promotes illegal, unethical, or immoral activities; and,
- F. Users will not use the school district computers to transmit vulgar or sexually explicit language or to annoy, harass, stalk, or threaten other users.
- G. Permission must be obtained from the executive director of technology services and the deputy superintendent if your staff plans to post any information on a web site or web service other than the official Aldine Web Site.

Sexual Harassment/Sexual Abuse

It is the official policy of this school district that students and employees should be treated honorably and with respect at all times. Students and employees should conduct themselves in a manner which encourages and promotes positive, wholesome relationships with others. The Board of Trustees recognizes that all persons should be free from unwelcome, offensive, or otherwise inappropriate sexual advances and activity. Sexual advances, sexual remarks, or sexual conduct are not appropriate in an educational environment, and the Board of Trustees will not tolerate sexual harassment or sexual abuse of students or employees. If an administrator learns of inappropriate sexual behavior by either students or employees toward others and such behavior is school-related, the administrator will take appropriate action. Employees who sexually harass students or other employees are subject to appropriate disciplinary measures, including termination from employment. Employees who sexually abuse students will be terminated from employment. Under no circumstances will the alleged perpetrator be allowed to conduct the reporting conference or the investigation of the allegation or to be a reviewing official. Students who sexually harass or abuse employees or other students will be disciplined according to the school district's discipline management plan.

A. Notification of parents:

If an employee is alleged to have sexually harassed or sexually abused a student, the student's parent will be notified. If allegations of sexual abuse are made by students against students, the students' parents will be notified. If allegations of sexual harassment are made by students against students, the students' parents will be notified if the allegations are not minor.

B. Sexual harassment by employees:

Employees will not engage in any type of conduct that sexually harasses students or other employees, including applicants for employment. An employee who engages in any sexually oriented conversations, activities, contacts, or other conduct of a sexual nature with a student commits sexual harassment of the student. Regardless of the student's age or the consent of either the student or the student's parent, employees are prohibited from dating or courting students. An employee who engages in unwelcome sexually oriented conversations, activities, or contacts with another employee commits sexual harassment of the employee if submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, if submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or if such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

C. Sexual harassment by students:

Students will not engage in any type of conduct that sexually harasses employees or other students. A student who engages in any unwanted or unwelcome sexually oriented conversations, activities, contacts, or other conduct of a sexual nature with an employee or

another student commits sexual harassment of that person. Students are strongly discouraged from engaging in romantic relationships with employees, regardless of the consent of the employee or the student's parent.

D. Sexual abuse of students:

Employees will not engage in any type of conduct that sexually abuses students. Sexual abuse includes, but is not limited to, fondling, sexual assault, or sexual intercourse. In addition to being terminated from employment, any employee who sexually abuses a student will be reported to the appropriate law enforcement agency for criminal prosecution and to the Commissioner of Education for appropriate sanctions.

E. Complaint procedure for students:

A student or a student's parents who believe that the student has been or is being sexually harassed or sexually abused may present a complaint regarding the sexual harassment or sexual abuse by reporting the incident to the student's principal, the principal's designee, or the school's area superintendent (Title IX coordinator for students).

If a conference is requested with this reporting official, the conference will be conducted within ten (10) calendar days. If the reporting official is not the same gender as the student and the student will be attending the conference, another official of the same gender as the student will be designated to conduct the conference if the student or student's parent makes that request. At the conference, the official will notify the complainant bringing the complaint of the right to file a complaint directly with the Office of Civil Rights.

If a conference is not requested, the reporting official will conduct a prompt and thorough investigation of the allegations and will notify the complainant of the official's determination within ten (10) calendar days after receiving the complaint. If a conference is requested, the official's investigation will be conducted and the complainant notified of the official's determination within ten (10) school days after conducting the conference. The complainant will be notified if a delay in concluding the investigation is necessary.

After the reporting official notifies the student or parents of the determination, the official will forward to the appropriate area superintendent the official's complaint file, which will include the written complaint, other documents presented to the reporting official, and copies of all investigative notes or determination documents maintained by the official.

If the complainant is not satisfied with the official's determination, the complainant may appeal to the Superintendent of Schools within ten (10) calendar days after being notified of the reporting official's determination. The appeal must be in writing and signed by the complainant, must clearly and specifically state the substance of the complaint, must state how the complainant requests that the complaint be resolved, must state the date that the complaint was made to the reporting official, and must identify the reporting official. Within ten (10) calendar days after receiving the appeal notice, the superintendent will conduct a conference with the student or parent if the appeal notice requests one. The superintendent will review the reporting official's complaint file. The superintendent's decision will be communicated to the complainant within ten (10) calendar days after receiving the appeal or

conducting the conference, as may be appropriate, and will add the complainant's written appeal documents and the superintendent's investigative notes or determination documents to the contents of the reporting. If the complainant is not satisfied with the superintendent's decision, the complainant may appeal to the Board of Trustees by delivering a written notice of appeal to the superintendent's office within ten (10) calendar days after the superintendent's decision is made. The appeal will be scheduled to be presented to the Board of Trustees and will be posted as an agenda item for the next available board meeting. The superintendent will add the notice of appeal to the complaint file and will deliver the file to the Board of Trustees for consideration during the complainant's presentation. The presentation will be scheduled to be made in executive session. After considering the complaint, the Board may exercise its discretion by questioning either the complainant or the administration, by directing the superintendent to place the matter on a future agenda, or by taking no action.

F. Complaint procedure for employees:

Employees who believe that they have been or are being sexually harassed or sexually abused by another employee will report the sexual harassment or sexual abuse pursuant to the district's policy regarding the presentment of grievances. In no case will persons who believe that they have been sexually harassed or sexually abused be required to report to the person who is alleged to have been the perpetrator of the harassment or abuse.

Employee Rights and Responsibilities Under The Family and Medical Leave Act

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

Payroll Information

Salary Adjustments

For salary increment purposes, adjustments will be made only for the school year during which the service records and/or corrections are submitted and for subsequent years affected by information submitted.

ADJUSTMENTS WILL NOT BE MADE RETROACTIVELY TO SALARY EARNED IN PREVIOUS YEARS OF EMPLOYMENT WITH THIS SCHOOL DISTRICT.

THESE ARRANGEMENTS ARE AGREED UPON AND UNDERSTOOD AS WRITTEN.

Payment of Salaries

1. All personnel are paid semi-monthly on each 5th and 20th of the month.

A. If the 5th or 20th of any calendar month is on a weekend or holiday; payment will be made on the workday prior to the weekend or holiday.

2. Contract Personnel are paid over a period of 12 months.

Time Card Employees' Report

1. Time card employees are paid on a twelve month basis (24 checks), unless written requests for pay reflecting a ten month work schedule is in the Human Resource office not later than August 1.

2. Custodial time cards are to be in the payroll office each Monday by 4:00 p.m.

3. Maintenance cards are to be in the payroll office each Monday by 4:00 p.m.

4. Secretarial and clerical cards are to be in the payroll office each Monday via the school mail.

5. Each time card employee is responsible for signing in and out daily.

6. Reason for overtime is to be written on the back of the time card. Each time card is to be signed by both the employee and the employee's supervisor.

Overtime Compensation

All work above 40 hours per week is calculated at time and half.



TABLE OF CONTENTS

2013-2014 Academic Calendar	22
Important Phone Numbers	23
Payroll	24
State & Local Leave	25
Employee Rights and Responsibilities	30
Payroll Information	31
Employee Benefits	34
Departmental Policies and Procedures	35
Emergency Procedures	36
Transportation Employee Expectations	38
Employee Performance Evaluation	46
Presenting Employee Grievances	47
Driver's Policies and Procedures	49
School Bus Driver Qualifications	50
School Bus Driver Responsibilities and Duties	51
Operational Bus Processes	55
Idling Policy	57
Fueling	58
School Bus Maintenance and Operation	59
Driver Performance	61
Legal Regulations	62
Discipline	65
Accidents	70
Accident Review Board	71
Fieldtrips	72
Fieldtrip Protocol	73
Extended Day	74
Saturday School & Summer School	75
Bus Attendant Policies and Procedures	76
School Bus Attendant Qualifications	77
School Bus Attendant Responsibilities and Duties	78
Saturday School & Summer School	79
Special Needs Policies and Procedures	80
School Bus Driver and Attendant Team Duties	81
Special Needs Transportation	82
Magnet Policies and Procedures	84
Magnet School Transportation	85

Compass & High Point	86
Additional Information for Compass and High Point	87
Supervisor and STAR Drivers' Policies and Procedures	88
Supervisor and STAR Drivers	89
Shop Policies and Procedures	90
Aldine Shop Transportation Guidelines	91
Shop Personnel Requirements	92
Attendance	94
Vacation	95
General Shop Regulations	96
Repair Orders	97
Shop and Premise Cleanliness	98
Shop Safety Regulations	99
Camera Technicians	101
Nursery Employees' Policies and Procedures	102
Nursery Employee Responsibilities	103
Accident Review Board Policies, Procedures and Guidelines	104

ALDINE INDEPENDENT SCHOOL DISTRICT 2013 - 2014 CALENDAR

July 2013						
S	M	TU	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2013						
S	M	TU	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2013						
S	M	TU	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2013						
S	M	TU	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2013						
S	M	TU	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013						
S	M	TU	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2014						
S	M	TU	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2014						
S	M	TU	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2014						
S	M	TU	W	TH	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2014						
S	M	TU	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2014						
S	M	TU	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2014						
S	M	TU	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #cccccc;">☐</td> <td>Staff Dev Days</td> </tr> <tr> <td style="background-color: #90EE90;">☐</td> <td>Holidays</td> </tr> <tr> <td style="border: 1px solid red; border-radius: 50%; width: 15px; height: 15px; display: inline-block;"></td> <td>Inclement Weather</td> </tr> <tr> <td style="border: 1px solid red; width: 15px; height: 15px; display: inline-block;"></td> <td>Nine Weeks</td> </tr> <tr> <td style="background-color: #ffff00; width: 15px; height: 15px; display: inline-block;"></td> <td>Test Dates</td> </tr> </table>	☐	Staff Dev Days	☐	Holidays		Inclement Weather		Nine Weeks		Test Dates	<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4">Student holidays and non-attendance days</th> </tr> <tr> <td>Labor Day</td> <td>September 2</td> <td>MLK Holiday</td> <td>January 20</td> </tr> <tr> <td>Columbus</td> <td>October 14</td> <td>President's Day</td> <td>February 17</td> </tr> <tr> <td>Thanksgiving</td> <td>November 25-29</td> <td>Spring Break</td> <td>March 10-14</td> </tr> <tr> <td>Mid-Winter</td> <td>December 23-Jan 3</td> <td>Good Friday</td> <td>April 18</td> </tr> <tr> <td>Staff Dev</td> <td>January 17</td> <td>Memorial Day</td> <td>May 26</td> </tr> <tr> <td></td> <td></td> <td>Staff Dev</td> <td>June 6</td> </tr> </table>	Student holidays and non-attendance days				Labor Day	September 2	MLK Holiday	January 20	Columbus	October 14	President's Day	February 17	Thanksgiving	November 25-29	Spring Break	March 10-14	Mid-Winter	December 23-Jan 3	Good Friday	April 18	Staff Dev	January 17	Memorial Day	May 26			Staff Dev	June 6	<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">Progress Reports</th> </tr> <tr> <td>April 23</td> <td>May 14</td> </tr> <tr> <th colspan="2">Report Card Dates</th> </tr> <tr> <td>October 9</td> <td>November 1</td> </tr> <tr> <td>November 20</td> <td>January 24</td> </tr> <tr> <td>December 18</td> <td>April 4</td> </tr> <tr> <td>February 12</td> <td>April 4</td> </tr> <tr> <td>March 5</td> <td>June 13</td> </tr> </table>	Progress Reports		April 23	May 14	Report Card Dates		October 9	November 1	November 20	January 24	December 18	April 4	February 12	April 4	March 5	June 13	
☐	Staff Dev Days																																																								
☐	Holidays																																																								
	Inclement Weather																																																								
	Nine Weeks																																																								
	Test Dates																																																								
Student holidays and non-attendance days																																																									
Labor Day	September 2	MLK Holiday	January 20																																																						
Columbus	October 14	President's Day	February 17																																																						
Thanksgiving	November 25-29	Spring Break	March 10-14																																																						
Mid-Winter	December 23-Jan 3	Good Friday	April 18																																																						
Staff Dev	January 17	Memorial Day	May 26																																																						
		Staff Dev	June 6																																																						
Progress Reports																																																									
April 23	May 14																																																								
Report Card Dates																																																									
October 9	November 1																																																								
November 20	January 24																																																								
December 18	April 4																																																								
February 12	April 4																																																								
March 5	June 13																																																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">Significant Dates</th> </tr> <tr> <td>August 12-13, 2013</td> <td>New Teacher Induction Academy</td> </tr> <tr> <td>August 14, 2013</td> <td>Teachers Return</td> </tr> <tr> <td>August 14-23, 2013</td> <td>Staff Development Days</td> </tr> <tr> <td>August 26, 2013</td> <td>First Day of Instruction</td> </tr> <tr> <td>June 5, 2014</td> <td>Last Day of Instruction</td> </tr> <tr> <td>1st nine weeks</td> <td>43</td> </tr> <tr> <td>2nd nine weeks</td> <td>44</td> </tr> <tr> <td>3rd nine wks</td> <td>43</td> </tr> <tr> <td>4th nine wks</td> <td>47</td> </tr> <tr> <td>Instructional days</td> <td>87</td> </tr> <tr> <td>Staff Development</td> <td>9</td> </tr> <tr> <td>Total Days (Sem.)</td> <td>96</td> </tr> <tr> <td>Total Days (Year)</td> <td>Inst 177</td> </tr> </table>	Significant Dates		August 12-13, 2013	New Teacher Induction Academy	August 14, 2013	Teachers Return	August 14-23, 2013	Staff Development Days	August 26, 2013	First Day of Instruction	June 5, 2014	Last Day of Instruction	1st nine weeks	43	2nd nine weeks	44	3rd nine wks	43	4th nine wks	47	Instructional days	87	Staff Development	9	Total Days (Sem.)	96	Total Days (Year)	Inst 177	<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">Major Testing Dates</th> </tr> <tr> <td>Oct 21-24</td> <td>Exit Level TAKS: ELA, Math, Science, SS</td> </tr> <tr> <td>Dec 2-5</td> <td>STAAR English I-III W & R</td> </tr> <tr> <td>Dec 2-31</td> <td>STAAR Assessment Window - EOC Retest</td> </tr> <tr> <td>Jan 4-Apr 18</td> <td>STAAR Alt Assessment Window</td> </tr> <tr> <td>Mar 3-6</td> <td>Exit Level TAKS; ELA, Math, Science, SS</td> </tr> <tr> <td>Mar 17-Apr 1</td> <td>TELPAS Assessment Window</td> </tr> <tr> <td>Mar 31-Apr 3</td> <td>STAAR English I-III W & R / Gr 4,7 W / Gr 5,8 M & R</td> </tr> <tr> <td>Apr 21</td> <td>Exit Level TAKS: ELA</td> </tr> <tr> <td>Apr 22-23</td> <td>STAAR Gr 3-4 & 6-7 M & R, Gr 5,8 Sc / Exit Level TAKS: Math&Sc</td> </tr> <tr> <td>Apr 24</td> <td>STAAR Gr 8 SS / Exit Level TAKS: SS</td> </tr> <tr> <td>May 5-16</td> <td>STAAR Assessment Window - EOC Retest</td> </tr> <tr> <td>May 13-14</td> <td>STAAR Gr 5/8 Math & Reading retest</td> </tr> <tr> <td>June 24-25</td> <td>STAAR Gr 5/8 Math & Reading retest</td> </tr> </table>	Major Testing Dates		Oct 21-24	Exit Level TAKS: ELA, Math, Science, SS	Dec 2-5	STAAR English I-III W & R	Dec 2-31	STAAR Assessment Window - EOC Retest	Jan 4-Apr 18	STAAR Alt Assessment Window	Mar 3-6	Exit Level TAKS; ELA, Math, Science, SS	Mar 17-Apr 1	TELPAS Assessment Window	Mar 31-Apr 3	STAAR English I-III W & R / Gr 4,7 W / Gr 5,8 M & R	Apr 21	Exit Level TAKS: ELA	Apr 22-23	STAAR Gr 3-4 & 6-7 M & R, Gr 5,8 Sc / Exit Level TAKS: Math&Sc	Apr 24	STAAR Gr 8 SS / Exit Level TAKS: SS	May 5-16	STAAR Assessment Window - EOC Retest	May 13-14	STAAR Gr 5/8 Math & Reading retest	June 24-25	STAAR Gr 5/8 Math & Reading retest
Significant Dates																																																									
August 12-13, 2013	New Teacher Induction Academy																																																								
August 14, 2013	Teachers Return																																																								
August 14-23, 2013	Staff Development Days																																																								
August 26, 2013	First Day of Instruction																																																								
June 5, 2014	Last Day of Instruction																																																								
1st nine weeks	43																																																								
2nd nine weeks	44																																																								
3rd nine wks	43																																																								
4th nine wks	47																																																								
Instructional days	87																																																								
Staff Development	9																																																								
Total Days (Sem.)	96																																																								
Total Days (Year)	Inst 177																																																								
Major Testing Dates																																																									
Oct 21-24	Exit Level TAKS: ELA, Math, Science, SS																																																								
Dec 2-5	STAAR English I-III W & R																																																								
Dec 2-31	STAAR Assessment Window - EOC Retest																																																								
Jan 4-Apr 18	STAAR Alt Assessment Window																																																								
Mar 3-6	Exit Level TAKS; ELA, Math, Science, SS																																																								
Mar 17-Apr 1	TELPAS Assessment Window																																																								
Mar 31-Apr 3	STAAR English I-III W & R / Gr 4,7 W / Gr 5,8 M & R																																																								
Apr 21	Exit Level TAKS: ELA																																																								
Apr 22-23	STAAR Gr 3-4 & 6-7 M & R, Gr 5,8 Sc / Exit Level TAKS: Math&Sc																																																								
Apr 24	STAAR Gr 8 SS / Exit Level TAKS: SS																																																								
May 5-16	STAAR Assessment Window - EOC Retest																																																								
May 13-14	STAAR Gr 5/8 Math & Reading retest																																																								
June 24-25	STAAR Gr 5/8 Math & Reading retest																																																								

Important Phone Numbers

Eastside

Dispatch	(281) 985-6628
Robin DeRouen—Executive Director	(281) 985-6625
Alfred DeBose—Assistant Director	(281) 985-6626
Rose Sablatura & Tonya Smith—Driving Academy	(281) 985-7374
Tina Karolzak—Book Keeper	(281) 985-6624
Esther Hinojosa—Payroll	(281) 985-6192
Louisa Gonzales—Payroll	(281) 985-7213
Carolyn Townsend -Field Trip Coordinator	(281) 985-6627
Brigitte Marcantel—Magnet & Edulog Coordinator	(281) 985-6168
Lazette Adams—Nursery Coordinator	(281) 985-6268

Westside

Dispatch	(281) 878-7800
Michael Houston—Director.....	(281) 878-7809
Jill Metcalfe—Assistant Director	(281) 878-7810
Virginia Elizondo—Payroll	(281) 878-7811
Nidya Mendoza—Payroll	(281) 878-7820
Lucy Curtis—Payroll.....	(281) 878-7812
Nancy Gray—Magnet Coordinator.....	(281) 878-7806
Stefanie Tackett—Magnet Coordinator.....	(281) 878-7807
Myriam Tovar—Magnet Coordinator.....	(281) 878-7818
Linda Jenkins—Special Ed Coordinator.....	(281) 878-7805
Martha Dockery—Special Ed Coordinator.....	(281) 878-7804
Terri Walker—Field Trip Coordinator	(281) 878-7808
Nursery.....	(281) 878-7813

Emergency Night Numbers

After 9 p.m. Eastside (Shop).....	(281) 985-6631
After 9 p.m. Westside (Shop)	(281) 878-7815
Robin DeRouen.....	(281) 932-2676
Alfred DeBose	(281) 586-9667
Michael Houston.....	(281) 932-2693
Jill Metcalfe	(281) 924-6145

Emergency Alert Stations

Radio Stations

KTRH – 740 AM
KPRC – 950 AM
KIKK – 650 AM

TV Stations

Channel 2—NBC
Channel 11—CBS
Channel 13—ABC

Payroll

STATE PERSONAL LEAVE, STATE SICK LEAVE, AND LOCAL SICK LEAVE General Provisions

Every person regularly employed by the school district is eligible to accrue and use sick leave benefits described under this policy, depending upon the number of days of service performed each year. State personal leave is required by state law, and its accrual is based upon the individual's status as an employee. Local sick leave is a benefit granted by the district, and it is not earned when employees are on leaves of absence, are absent from duty and not using earned leave, or are absent from duty and are receiving worker's compensation benefits or using donated local sick leave. Local sick leave is earned when an employee is absent from duty and is using compensated leave earned under this policy. Persons who are employed to work less than fifty (50) percent of the day, temporary employees, student workers, and volunteers are not considered regularly employed by the district and are ineligible to receive or use leave benefits.

Employees whose employment is terminated for reasons other than retirement or death shall not be eligible for any benefits which are not mandated by law. An employee's year begins on the first day of that employee's calendar group. Leave will be earned, accumulated, or used as "state personal leave", "state sick leave", or "local sick leave". Before any local sick leave may be used, all state personal leave and any eligible state sick leave accrued prior to the 1995-96 school year must be used. An employee's "immediate family" is defined as the employee's spouse and the parents, grandparents, children, grandchildren, siblings, step-parents, step-children, or step-siblings of the employee or of the employee's spouse, and any persons who may be residing in the employee's home at the time of their illness or death. "Family emergencies" are defined as natural disasters or life-threatening events which directly involve the employee or the employee's immediate family. "Personal emergencies" are defined as life-threatening illnesses or deaths of personal acquaintances who are not members of the employee's immediate family.

The following other types of leave run concurrently with State Personal Leave, State Sick Leave, and Local Sick Leave: Family and Medical Leave, Maternity Leave, Temporary Disability Leave and Workers' Compensation.

Eligible Use of State Personal Leave

Beginning with the 1995-96 school year, five (5) days may be earned each year, accumulate indefinitely from year to year, and may be transferred to another school district ("state personal leave"). State personal leave is the first compensated leave used, regardless of the nature of the absence. If the absence qualifies for use of state sick leave and the employee designates on the TR-3 form submitted for that absence that state sick leave is to be used, then the absence will be covered by the state sick leave rather than state personal leave.

Requests to use state personal leave must be submitted in writing to immediate supervisors not later than the third working day prior to the date for which leave is sought. If an employee's request for state personal leave is sought because of an illness of the employee, an illness or the death of a member of the employee's immediate family, a family emergency, or a personal emergency, the request shall be made as soon as is practicable. The use of state personal leave for an illness of the employee, an illness or the death of a member of the employee's immediate family, or a family emergency is not limited.

Limitations on Use of State Personal Leave

State personal leave that is taken at an employee's discretion for an absence which is not the result of an illness of the employee, an illness or the death of a member of the employee's immediate family, or a family emergency is "discretionary state personal leave". The maximum number of days used for discretionary state personal leave during the period September 1 through August 31 is limited to fifteen (15), with no more than ten (10) of those fifteen (15) days being used in an academic semester. Under extraordinary circumstances and at the superintendent's sole discretion, the superintendent may authorize an increase of the cap of discretionary state personal leave from fifteen (15) to twenty (20) days.

Discretionary state personal leave shall not be authorized or taken on the following key work days:

- Any day during the week immediately before or after the first instructional day of the school year;
- the day immediately before or after Thanksgiving Break, Mid-winter Break, Spring Break, a student holiday, or a three-day weekend;
- the day of an Open House at the school to which the employee is assigned;
- Any in-service or staff development day;
- Any day during the week immediately before and any day of or immediately after an end-of-semester, end-of-course, end-of-year, or STAAR exams given on a campus to which the employee is assigned, regardless of the grade-level for which the exam is taken;
- Any day in which the employee's administrative supervisor believes that more than five (5) percent of the school's or department's staff will be absent and/or assigned to an off-campus activity. If an employee experiences extenuating and unforeseen circumstances involving serious personal or financial hardship, the employee may request discretionary state personal leave within three working days prior to the date for which leave is sought. If the employee's immediate supervisor determines that approving the use of the leave would not adversely affect classroom instruction, administrative efficiency, or departmental operations, the supervisor may grant the request. Administrative supervisors may grant the request even though granting it is contemplated to result in the more than five (5) percent of the school's or department's staff being absent on that date or even though the request is for a date immediately before or after a school holiday or a three day weekend. Denial of the request shall be at the administrative supervisor's discretion.

Eligible Use of State Sick Leave

With the May 30, 1995 signing of the Senate Bill 1 passed by the 74th Legislature, state sick leave benefits ceased to be earned. All state sick leave accrued prior to that date may be used only for an illness of the employee, an illness or the death of a member of the employee's immediate family, or a family emergency. None of those days are carried forward for use as

state personal business days or for state personal leave. State sick leave may be transferred to another school district. To the extent that an employee has an accumulated balance of state sick leave available for use and the absence is not for a personal emergency, state sick leave is used immediately after all state personal leave is used and before any local sick leave is used unless the employee designates on the TR-3 form submitted for that absence that state sick leave is to be used before state personal leave is to be used.

Eligible Use of Local Sick Leave

Employees may earn additional sick leave (“local sick leave”) to be used for absences for an illness of the employee, an illness or the death of a member of the employee’s immediate family, a family emergency, or a personal emergency. Beginning with the 2002-2003 school year, local sick leave accumulates indefinitely from year to year. Local sick leave may be used only after all state personal leave and all eligible state sick leave is used. Local sick leave is not transferable to another school district. If an employee has used all state personal leave for an illness of the employee, an illness or the death of a member of the employee’s immediate family, a family emergency, or a personal emergency, the employee may request to use a maximum of two (2) days of local sick leave to be used for absences due to extenuating and unforeseen circumstances involving serious personal or financial hardship. The request must be made prior to the absence from duty. Denial of the request shall be at the supervisor’s discretion.

Accrual of Local Sick Leave

Each year, July 1 through June 30, personnel employed 100% of the day accrue local sick leave at a rate of one-half (1/2) day for each eighteen (18) days worked and/or using their state personal leave or their sick leave. Personnel employed less than 100% of the day but at least 50% of the day accrue local sick leave at a rate of one-half (1/2) day for each thirty-six (36) days worked and/or using state personal leave or their earned sick leave. Not more than seven (7) days of local sick leave shall be earned in any year.

Approval of Sick Leave Requests

Employees who are unable to report to work due to a condition or situation for which state sick leave or local sick leave may be used and who wish to use either state sick leave or local sick leave must notify their immediate supervisors as quickly as possible. Those who do not do so will not receive any sick leave benefits for the absences. Not later than the day of returning to work, employees shall submit to their immediate administrative supervisors a request for sick leave on the form adopted by the school district. In order to be paid promptly for absences which qualify for sick leave benefits, employees assigned to schools must submit the forms in time to be included in the principals’ reports to the payroll department. If the employee was absent for five (5) or more consecutive days for personal illness or for three (3) or more consecutive days for an illness in the immediate family, the request for sick leave shall be accompanied by a “Certification of Illness” from a physician who is duly registered and licensed under the Medical Practice Act of Texas, a licensed doctor of dentistry, a licensed chiropractor, or a licensed podiatrist. If the employee is a member of the Christian Science Church, the request may be accompanied by an attestation from a Christian Science practitioner.

Advancement of State Personal Leave

For individuals who have not been employed by another district during the year, state personal leave is advanced at the beginning of the individual's employment with this district. If employment begins after the first work day on the calendar for the individual's work group, the number of advanced state personal days shall be adjusted proportionately to reflect the portion of the employment year remaining. Individuals who previously were employed by another school district for any portion of the same year should have had state personal days advanced at the previous district and are not eligible for an advancement by this district.

Record Keeping

Records shall be maintained to show the accumulation, use, and remaining balance of each employee's leave benefits. Leave earned or used is recorded in one-half (1/2) days and whole days only. An absence for two (2) hours shall be recorded as an absence for one-half (1/2) of a day. Employees who have exhausted their available sick leave balances due to illness or injuries and who are experiencing illnesses or injuries that prevent them from performing their duties may apply to the Superintendent of Schools for advancements of local sick leave to be earned during that year.

Reimbursement Upon Retirement or Death

Aldine employees who retire under the Teacher Retirement System within sixty (60) days of the termination of their employment with Aldine and the beneficiaries of employees of Aldine who die are eligible to be paid for not more than sixty (60) of the unused state personal leave, state sick leave, and local sick leave, combined, which were earned while employed by the district. Payment will be made at the employee's daily rate at the time of retirement or death. Regardless of the date of employment, payment to an eligible retiree is made only through the district's "Sick Leave Tax Deferral Plan", adopted on May 26, 2001. That plan is administered by the district's third-party administrator. If payment is to be made due to the death of an employee, payment is made by issuing a district check to the estate of the deceased employee. Employees who previously have retired from TRS are ineligible for this local benefit. In order to be entitled to receive this payment, the eligible person must submit the following documents to the Payroll Office within ninety (90) days after the termination of employment: 1) a written request for reimbursement of the unused leave; and, either 2) for retirees, a copy of form TRS-562 showing the effective date of retirement; or, 3) for the beneficiary of a deceased employee, a copy of the death certificate. Employees whose employment is terminated as a result of unsatisfactory performance, including but not limited to being fired, non-renewal or resigning in lieu of termination/non-renewal, are not eligible for this benefit.

Physical Assault

In addition to all other days of leave provided, employees who are physically assaulted during the performance of regular duties may receive leave for the number of days necessary to recuperate from the physical injuries sustained as a result of the assault. These days shall not be deducted from accrued leave. The leave shall not extend more than two (2) years beyond the date of the assault.

Misuse of Leave Benefits

Leave benefits are funded entirely by the school district and are considered when adopting the annual budget and salary schedules. The extent to which benefits can be made available is dependent upon employees using leave only for authorized purposes. Leave may not be used for any purpose other than as authorized by board policy. Use of leave benefits for unauthorized purposes and misrepresentation of the nature of an absence in order to use leave benefits constitutes work-related misconduct. Employees who engage in such misconduct not only jeopardize the viability of sick leave program but also risk their employment with the district.

Source: TEC 22.003

Local

Approved: 1-13-1998

Revised: 05-21-2013

Reviewed:

3104

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV



Payroll Information

Guaranteed Hours

Bus Driver: 4 1/4 hours daily, includes 1/4 hours for conducting and documenting a proper pre-trip inspection

Bus Attendant: 4 hours daily

Drivers and attendants are paid a standard gross amount that is based on the time it takes to complete their assigned route. Drivers and attendants have the option to be paid over a 10 month or 12 month period. Aldine ISD employees are paid on the 5th and 20th of each month. The chart below illustrates how driver and attendant pay is calculated.

Formula	Example
Hours Worked x Hourly Rate = Daily Rate	* 4.25 Hrs. x \$14.30 Hourly Rate = \$60.77
Daily Rate x Days worked = Yearly Rate	177 School Days x \$60.77 = \$10,756.29
Yearly Rate ÷ 20 (for 10 month) = Regular Paycheck	10 Month Pay = \$10,756.29 ÷ 20 Pay Checks = \$537.81
Yearly Rate ÷ 24 (for 12 month) = Regular Paycheck	12 Month Pay = \$10,756.29 ÷ 24 Pay Checks = \$448.17
Supplement Pay: Paid according to the Payroll Adjustment Schedule issued at the beginning of each new school year	Includes any bus runs other than your normal bus runs (field trips, four-day extracurricular, shuttles, extended day, breakdowns, etc.).

Employees will be docked pay for the following reasons:

1. Missing an extra bus run, extended day run, vocational run, etc. (*Extra runs are not covered under the Sick Leave Policy.)
2. Failing to submit a Blue Absence Form
3. Missing work and not having Sick Leave or Personal Days to cover the absence
4. Having an unapproved/unexcused absence
5. Failing to complete and/or submit documentation of pre-trip inspection(s)
6. Changing routes or changes to assigned route

Employees will be paid extra for the following reason(s):

1. Working above base hours (field trips, extended days, etc.)

If an employee is docked pay, the loss in pay will be divided out over the remaining pay periods. This is often referred to as being “smoothed out” or “spread out”. Additional work performed resulting in additional compensation will be paid to the employee according to the Payroll Schedule.

All employees can earn regular pay for a 40-hour week. Work exceeding 40 hours per week is calculated at time and a half.

Payroll Information—Paperwork Procedures

Transportation Payroll is the point of contact for all Transportation employees.

Do not contact Central Office Payroll.

Yellow Absence Form	“Yellow Forms” must be submitted to payroll the day employees return to work. A Yellow Form is required to use Local or State Days for compensation during an absence. If an employee does not turn in a Yellow Form, s/he will not receive any wages for the day(s) s/he was absent. Yellow Forms must be submitted at least three days in advance for use of State Personal Leave for the purposes of discretionary personal leave (a personal day). (Refer to the Board Policy)
Extra Pay Sheet	All extra work is submitted on an extra pay sheet. This includes but is not limited to extra runs, extended days, and break downs. Accurate times and all relevant details such as campus name, route/run information, etc. must be included. Extra Pay Sheets must be submitted (in Payroll’s box) by noon the following Monday in Payroll’s box.
Fieldtrip Form	All appropriate blanks on the form must be completed, including mileage, drive time, wait time, sponsor’s signature, etc. and turned in by noon the following Monday. The Department recommends submitting the forms immediately after the fieldtrip is completed. The forms are submitted in Payroll’s box.
Pre-trip Form	Drivers are responsible for submitting the weekly pre-trip form by noon the following Monday. Failure to do so may result in a dock in pay. Pre-trip forms are submitted in the designated box in front of dispatch.
Route Time Sheet	Drivers and attendants submit new route time sheets if they change routes or if the time it takes to complete the assigned route changes by 15 minutes more or less, for five days. This form must be turned in ASAP with clear indication of when the new hours took effect. Route changes must be submitted within one week. These forms are submitted in Payroll’s box.
W-4 Form (exemptions)	Contact Transportation Payroll East: Tina, Esther, or Virginia P. West: Lucy, Nidya, or Virginia E.

The Transportation Payroll Department opens at 8:30 am Wednesday through Friday. Due to the large volume of paperwork Transportation Payroll must process each week, their office is closed all day on Mondays and until 1:00 pm on Tuesdays; the exception to this is payday. On paydays, Payroll will open at 8:30 am regardless of the day of the week.

****Aldine ISD will not make adjustments or corrections to pay earned in a previous fiscal year. Aldine ISD's fiscal year begins July 1st.****

Tax Sheltered Annuities, Mutual Funds & 403 (b)/(7)

Tax Sheltered Annuities (TSAs) are a voluntary form of retirement via tax deferred payroll deductions and are authorized under Section 403(b)/(7) of the IRS Code. TSAs are interest-earning accounts comprised of various stocks and bonds. Earnings accumulated are tax deferred and are available upon retirement. Employees may select the company of their choice and may enroll into TSAs during any month of the year. Aldine does not contribute towards TSAs, and employee contributions are strictly voluntary. All employees, including substitute and part-time employees, may purchase tax-sheltered annuities. *Contact Benefits at 281-985-6226 for more information.*

Employee Benefits

Transportation employees are eligible to participate in the **Benefits Outlook** program sponsored by the school district. The program has insurance plans that include medical, dental, vision, life, and legal. The school district contributes a portion of the cost of the insurance program. Active, full time employees' dependents are eligible for the program if they meet one of the following conditions:

2. Legal spouse (unless legally separated)
3. Unmarried child under age 19
4. Unmarried child age 19 up to 25 who is a full-time student at an accredited institution; child must be identified as a student when coverage is added and during each benefits enrollment (proof of full time student status may be requested at least twice a year)
5. Unmarried child age 19 up to 25 who is not a student*
6. Unmarried child of any age who is incapable of self-support because of mental disability or physical handicap if declared or diagnosed as such before age 19, provided the child was covered on the Aldine ISD plan before the limiting age of 19 and has remained continuously covered on the Aldine ISD plan, is solely dependent on the employee for support and maintenance and that proof of incapacity and dependency is provided. (The employee must provide verification of the incapacity and eligibility with request.) The child must meet two of the following criteria:**
 - Child is claimed as a dependent on employee's federal income tax return
 - The child qualifies for Medicaid support
 - The employee has court-approved power of attorney for the child
7. Child who qualifies as the employee's dependent under the terms of a qualified medical child support order (QMCSO)

Departmental Policies and Procedures

Emergency Procedures

A. Inclement Weather

Employees are asked to:

1. Listen to the specified TV and radio stations.
2. Check their work email and the district website.
3. Call Dispatch if they anticipate the district may cancel classes for the day.
4. (281) 985-6628 Dispatch, Lauder (East)
5. (281) 878-7800 Dispatch, Antoine (West)
6. Ensure that vehicles and equipment are prepared for inclement weather.
7. Come in earlier than usual when the weather is causing delays.

B. Flooding Situations

In the event that a flooding situation exists within the district, the following will take place:

1. Police officers will survey the entire district for hazardous road conditions. Bus drivers will also notify the dispatch office of unsafe road conditions.
2. Corresponding routes will be identified against flooded areas.
3. The schools will be notified by the Transportation Department regarding which routes are affected by flood conditions. Unaffected routes will run according to the established release schedule.
4. As weather conditions permit, and flooding subsides, Central Office will notify the Transportation Department when it is safe to take students into previously flooded areas.
5. Drivers will take students unaffected by the flooding home, and then return to the schools where the students affected by the flooding conditions are housed.
6. Drivers will standby at the affected schools until 7:00 P.M. After 7:00 P.M., drivers may be asked to stay or volunteer to stay. If a driver is unable to stay a substitute driver will replace them. Administration and dispatch will coordinate with drivers to meet the needs of the district. Drivers will be compensated for the time they work.
7. As high water subsides in one area and the affected school is cleared, drivers that are freed up will go to schools where high water problems still exist as necessary.
8. A flooded area will be considered any roadway with running water that goes over the top of a student's shoes. Buses will not deliver students in any area in the district that meets this criterion. If in the course of delivering students to roadways drivers find areas that meet this criterion, drivers will turn around and take these students back to school. If a child feels uncomfortable about getting off a bus during a flood event regardless of water level, they will be returned to their campus of origin.
9. Bus drivers will deliver students to areas that are flooded until 11:00 P.M. After that time, transportation will stop for the night. Students left at the school after 11:00 P.M. will spend the night at the school or be picked up by their parents.
10. If in the course of their route, drivers pick up students in the morning and a flooding crisis is called, only those students will be delivered to school. No other students will be picked up until notified otherwise that the crisis has passed.

C. Icy Road Conditions

In case of an ice storm or icing conditions, similar protocol will occur:

1. School officials will make recommendations concerning unsafe roads, bridges, etc.
2. In the event school officials decide to not cancel school, all drivers will observe extreme caution.
3. Routes will be driven at exceptionally reduced speed.
4. The established protocol for winter weather driving (as written in the handbook) will be recalled.
5. The same emergency procedures for dismissal from school will be observed.

Students will not be delivered to roadways that are unsafe for travel as determined by Tex-DOT and the D.P.S.

D. Tornado Alerts

School buses may continue to operate during Tornado Watches. A Tornado Watch is when the possibility of a tornado has been spotted or indicated on radar. A Tornado Warning is posted when a tornado is spotted on the ground or on radar. During a Tornado Warning, the driver should drive to the nearest school and call the Transportation Department for instructions.

E. Medical

In case of a medical emergency, follow these steps:

1. Driver must pull over to a safe location.
2. Driver must notify dispatch of emergency and location.
3. Driver must secure the bus.
4. Driver must stand up and address the situation.
5. Driver, if possible, must maintain communication with dispatch.

F. Fights

In case of a fight, follow these steps:

1. Driver must verbally address the situation from his/her seat.
2. Driver must notify dispatch of incident and the location s/he intends to stop.
3. Driver must pull over to a safe location.
4. Driver must secure the bus
5. Driver must stand and address the fight.
6. Driver must verbally say “Stop fighting” three times.
7. Driver must maintain communication with dispatch.
8. Discipline referral must be turned in immediately after the fight if it occurred on the AM run. If the fight occurred in the PM, give Dispatch a copy of the referral (and Driver’s Notes) that afternoon and take the referral to the school the following morning.

Transportation Employee Expectations

A. Mailbox & E-mail

Information is disseminated via e-mail and employee mailboxes. Bus drivers and attendants are expected to check their mailboxes before their a.m. and p.m. runs every day. Information placed in mailboxes may require an immediate response (i.e. payroll documents, route changes, student information, etc.). Employees will be accountable for information, directives, etc. placed in their mailbox. Mailboxes are for school district mail only (from dispatch, payroll, field trip office, or directors). Food or personal items should not be stored in the mailboxes. **All employees should check their district e-mail daily.** Employees having trouble with their district email will direct their questions to Nathan Bauman.

B. Transportation Dress Code

All employees will adhere to Transportation dress code expectations. Each employee is responsible for keeping their uniforms clean and maintained. Uniforms are to be worn when an employee is “on the clock” unless s/he has received prior approval from a supervisor. When employees are attending training sessions, meetings, recruiting events, or conferences where uniforms are not required, clothing is expected to be appropriate for the setting. Supervisors’ discretion will determine whether or not an employee should be turned away from one of these sessions. Employees who are unsure of what constitutes as “appropriate” should seek clarification from a supervisor prior to attending any event.

- Male hair length will be cut short enough to see eyes clearly and off the bottom of the collar.
- Male drivers may not wear earrings.
- Drivers should wear clean well-kept clothes.
- No visible spandex clothing will be permitted.
- No patches or pictures on caps or clothing which suggest alcohol, drugs or that are of an obscene nature will be allowed.
- Shorts must be knee length and not skin tight.
- Appropriate undergarments will be worn.
- No hair rollers or scarves (i.e. bandanas, do-rags, hair-do wraps) will be worn.
- On duty, drivers and attendants shall wear shoes that cover and protect their feet. Platform shoes, sandals, house slippers, and shoes with exaggerated heels are prohibited for safety reasons. This includes heels of more than two-inch height. The best driving shoe is one that has a flat sole, covers the entire foot, and fastens securely.
- Shop personnel shall wear non-slip soled shoes that cover and protect their feet. Comfortable work boots are recommended.
- ID badges should be worn at all times when going into schools.
- Uniform shirts are **mandatory** for every day. Do not alter the shirts.
- **There is no such thing as “Free Fridays”.** Attire such as rodeo clothing or summer casual is to be worn only if approved by Central Office.

Bus Drivers and Attendants

All school bus drivers and attendants will be **required** to wear uniform shirts and ID badges any time they are on the Transportation premises and/or in the performance of their transportation duties. **Drivers and attendants are expected to be in uniform, which includes wearing their ID badge, while “on the clock”.** This includes the general meeting, safety meetings, on their regular route, on field trips, etc.

**Only Supervisory Drivers are allowed to wear the burgundy colored uniform shirts.*

Shop Personnel

Technicians, utility positions, bus washers, parts room positions, camera technicians, and any other employees that are considered “shop personnel” are expected to wear the uniforms provided. ID’s will be provided to all shop personnel and shall be worn in such a way as to not constitute a safety risk (i.e. an ID hanging from a lanyard around a technician’s neck poses a safety risk while working over an running engine).

Office Personnel

Personnel in Special Needs, Payroll, Dispatch, Fieldtrips, and Magnet will dress professionally and abide by the district’s standards of dress including the wearing on an ID badge.

Nursery Personnel

The nursery staff will wear the uniform shirts provided by the department as well as their ID badge.

C. Returning Students to Campus

All Pre-K and Kindergarten students must have a parent/guardian present at the bus stop. Parents of Pre –K and Kindergarten bus riders will be issued a sign (pick up tag) with their child’s name. Parents/Guardian must present this sign to the bus driver in order to receive their student. The driver will not release a student to a parent/guardian without a sign. Any student who does not have a parent/guardian present at the designated stop with a sign will be returned to the school.

Kindergarten students may get off the bus with a sibling in the 1st grade or higher, and pre-k students may get off the bus with a sibling in the 2nd grade or higher. If the parent/guardian is not at the stop, inform Dispatch that you are returning the student to campus.

At the last stop of each run, set the brake, close the door, and walk the bus to look for sleeping children in the seats and on the floor. If you find a sleeping child, call Dispatch and notify them that you are returning to the child’s stop. If the child is a pre-k or kindergarten student, contact Dispatch and notify them that you are returning the child to school.

Do not keep a student on the bus that missed their stop and allow them to ride the bus with students from a different campus.

Do not release a young child to the care of an unrelated minor.

Deviating from this policy may result in suspension and/or termination.

D. Parking/Parking Lot Speed

Buses should be parked in their correct slot at all times unless a technician relocates it. Drivers may not park a bus by the transportation buildings at any time for any reason (i.e. getting ice, using the restroom, checking your mailbox, picking up an attendant, or checking with dispatch). Buses must be parked in the correct slot before going to the office for any reason.

*At the East Side Facility, **no one may park in the area between the Annex and Mechanic Shop.*** This area is clearly marked; employees will be suspended for parking in this area. Personal vehicles must be parked in the designated drivers' parking lot on the east side of the shop building. At the Stadium and the Bus Wash, drivers must park their personal vehicles in the designated areas only. Do not park personal vehicles inside the fenced in, bus parking area.

*At the West Side Facility, **personal vehicles must be parked in the designated parking area for employees.*** This is on the south side of the Transportation building. The front of the building is for **office personnel only**. Employees who park their personal vehicle in an undesignated area are subject to suspension.

The Transportation Department will not be responsible for personal vehicles parked in bus parking or in unauthorized parking areas. Parking in unauthorized or undesignated areas will result in 1 day suspension.

No employees are permitted to exceed 10 mph at any Aldine ISD facility. This includes, but is not limited to, all campuses, East and West Transportation Facilities, M.O.C., and the Aldine Staff Development Center.

E. Ice Machine

Employees can fill cups, mugs, glasses and small coolers with ice from the ice machines. Do not fill large coolers or bags with ice. Everyone should have an opportunity to get some ice. Everyone is expected to use the scoop, not their hands.

F. Posted Open Routes

All open routes will be posted at Dispatch in the Drivers' Lounge. There will be an open date and a close date assigned to all open routes. To request an open route, a driver or attendant must submit a Route Change Request form located in the Drivers' Lounge by the close date assigned to the open route. Administration will review requests for route changes and determine which requests will be approved and denied. Routes that become open over the summer will not close until the day following the annual general meeting.

Drivers may change routes once per semester.

G. Unauthorized People in Dispatch

Only authorized people are allowed in Dispatch. Authorized people are the dispatchers, office staff, and others approved by Transportation administrators.

H. Computers in Driver's Lounge

The computers are in the Drivers' Lounge for the use of Transportation employees only. Their use is restricted; they are for work-related use only. Employees using these computers are encouraged to be mindful of how much time they are spending on the computer when other employees are waiting to use the computers.

I. Employee Complaints

Any transportation employee who receives repeated complaints is subject to progressive disciplinary action, up to and including termination. This would include job-related misconduct and failure to ensure the safety of students.

J. Nursery

A nursery is provided for the children of Aldine ISD Transportation employees during the time drivers and attendants are running A.M. and P.M. runs. As soon as an employee has completed their bus route, they are responsible for picking up their children from the nursery.

A Nursery Policy will be given to parents from nursery workers. Drivers with children in the nursery will be required to fill out State Enrollment forms for their children. Children at least two (2) years of age (completely toilet trained) through fourth grade are eligible for the nursery. Children are not covered by school insurance, however it can be purchased at the schools for children in grades K-12. The nursery is not available to employees when they are not at work. **The nursery is only for Transportation employees who are present and on their bus routes.**

When children do not utilize the Transportation Nursery for two weeks, they may be removed from the Nursery enrollment. However, there may be exceptions (i.e. medical reasons). Only an administrator can approve exceptions.

Texas State Law:

All 4 yr olds not enrolled in school are required to have their eyes and ears examined, and the results have to be on file with the nursery.

The parent/guardian must provide a snack and if a drink is included in the snack, the drink cannot contain sugar. (Chocolate and strawberry milk contain sugar.)

A notice to parents of nursery children pertaining to spraying for bugs must be presented to parents of children in the nursery.

K. Students in the Driver's Lounge

Students are eligible to use the nursery facility through the 4th grade. After that time they should catch the bus from their home. If this is not practicable, students may wait quietly in the drivers' lounge for a bus to shuttle them to their campus. Parents should understand the lounge is primarily for the use of Transportation employees. **Students are guests of our department.** As such, they need to understand that this is a work setting. Students who disrupt driver activities will be warned the first time and a conference will be set up with the

parent. If a student acts up a second time, they will be asked to leave and not be able to return.

1. Students are not allowed access to the computers in the Drivers' Lounge.
2. Students are not allowed to roam around the Transportation facility or stand near or around the entrance/exit doors.
3. Students must remain quiet, orderly, and must not use profanity.
4. Students must sit at the designated table in the Drivers' Lounge.
5. Students must not open drivers' mailboxes.
6. It is the parents' responsibility to go inside the Drivers' Lounge to get a child. Dispatch should not receive phone calls from employees in the parking lot wanting their child to come outside.
7. Remember, the dispatchers are not nursery providers.
8. If an employee is absent from work, their child cannot use the Drivers' Lounge as a waiting area or shuttle service.
9. Only students of Transportation employees are allowed the privilege of waiting in the Driver's Lounge.

L. Drug & Alcohol Testing

The Aldine ISD Transportation Department abides by the district's drug and alcohol policy. The following policies and procedures are in addition to the district policy:

1. When being randomly tested, a driver must notify Pinnacle of any prescription drugs currently being taken.
2. If a driver misses a random testing they will not be allowed to return to duty until going to Pinnacle to test.
3. Any employee who does a random drug test will be paid field trip waiting time for the time spent waiting to test (ie: 15 minutes waiting to take drug test = 15 minutes paid waiting time). This should be submitted to the payroll department on an extra pay sheet.
4. The confidentiality of all test results shall be strictly maintained with only those persons having a "need to know" being informed of the results.
5. Applicants testing positive for the use of a controlled substance, dangerous drug or other drug or alcohol on a required pre-employment drug or alcohol test shall not be hired. Staff members testing positive for the use of a controlled substance, dangerous drug, other drug or alcohol on a drug or alcohol test based on reasonable suspicion or post accident will be terminated from driving or maintenance duties.

Before a "Reasonable Suspension" drug or alcohol test is administered, affected employees or applicants will be asked to sign a Consent Form authorizing the test and permitting release of the test results to district officials. The Consent Form shall provide space for employees and applicants to acknowledge that they have been notified of the district's drug policy for persons who may drive district-owned vehicles, or who may be responsible for the maintenance of district-owned vehicles.

Administrative guidelines shall be established setting out detailed procedures for drug or alcohol testing performed under this policy. All affected persons shall be notified in advance of the implementation of the Administrative Guidelines. See Administrative Guidelines For Drug, Alcohol Testing, revised January 1995.

An employee who refuses to consent to a drug or alcohol test shall be terminated from all driving or maintenance duties.

*An applicant who refuses to consent to a drug or alcohol test is ineligible for employment.

Effective August 1991 (revised January 1995).

M. Excessive Absences

It is extremely difficult to run the Transportation Department efficiently if employees have excessive absences. We have a responsibility to the parents of our school district to pick up their children on time and get them to school to attend the many programs that each school has before regular classes start. This cannot be accomplished if employees have excessive absences. If an employee is absent three (3) consecutive days without giving proper notice (notifying Transportation dispatch/supervisor), they will be considered to have abandoned their job and have voluntarily resigned their position with Aldine ISD's Transportation Department.

Drivers and attendants must notify Dispatch between 5:00 – 5:30 a.m. if they will be unable to do their morning run. Dispatch must be notified between 11:30 a.m.-12:00 p.m. for an absence in the afternoon. An employee can be docked wages for calling in later than the designated times. The Eastside office number is (281) 985-6628 and the Westside office number is (281) 878-7800.

The first week and the last three days of school are mandatory days for all employees to be present. *No sick or emergency leave will be given if the call comes in after the above times.*

When a driver or attendant would like to request a personal day off from work, they must submit a Yellow Form to Dispatch. Dispatch will notify an administrator, and an administrator will either approve or deny the request. The Yellow Form will be processed by the Payroll Office once the request has been approved. All other employees will submit their requests to Payroll. Payroll will notify an administrator, and an administrator will either approve or deny the request. Employees must abide by the Board Policy. The Policy has been included in the Transportation Handbook.

Being late or not providing notification of an absence at the specified times can be grounds for termination. A bus driver or attendant who fails to call in at the specified time when they are absent or does not call in at all is subject to progressive disciplinary action.

First offense—an administrator will conference with the driver.

Second offense—driver will be suspended for three days

Third offense—grounds for termination.

Remember, Transportation operates on a very tight schedule. When a driver or attendant is

late, or does not call in, there is a ripple effect that creates many problems for parents, students, and schools. Being on time is essential.

***Excessive absences can cause the loss of an extra run, a midday, an extended day, a Summer School route, a bus route, field trips, extra work, or the job. Missing two Saturday School runs will result in loss of the extra run.**

Shop personnel must call the foreman on duty or an administrator if they are unable to report to work. Office personnel must call an administrator and the coworker that covers their position in their absence. Phone calls must be made at least one hour prior to the start of their scheduled shift. An employee that fails to call in at the specified time is subject to disciplinary action.

First offense—an administrator will conference with the employee.

Second offense—employee will be suspended for three days

Third offense—grounds for termination.

***Attendance**—Excessive absence is anything below 96 % attendance (5 days per semester/10 or more days per year).

N. Falsifying Times

Employees caught falsifying times (i.e. adding time to route time, leaving later each morning than the route timing sheet reflects, adding time to field trips, not having any students for a route, extra run or field trip and continuing to the school and through the route daily and not reporting it to Transportation and getting paid for it, clocking in early or late, one employee clocking in for another employee) **will be terminated**. Administrators must be notified if there are less than 5 students on a run for two weeks. There will be random video time checks.

O. Cameras

For security purposes, and to protect our employees, cameras have been installed in the Drivers' Lounge, dispatch area and nurseries. Cameras are also positioned to record activity in the parking lots, at the fueling stations, and on the buses.

School buses are equipped with cameras. Cameras will be used to monitor Transportation employees, other Aldine employees, students, parents, and community members for compliance with federal, state, and local laws as well as district and departmental policies and procedures. Video pulled from the cameras will be used in post-accident investigations, in investigating and resolving stakeholder complaints, and as needed.

P. Employee Behavior

The conduct of all bus drivers/bus attendants as well as any employee of the school district should be an example that children can use as a guide in their personal and educational growth. Employees must not use profane language in the presence of the children. Use of

such language will be grounds for probation, suspension, or termination.

No employee is permitted to have aggressive physical contact with a student or another employee. Grabbing, hitting, pushing, or any other types of physical contact is grounds for dismissal. Threatening or taunting co-workers and students is also unacceptable and can be grounds for suspension and/or termination.

Employees are expected to work closely with school personnel. Transportation employees will maintain a respectful disposition when working with everyone. Campus administration can request a driver or attendant be moved from their building if they are being uncooperative.

Q. Personal Injury

If an employee receives a personal injury while performing his/her job, the employee must notify the office and secretary immediately. As a result of the accident, all necessary forms must be completed and turned in to the supervisor within 24 hours of the accident. A release must accompany the employee when he/she returns to work.

R. Contact Information

Employees are expected to update their contact information (phone numbers/address) with Payroll and their immediate supervisor(s).

S. Keys

Keys will not be left on buses at any location. If an employee leaves a key on a bus, the employee is subject to disciplinary action up to and including termination.

Employee Performance Evaluation

The Aldine ISD Transportation Department evaluates each employee's job performance annually.

Administrators' Expectations for Employees

1. Employee takes initiative in carrying out his/her job duties and responsibilities.
2. Employee creates and sustains positive, appropriate relationships with students, campus staff, parents, and coworkers.
3. Employee is punctual.
4. Employee maintains a clean and orderly working environment.
5. Employee maintains district owned property.
6. Employee makes reasonable and rationale decisions.
7. Employee is dependable.
8. Employee is trustworthy and honest.
9. Employee carries out his/her job duties and responsibilities with a spirit of cooperation and teamwork.
10. Employee demonstrates a genuine interest and enthusiasm for his/her job.

The Evaluation

Employees' evaluation will be based on the following: attendance information, documentation of pre-trip inspections, safety meeting attendance, and Accident Review Board determinations, investigated complaints, periodic observations of employees' work, and compliance with federal, state, local, district, and department policies and procedures.

Transportation employees' evaluations will influence administration's decisions in appointing personnel to different positions and in the assignment of additional duties. The Transportation Department may elect to hire new employees to fill positions and additional duties. The following includes some of the positions and additional duties referenced above:

Regular Routes
Extended Day Routes
XC Routes
Summer School Routes
Supervisory and S.T.A.R. Positions
Special Needs Routes
Yes Prep Routes
Foreman Positions
Office Positions (ex: dispatch, field trips, magnet, payroll, special needs, etc.)

Throughout the year, if Transportation administrators anticipate an employee will receive a less than satisfactory evaluation, the employee may be conferenced with and placed on notice.

Employees that receive a less than satisfactory evaluation may be placed on probation the following year or terminated.

Presenting Employee Grievances

Employees are encouraged to resolve their complaints at the campus or building level through the principal or building supervisor as informally and as promptly as possible. However, employees are not required to attempt informal resolution of complaints prior to filing a grievance with the Superintendent of Schools, and such attempts are not part of the grievance presentment procedure. The timelines contained herein will not be postponed during such attempts.

A “grievance” is a written complaint filed with the Superintendent of Schools and which concerns the grievant’s wages, hours, or conditions of work, or which alleges unlawful discrimination in employment based upon sex, race, age, religion, national origin, handicapping condition, or the exercise of constitutional rights. The grievant’s allegations must be stated specifically and factually, the grievant must state the specific harm caused, and the grievant must establish the existence of an available remedy.

Grievances and appeals are filed by actual delivery to the Superintendent’s office, either by telecopier at 281-449-4911 or by U.S Mail or hand delivery. Filing shall not be by email or through the district’s server or by delivery to any other district official or any other office. If a grievant attempts to file a grievance or appeal in any other manner or to any other official or office, the attempt is ineffective and the filing deadlines shall not be postponed. The grievant will not be required to present the grievance to a supervisor against whom the grievance is made. Using the grievant’s own audio recording equipment, a grievant may record grievance presentations.

Written responses are made when executed and sent. Written responses are effective when made, regardless of the date received by the grievant. If a response is not made by the due date, the grievance or appeal is deemed denied on that date. Appeals filed more than ten (10) days after the response is made or deemed denied are untimely. All time limits are mandatory. All references to “days” shall mean “calendar days”, without regard to district calendars. If the deadline for filing a grievance or appeal or for making a response falls on a Saturday, Sunday, or legal holiday, the deadline shall be considered to be the next day which is not a Saturday, Sunday, or legal holiday.

Grievances regarding Professional Development Appraisal System (PDAS) evaluations shall be brought pursuant to this policy. The Board of Trustees, Superintendent, and Superintendent’s designee shall not substitute their judgment concerning the content of an evaluation for the judgment of an appraiser. This policy does not apply to the non-renewal of term contract employees. If the complaint does not regard a PDAS evaluation, the employee may file a grievance within ten (10) days after the employee became aware or should have become aware of the decision or act from which the complaint arose. If the complaint regards a PDAS evaluation, the employee may file a grievance within ten (10) days after either the post-observation conference or the deadline for submitting the written response regarding the appraiser’s written record, whichever occurs first.

The employee may file and present a grievance as follows:

LEVEL 1

Within the appropriate ten (10) day filing period outlined above, the employee may file a grievance by delivering written notification to the Superintendent of Schools. The notice must state whether the presentation of the grievance will be made orally or in writing and must identify the subject matter of the grievance. If the presentation will be made in writing, the written grievance must be received by the Superintendent within ten (10) days after the notice is filed. Within ten (10) days after the notice is filed, the Superintendent will designate a person with specific knowledge of the subject matter of the grievance to respond to the grievant. If the grievance is presented orally, the designee will meet with the grievant within ten (10) days after the Superintendent's designation and will respond within ten (10) days after the meeting. If the grievance is presented in writing, the designee will respond within ten (10) days after the Superintendent's designation or within ten (10) days after the written grievance is received, whichever is later.

LEVEL 2

If the grievant is not satisfied with the designee's response, the grievant may present the grievance to the Superintendent. The grievant must file a written notice of appeal to the Superintendent within ten (10) days after the designee's response is made. If the grievance were presented orally to the designee, the Superintendent will meet with the grievant within ten (10) days after receiving the notice of appeal and will respond within ten (10) days after the meeting. If the grievance were presented in writing to the designee, the Superintendent will respond to the written grievance within ten (10) days after receiving the notice of appeal.

LEVEL 3

If the complaint has not been resolved to the satisfaction of the employee after the presentment to the Superintendent of Schools, the employee may present the grievance to the Board of Trustees. The grievant must file a written notice of appeal to the Board of Trustees within ten (10) days after the Superintendent's response is made. The appeal will be scheduled for presentation to the board at the next study or regular session which is at least ten (10) days after the appeal is filed. After considering the complaint, the Board may exercise its discretion by questioning the grievant or the administration, or directing the Superintendent to place the matter on a future agenda, or by taking no action.

Reviewed: 07-15-2010
Revised: 07-20-2010

Drivers' Policies and Procedures

School Bus Driver Qualifications

1. MVR Check (10 points disqualifies a driver from driving the school bus, State law)
2. Clean drug screen
3. Criminal background check including fingerprinting (Human Resources must approve)
4. 21 years of age
5. Good references
6. Commercial Driver's License with Passenger (P) & School bus (S) endorsements
7. Modified DOT physical for school bus drivers—Examiner must clear employees to drive. Aldine ISD will defray the cost of the physical when given by the district's designated representative
8. Sufficient physical strength and mental alertness to handle the bus proficiently
9. Attend training at Aldine ISD's Transportation Training Academy and meet the expectations of the trainers. Drivers are hired on a probationary basis until they are recommended for a permanent position by the Training Academy.
10. Enroll and complete the School Bus Driver Certification Program.
11. Aldine ISD and its Transportation Administrators will not sign off on intrastate waivers for bus drivers. This applies to all individuals employed by Aldine Transportation that are required to have a CDL and serve as a driver in any capacity.

The following things will disqualify a driver for extra assignments:

1. Excessive absences*
2. Failing to turn in pre-trip documentation
3. Failing to complete and turn in Safety Tests
4. Missing any Safety Meetings*

**Excessive absence* is anything below 96 % attendance (5 days per semester/10 or more days per year).

*Driver must get permission from an administrator to attend a make up Safety Meeting.

School Bus Driver Responsibilities & Duties

1. Operate the vehicle in a safe, efficient manner following the route exactly.
2. Communicate with the schools, public, and students in such a manner as to encourage their cooperation and respect.
3. Cooperate with all staff personnel by providing all paperwork required (ex: payroll documents, reports, route sheet changes, etc.).
4. Drivers must attend all in-service and safety meetings. If a driver is unable to attend meetings at the scheduled time, the driver must get approval from an administrator, in advance, to attend the make-up meeting. Missing a safety meeting will affect a driver's eligibility for extra assignments.
5. Attend certification courses and recertification courses as required. Certification cards expire every 3 years. Drivers will be notified before their certification expiration date. The Training Academy will schedule drivers for recertification and initial certification classes. It is the responsibility of the driver to attend. Failure to attend a scheduled class costs the district \$50.00 for recertification and \$120.00 for certification. If a driver needs to reschedule, they must notify Tonya Smith at the Training Academy no less than 7 days before the scheduled class. Drivers may be held accountable for the cost of certification or recertification if they miss class. A driver is disqualified from driving if their certification card is expired. Drivers may be assigned to a class in another school district. Drivers are expected to maintain professional conduct while attending recertification and certification classes.
6. Provide written reports and discuss with supervisors all accidents, vehicle damage, and student injuries **immediately**. Any student discipline problems that cannot be resolved at the campus level should be brought to the attention of the transportation supervisor. The driver will maintain copies of all discipline referrals and comply with confidentiality requirements.
7. The Supervisory Driver is the Route Driver's first line supervisor. The Supervisory Driver has full authority to give written and oral directives to Route Drivers. Intentionally circumventing or altering the line up at a bus ramp is unacceptable. Refusing to follow the bus ramp rules, the organized parking, or manner of loading and unloading students will result in a 1 day suspension for the first offense. Progressive disciplinary action will be taken in response to additional occurrences.
8. Tree branches should be written up on the appropriate form which is available from Dispatch. Help avoid damage to the bus by reporting tree branches.
9. Drivers will keep route sheets up-to-date **at all times**. Drivers will keep a copy of the route sheet on the bus and a copy in dispatch. Route changes must be approved by Administration before the change is implemented.
10. Drivers are expected to pick up from each bus stop and campus at the same time each day. Drivers are encouraged to wear a watch to assist with being at each stop at the correct time.
11. By the end of the second week all Route Drivers will have seating charts ready to submit to their Supervisory Driver.
12. During the school year, routes may have an extended day run added to them. It is the responsibility of the regular route driver to cover these runs. **The only exceptions will**

be approved by a supervisor on a case-by-case basis. Drivers that are unable or unwilling to drive the extra run will need to apply for a different route. Additionally, drivers should not sign up for field trips or extra runs if their assigned route does not afford them the time to drive the field trip or extra run.

13. Transportation facilities have designated entrance and exit gates as well as indicated paths of travel at all locations. All employees, while driving the bus and their personal vehicles, are expected to follow the parking lot signage and verbal directives given to them by supervisors. No one should exceed 10 mph while driving on East/West Transportation parking lots, school bus ramps, and all Aldine facilities. Buses are not permitted to use the vehicle entrance or exit at the annex.
14. During every minute the bus is in operation, the welfare of every child and of the bus itself depends upon the skill, the attitude, and the decisions of the driver. Therefore, the attitude and the body language of the driver becomes a matter of great importance. If the driver is courteous, helpful, and firm toward his/her passengers, all will go well. If the driver is careless or reckless, discourteous, and disagreeable to passengers or to passing motorists, his/her bus, sooner or later will be a problem. An attitude of cheerful cooperation is essential. The driver should be firm when necessary, but friendly and fair at all times.
15. Drivers must make sure their bus is clean before and after each run or trip. No bus should be parked and left unswept on the lot. Buses should not be swept at the fueling stations. This holds up the line. Trash is not to be swept out the back door or service door. Trash should be placed in the trash cans.
16. No passengers other than Aldine Independent School District students or employees are authorized to ride a district school bus without permission from an administrator. An unauthorized passenger is defined as anyone who is not assigned to your bus. If permission is not granted by an administrator, the driver could be suspended or terminated.
17. Pets are not allowed on the bus.
18. Drivers are not permitted to take the bus to unauthorized locations, as this is considered grounds for suspension or termination. Unauthorized locations include, but are not limited to, stores, restaurants, homes, banks and credit unions. Buses may not be used for personal business. Drivers may not leave their bus at a campus or other location unless authorized by an administrator.
19. Drivers are not to race or “rev up” the engine when warming the bus. Also, drivers need not warm up their bus for 20-30 minutes. This wastes fuel.
20. Drivers are to begin stopping well before reaching a stop. In the event students rush to the bus before the brake is set, drivers are to instruct students to stand back from the bus in a single file line.
21. Drivers will instruct students to cross in front of the bus when loading or unloading.
22. Drivers will give students a reasonable amount of time to get seated. Drivers will not pull away from a stop or campus until all students are seated.
23. Drivers will not travel with the door open for any reason. Driving with the door open while students are on board will result in a 1 day suspension for the first offense. This includes moving up on the bus ramp and when dropping off at stops that are close in proximity.
24. Drivers will remain with their bus during loading and unloading and assist loading and

- seating elementary students each afternoon. Drivers will not allow any pushing or shoving during loading or unloading.
25. Some students will have to sit three to a seat. If an overloaded bus is a daily occurrence, report it to Dispatch or an administrator.
 26. Students may not be dropped off at unauthorized stops. A school principal or assistant principal may authorize an alternate a student to get off at a different location. As always, with Pre-K and Kindergarten students, if the parent/guardian or older sibling (Kindergarten with 1st—4th sibling, Pre-K with 2nd—4th sibling) is not at the designated stop to receive the student, the driver must return the student to school. Failure to comply will result in a two day suspension. Dispatch must be informed of the student's name, address, and grade immediately by a driver if s/he is returning a student to school.
 27. Any child that shows fear because they are locked out of their home, or afraid to exit the bus for other reasons should be taken back to the school or other arrangements need to be made. This includes all grade levels. Students should never be forced to get off the bus. Putting students off the bus, particularly at unauthorized stops, will result in disciplinary action up to and including termination.
 28. Drivers are required to check their bus for children who might have fallen asleep. Not checking the bus for students after each run resulting in a child being left unsupervised is reason for termination.
 29. All windows and doors will be closed when the bus is parked on the lot. Drivers are not permitted to make students close the bus windows as a disciplinary measure.
 30. If you use a teacher's lounge at a school to get a drink of water, use the restroom, telephone, etc. please return to your bus when you are through. In most cases the teacher's lounge is too small and designed to accommodate school personnel only.
 31. All students are assigned to a bus route through the school they attend. Drivers must have a permission slip signed by the parent and authorized by the school the child attends, before the student may ride a different bus or get off at a different bus stop.
 32. Drivers will give pedestrians and emergency vehicles the right of way.
 33. Students are not permitted in or near the driver's compartment. Students may not steer the bus, start the bus, activate lights, or change gears.
 34. Drivers may not sell merchandise of any kind to students on the bus.
 35. Drivers are encouraged to arrive to work early just in case the bus needs servicing prior to leaving the lot. Always allow plenty of time. Never rush.
 36. Drivers are not permitted to use tobacco on the bus while loaded or unloaded.
 37. Headphones of any type are not permitted while driving the bus. This includes blue-tooth wireless devices and hands-free cell phone devices.
 38. Drivers should not eat or drink while there are students on the bus.
 39. Drivers may not place anything (i.e. fire extinguisher) on the accelerator pedal in order to keep the bus motor running.
 40. Listening to personal radios is not permitted while students are on the bus, and listening to headphones is never permitted.
 41. Drivers should not offer to watch or keep an item(s) belonging to a student. The student may loose the item(s) at a later date and claim the driver kept the item(s).
 42. Drivers should not speak to a student about information discussed in a parent conference in front of other students.
 43. Arguing with students' family members at a bus stop is not acceptable. If a parent forces

the child on the bus, the student should be taken to school, and the situation must be reported to the principal and Transportation Administration.

44. Students should never open an emergency exit, including the back door, unless there is an emergency.
45. Drivers are not allowed to push another bus unless authorized.
46. Drivers will not make right-hand turns from the shoulder of the road.
47. Drivers are responsible for ensuring that the area in front of the rear exit door and bus aisle are free and clear in the event of an evacuation. Fieldtrip sponsors, coaches, and students are not permitted to put ice chests, equipment, etc. in a manner that blocks the rear exit or the aisle.
48. Routes may be altered at anytime; runs may be added or deleted at the administration's discretion.
49. Any act that violates the policies and procedures of Aldine Transportation, or the District, or puts the well-being and safety of students at risk, may result in disciplinary action up to and including termination.

OPERATIONAL BUS PROCESSES

A. Spare Buses

When you are given a spare bus by the dispatch office make sure you fuel it and clean it after you have used it. Never assume you will be using the same spare bus day to day. Always check with Dispatch before your AM and PM runs.

B. Bus Cleanliness

Buses should be clean at all times. Drivers with a “Dirty Bus” could be subject to a two-day suspension. All trash is to be swept into a trash container. Trash is not to be swept out onto the bus lot, school grounds, the streets, or any other Aldine ISD property. Random checks for bus cleanliness will be performed by supervisors throughout the school year.

C. Mechanical Problems

If a bus has a mechanical problem, the driver needs to describe the problem on a Work Order Form provided in the Driver’s Lounge. It is transportation policy that a bus will not be downed just for the A/C. Repairs will be made in order of workload and as quickly as possible. *Once the bus has been written up on the Work Order Form, **the driver should not drive the bus until they have verified the bus has been repaired.** Check with the dispatch office to verify the status of your bus. Never assume that your bus has had the necessary repairs made. Never take a spare bus or other assigned route bus without permission from the Dispatchers. All drivers are required to drive the bus assigned to them by Dispatch. Refusing to do so will be considered as refusal to do your job.*

D. Child Reminders

Your bus is equipped with a Child Reminder device. The device is designed to make sure no children are left on your bus after you conclude **each run of your route**. The procedure for disarming the Child Reminder is not the same for all buses. If you are not sure of how to disarm the Child Reminder, please see a bus technician for help. Don’t tamper with the Child Reminder or attempt to alter its intended purpose. A non-functioning child reminder is not an excuse for not checking for children left on the bus. If a problem with the Child Reminder should occur, write the bus up to have it repaired. Be aware that failure to disarm the Child Reminder will cause the horn to blow until the Child Reminder has been disengaged. **Remember**, leaving an unsupervised child on the bus will be grounds for termination.

E. Bus Breakdowns

If for some reason your school bus breaks down, the following are established procedures:

Pull off to the side of the roadway, set the parking brake, and turn off engine.

Notify the Transportation Department of the following:

- a. The location of the bus.
- b. Explain what you think is wrong with the bus.
- c. Give the bus number and route number.
- d. Explain whether or not you have students on the bus. Always stay with the bus unless told otherwise. All students should stay on the bus unless there is a danger of fire or explosion.
- e. Walk your bus after all students have been safely moved to another bus. A driver must do a final walk-through checking for sleeping or hiding students.
- f. If students are moved to another bus, all necessary equipment must be transferred to the replacement bus. Drivers are responsible for transitioning the equipment and tracking its whereabouts. Equipment will need to be transferred back to the original bus once it is repaired.

F. 24/7 Security Camera/Recorder System

All Aldine ISD buses are now equipped with a 24/7 Security Camera/Recorder System. These cameras are capable of recording in any light. Information recorded by the camera is sent directly to a DVR device that is located on the bus, and can then be accessed by administrators. The camera is continually recording. To mark a particular event, push the red button located on the bus console. To have the event viewed by administration you will need to fill out a Video Request Form located in Dispatch. **Any driver who attempts to alter, tamper with, or vandalize the 24/7 cameras or equipment will be terminated.** Do not allow students to touch the 24/7 cameras or equipment.

Drivers will be held accountable for not reporting the bus camera is not operable. It is essential that the camera indicator light is working at all times. The camera is an important tool to protect the driver.

G. Brake Application

The Spring Brake or Hand Brake (whichever is applicable) must be applied anytime the bus is parked. Drivers will be held responsible for accidents that occur due to the brake left unsecured. Small buses have an e-brake that is a latching brake that should be checked regularly for holding power. With the bus in drive, the bus should not move when a small amount of pressure is applied to the fuel pedal.

H. Backing a School Bus

Backing a school bus can be extremely dangerous. Backing on a public street should be undertaken in an emergency only. You can't see vehicles behind you or out of your rear view mirrors. Always have someone help you back your bus when you're out on the roadway. Accidents as a result of backing are inexcusable and will be an **automatic three-day suspension**. The second offense will be an automatic termination of the employee. Special education buses (with an attendant) are the only buses authorized to go down a cul-de-sac or dead end street.

IDLING POLICY

Upon entering the transportation lot, drivers will turn off the A/C to give the bus enough idle time to allow the alternator to recharge the battery. This will ensure the bus will start properly when used next. Following this procedure will reduce the chances of the bus breaking down because of A/C problems.

Excessive idling of the engine to run the A/C is unacceptable. Engine and A/C should be turned off any time the bus is parked.

All buses will be turned off during loading and unloading at **all** schools. Failure to do so violates the **Clean Air Act** and wastes valuable fuel. The **only** exception will be Special Needs buses per the directive of a Transportation Administrator.

Bus engines and A/C will be turned off during “dead time”. “Dead time” is any time the bus is parked between runs, while waiting on a field trip, when parked at the transportation lot, while waiting at schools for PM dismissal, or the like.

Buses should never be left unattended with the key in the ignition.

Drivers that do not abide by the idling policy may be brought before the Accident Review Board and/or meet with a Transportation administrator. Drivers violating the idling policy are subject to disciplinary action including suspension and/or termination.

FUELING

1. Gasoline and diesel are very expensive. Drivers are expected to take notice of any unusual changes in the consumption of fuel for their assigned bus.
2. The bus engine must be off when getting fuel.
3. The neck of the fuel tank should not be filled because the fuel will leak out onto the parking lot causing a dangerous situation. Employees could slip or fall on the wet surface. While fueling the bus, the driver must attend to the fuel fill nozzle at all times to avoid a spill. Never leave it unattended during the fueling process. Drivers assigned Safety Liner diesel buses will be required to attend special training on operation of these buses. Spilling fuel onto the ground is in violation of the EPA. Fuel pumps should always be secured and the fuel cap replaced before driving away from the fueling stations. Safety must be observed at all times.
4. There is **no excuse** for running out of fuel. Drivers who run out of fuel while running a route are subject to a two-day suspension without pay. **Always** check your fuel. Someone else may have used your bus.
5. Drivers are responsible for fueling their bus; they may not delegate this task to anyone else.
6. Buses are not to be fueled with students onboard.
7. For fueling stations equipped with a fuel management system: After you pull into the fuel island and get off your bus, you will see a key pad mounted next to fuel pumps. On the key pad you will enter your pin number, the last four digits of your social security number. The system will then ask you for the unit number. The system will then ask for the pump number (on the side of the pump you are using). Then turn on the pump and begin fueling. When you are finished pumping fuel, return the nozzle to the pump and the transaction is complete.

SCHOOL BUS MAINTENANCE & OPERATION

A School bus is a piece of equipment valued at thousands of dollars. By properly caring for your bus, many miles of trouble-free service can be assured. Each school bus in the fleet runs and drives differently. Drivers are expected to become familiar with the way their assigned bus runs. Each driver must maintain a daily log. This will be a part of their Pre-Trip Inspection. This log will be submitted weekly. The following information will help in the maintenance of the school bus.

School Bus Inspection

Pre-Trip inspections are required by law. The Pre-Trip Inspection form must be filled out daily and kept on the bus. Failure to perform daily pre-trip inspections and failure to submit a weekly pre-trip form will result in the driver being docked for the pre-trip, but ultimately could result in suspension and/or termination. **Weekly pre-trip inspection forms are due by noon of the following Monday.** Pre-trip inspections are conducted before each run.

Daily Inspection (use Pre-Trip Inspection Form daily)

- a. Check the tires (A flat tire on the rear of the bus will appear darker than the other tires.).
- b. Check for damaged or broken seats.
- c. Check fuel supply.
- d. Check to see if there are oil or grease spots under the bus.
- e. After starting the engine, check or listen for the following:
 - i. Check how easily the engine starts.
 - ii. Read the gauges soon after starting the engine.
 - iii. Listen to the sound of the engine while it's warming up.
 - iv. Check the condition of the brakes and the brake pressure. Perform the brake test for proper slack adjuster adjustment. (Make sure that the brake pressure has built up to 120 lbs. of pressure in both tanks. Pull the spring brake and then place the bus in drive. Gently press on the accelerator. The bus should not move. If it does, the slack adjusters need to be adjusted. Write the bus up and contact Dispatch for assignment of another bus.) Perform a hydraulic brake check on small buses with no air brake. Pump the brake pedal three times and hold it down for five seconds. The pedal should not move during the five seconds.

Never take a bus with non-functioning brakes!

- v. Check all the lights (loading, signal, brake, head lights, etc.).
- vi. Check and adjust all inside and outside mirrors.
- vii. Check the horn, emergency door handle and buzzer, and windshield wipers. Check the wiper blades for wear.

2. During the bus run:

- a. Be aware of any noises and rattles that may need checking after the run.
- b. Be aware of any unusual odors so that they can be checked as soon as possible.
- c. Keep a constant check on the gauges and instrument panels.

3. After the bus run:

- a. Report all minor repairs that can be done at this time.

- b. Clean, inspect and raise all windows.
- c. Check and report all torn/broken seats. Report seats that have been vandalized by graffiti.
- d. Check fire extinguisher monthly and check off attached tag. Submit a work order to Dispatch if extinguisher does not pass inspection.
- e. Check tire for tread depth and tire pressure.
- f. Check **thoroughly** for any sleeping children left behind on the bus. Make sure that your child reminder is working properly. A non-functioning child reminder is not an excuse for not checking for children left on the bus. **Remember**, leaving an unsupervised child on the bus will be grounds for termination.

DRIVER PERFORMANCE

Driving a school bus requires training, practice, and a professional attitude. A school bus is different from an automobile. It's longer, higher, wider, heavier, and requires longer stopping distances, especially when it is loaded with students.

Indifference while performing duties will not be condoned. Bus drivers must not be careless of the safety of themselves or others. They must not be insubordinate, dishonest, quarrelsome, or otherwise uncooperative. An employee violating this may be terminated.

If the route requires a driver to make a stop at the Transportation Nursery, the driver must **position the door of the bus so that it is towards the nursery** for pick up and drop off of nursery students. This is for the safety of Transportation employees' children. **No Exceptions!**

Do not pass another school bus that is loading or unloading on the bus ramp without permission from a school official or the supervisory bus driver. This is a dangerous situation in which a student could potentially be struck by a passing school bus. Always be on the look-out for students and teachers that may be crossing in the front or the rear of parked vehicles. Buses that pass other buses must have a legitimate reason that is approved by a supervisor and noted on the route sheet. All caution must be displayed. **No Exceptions!**

Drivers must follow the route sheet as written unless changes have been made by office personnel. A lot of effort has been put into establishing designated stops at corners and sometimes corner-middle-corner. The route sheet is designed so that these stops are established according to Transportation policy. Now that bus stop information is available online to all stakeholders, it is more important than ever that all drivers follow the route sheet that has been approved by Transportation Administration. Drivers are not authorized to make changes to their route sheets. If something needs to be changed on a route sheet, it must be approved by Transportation Administration.

Being late or not calling in is a serious offense. This can be grounds for termination. A bus driver who fails to call in on time when they are absent (5:00—5:30 a.m. & 11:30 a.m.—12:00 p.m.), or does not call in at all is subject to progressive disciplinary action.

LEGAL REGULATIONS

Railroad Crossing Procedure

The statutory requirements for stopping at railroad crossings are quoted here in part as follows:

“The driver of any school bus carrying any school-aged child, before crossing at grade, any track or tracks of a railroad, shall stop such vehicle within 15 to 50 feet from the nearest rail. After stopping as required herein and upon proceeding when it is safe to do so, the driver of any said vehicle shall cross only in such gear of the vehicle that there will be no necessity for changing gears while traversing (crossing) the track or tracks. No stop need be made where a police officer directs traffic to proceed.”

Our policy further requires drivers to stop at a crossing whether or not a student is on board. As a matter of policy, a bus driver shall face indefinite suspension from further driving if he/she is observed violating the procedure for crossing a railroad as outlined by statute and cited in the above paragraph. Drivers need to remember to approach a railroad crossing slowly before stopping to be able to see the track clearly in both directions. **Drivers are required to activate their hazard lights, not the flashing red or yellow lights, at railroad crossings. Never stop or park on or near railroad tracks.**

C.P.S. Reporting

According to **section 261.101, Family Code**, a person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect shall immediately make a report to CPS. If a professional believes that a child has been a victim of physical or sexual abuse or neglect, he or she must file a report within 48 hours after becoming suspicious of the event. An important piece of this to be noted is that the reporting can NOT be delegated. The person who suspects is the person who must report.

Setting the Parking Brake at All Stops

Section 10.2.1 of the Texas Commercial Motor Vehicle Drivers Handbook states that school bus drivers must place the transmission in neutral and set the parking brake at **each and every** stop while loading and unloading students.

Traffic Laws/Speed Limits

According to DOT state law, the speed limit for school buses on any highway is 50 mph day or night unless lower limits are posted. Any speed over the posted limit is presumed unreasonable and not prudent. Drivers breaking the speed limit face disciplinary action.

Please remember that the speed limit in a school zone is 20 m.p.h.

Drivers breaking the speed limit face disciplinary action. *Any citation for traffic violations received while driving a district vehicle is the responsibility of the driver. In addition to any monetary cost to the employee, the infraction will become part of the employee's personal*

file and could result in termination.

A bus driver **MUST STOP** when another bus is displaying alternately flashing red lights for students to embark or disembark. All traffic proceeding in both directions of an undivided highway must stop if there is not a median divider. And a bus must stop if a median has a cross-through where the bus is stopped.

Notification of Violation

522.061: A person who holds or is required to hold a commercial driver's license and is convicted in this or another state of violating a state law or local ordinance relating to motor vehicle traffic control shall notify the department in the manner specified by the department no later than seven (7) days after the date of conviction.

All school district C.D.L. drivers, under the law you have a responsibility to report any and all moving violations to an administrator. This would include your personal vehicle as well as a school district vehicle.

Notification of Disqualification

522.063: A person who is denied the privilege of driving a commercial motor vehicle in a state for any period, who is disqualified from driving a commercial motor vehicle, or who is subject to an out-of-service order shall notify the person's employer of that fact before the end of the first business day after the date the person receives notice of that fact. This would include:

1. Receiving a ticket for failure to stop at a rail grade crossing
2. Failure to pay surcharge
3. Knowingly driving with invalid DL will reflect dishonesty and will result in termination.

Department of Public Safety Records will reflect proof.

Fire Extinguishers

Texas Transportation Code Section 547.607 – states that a Fire Extinguisher is required on school buses.

Cell Phone Use

In 2005, the 79th Texas Legislature added a section to the Texas Transportation Code. The new section is 545.425 “Use of Wireless Communication Device by Certain Motorists.” It states **a person may not use a wireless communication device while operating a passenger bus with a minor passenger on the bus except in case of emergency or if the passenger bus is not in motion.**

*Further the Aldine school district does not allow a driver to use a cell phone or **Blue Tooth** type device of any kind while students are on the bus or **driving unloaded** for any reason other than an emergency. **This includes text messaging!** Any employee who violates this policy is subject to termination. This is a serious violation causing a safety hazard to both*

*patrons and students alike. Bus drivers are paid to drive buses, not talk on the phone. If you must talk on the phone, you must **park the bus**.*

Seatbelts

Drivers must wear their seatbelts, as intended, while operating a school bus. Shoulder straps and lap belts must be worn correctly. *Drivers may not put the shoulder strap behind their back.

Disruption of Transportation

Disruption of Transportation: Except as provided by section 4.31 of this code, any person who intentionally disrupts, prevents, or interferes with the lawful transportation of children to and from school activities sponsored by a school on a vehicle owned and/or operated by a county or independent school district shall be guilty of a misdemeanor and upon conviction shall be punished with a fine not to exceed \$200 (changed by L1989, Chap. 452 (2), effective September 1, 1989).

The Aldine Independent School District will not condone unauthorized persons attempting to board a school bus and disrupt drivers performing their duties. If this occurs on your route, document and report the incident to a school administrator and transportation administrator immediately. The Transportation administrator will follow up with the appropriate processes and contacts.

Self-Certification Affidavit

Drivers are responsible for completing any and all documentation pertaining to the self-certification affidavit and necessary physical documentation or physical exemption documentation with the Department of Public Safety. Drivers can contact the Training Academy for assistance, but it is ultimately the responsibility of the driver to make sure their license is in compliance with federal regulations. Drivers that self-certify incorrectly or fail to self-certify may lose their CDL, and as a result, will be subject to termination.

Unobstructed Openings Requirement

All school bus drivers must satisfy the Unobstructed Openings Requirement for school buses during the course of their duties. This means that ice chests (coolers), food boxes, athletic gear, large band instruments, project props, etc. are not allowed in the bus aisle or to be blocking the back door of the bus. The door may not be locked, and the handle must be operational from both sides. The Unobstructed Openings Requirement is a safety protocol and must be implemented to facilitate timely evacuation in the event of an emergency. Please keep in mind additional cargo will need to be placed beneath or on seats which may affect the number of seats needed.

DISCIPLINE

Discipline should be fair and firm. Let the students know the rules (Bus Rider Rules & Regulations In Aldine Independent School District) and if they are violated:

Make the student aware he/she is breaking the rules. If he/she continues, submit an incident report. Report the misconduct on the form provided. Be concise. Don't let your personal feelings show. This report has several copies. The driver keeps a copy, one copy goes to the school, and one copy goes to Dispatch.

School principals and the Director or the Administrative Assistant of Transportation will work together to resolve each incident on an individual basis. Students may not be refused bus service unless the principal, the Director or Administrative Assistant to Transportation informs the driver that such student is barred.

A. Bus Rider Rules and Regulations

1. Passengers must ride their assigned bus only. Load and unload at designated stops.
2. Stay off the roadway while waiting for the bus. Form a line to get onto bus.
3. Cross in front of the bus when crossing the road–NOT BEHIND THE BUS.
4. Wait until the bus has come to a complete stop before attempting to enter or leave the bus. Remain seated while the bus is in motion. Enter or leave the bus through the front door only, except in the case of an emergency.
5. No unauthorized stops will be made. **Never**, under any circumstances, should a student get off the bus except at school or at their designated stop.
6. Occupy any seat assigned by the driver. Keep feet out of aisles, off seats, and backs of seats.
7. Sit three students in a seat by filling back seats first when conditions require it.
8. Keep head, arms, and hands inside the bus.
9. Observe classroom conduct while riding the bus. Avoid unnecessary disturbing noises. The driver shouldn't be distracted while the bus is in motion. Don't shout or throw objects at passing persons or vehicles.
10. Be courteous! Will not use profane or vulgar language.
11. Help keep the bus clean. Will not eat, drink, or use tobacco on the bus. It will not be allowed.
12. Be considerate of other passengers.
13. Will not bring any animals, weapons, or other materials on board that might infringe on passenger safety.
14. **FIGHTING–PUSHING–SHOVING** or other rowdy behavior will not be tolerated.
15. Report any damage you observe to the driver. If a student causes any damage to the interior or exterior of the bus, he/she will pay for the damages and such behavior may result in suspended bus riding privileges.

**CAMPUS ADMINISTRATION MAY SUSPEND STUDENTS
FOR VIOLATIONS OF ANY OF THE ABOVE RULES.**

B. Discipline Tips

The first day of school is very important. This is when children learn what is expected of them, and a pattern is set for the rest of the year. Children have to know their limits. The set of rules furnished by the school district should be posted visibly in the bus. The driver should be sure all children understand these rules and any additional requirements the driver wishes to make. **The driver will start a seating chart immediately.**

Don't worry about whether the children like you. New drivers often fail because they're afraid they will not be liked if they are too strict. The truth is exactly the opposite. All discipline studies indicate the best drivers are those who set reasonable rules and enforce them.

A driver can be too strict. There must be a reasonable balance. A driver can "overreact" to small rule infractions. Don't think you need to catch every infraction. If you try this, you will soon find yourself in a contest and you will invariably lose because the students will try you, and it's impossible to be watching every second and still be able to drive safely.

Be alert. Pay attention to what is going on. See what is happening. Listen for signs of trouble. Get on top of the problem before it gets too big. If a child feels you like him/her, you can do a lot of correcting as long as he/she feels the corrections have nothing to do with your basic liking for him/her. Try to make your actions say "That behavior isn't acceptable," rather than "You're naughty because you're a bad boy/girl."

You must enjoy working with children. A dislike or intolerance of children is impossible to hide. Studies show that pupils tend to live up to expectations. If you think your group is good, they tend to be that way.

Be consistent. Many experienced bus drivers say this is the most important part of discipline. Don't try to put on an act. Children are the world's best lie detectors. Be yourself! Act consistently as best you can. Don't allow outside problems/factors affect your bus driving.

Watch your mirror. It might seem that we should have put this under "be alert." But we're saying something different here. If you watch your mirror, you can see who is watching you. If they are watching you, they're up to something. Children who are doing what they're supposed to be doing aren't worried about getting caught. If they (those up to something) see you looking back at them, that may be all that is needed. A look says a lot.

A school bus driver must be on the alert for items brought onto the bus which may cause a threat or possible harm to the students, teachers, immediate public, or even to the driver themselves.

Here are the items that are unacceptable, hints of what to watch for, and possible ways to handle the situations.

Weapons: Guns and knives can usually be concealed and may not be as easy to detect. The student's behavior may alert you of an irregularity. Often other students will warn the driver of a weapon on board. Such warnings should be weighed for truth but not taken

lightly, regardless of the age group. A school official or police officer should be made aware of your suspicions. **All weapons incidents must be addressed immediately and formally written up regardless of how insignificant they may seem.**

Drugs and Alcohol: The smell of smoke or alcohol is much easier to detect. There must never be an exchange between student to student, or driver to student, of tablet form drugs of any kind. Over the counter drugs are included in this description. Never volunteer to hold items for students. Notify the assistant principal in charge of the bus ramp of your suspicions of any drugs, tobacco, or alcohol. If a driver finds what they believe to be a controlled substance, they need to leave it in its place and contact Dispatch. Dispatch will notify Aldine Police, and an officer will be dispatched to investigate.

Animals: No pets should be transported to or from school aboard the school bus. There are no exceptions to the rule.

Basketballs, footballs, or balls of any kind are to be put away. Students playing around on the bus may cause a driver to have an accident.

Misc. items such as rocks, sticks, bottles, etc. may be a danger to other students and the general public. At certain times of the year, students will often bring eggs to school. Drivers must watch for items being thrown from the bus at vehicles or people.

C. Drivers' Responsibility With Respect to Student Management

It is the driver's responsibility to maintain student discipline on the school bus and to report any incidents, when help is needed, to the school administrators. He/she may report to the principal personally. ***Never allow a child to get off your bus except at his/her bus stop or school!*** If a child gets off the bus without permission, write up the incident and report it to the school **immediately**. Always submit a copy of the referral to Dispatch, and keep a copy for your records. **Only the school administrators (principal and assistant principals) have the authority to remove a child from the bus.**

1. Pupils transported in school buses shall at all times be under the authority and responsibility of the bus driver.
2. Obey all state laws.
3. Reprimand students for misbehaving, fighting, hanging head or arms out of the bus windows. Preferably, do this the first time the bus comes to a stop after the incident.
4. Don't allow students to run, crowd, or push when loading or unloading the bus.
5. Insist students remain in their places until advised to unload the bus by the driver.
6. Check and be sure that students always use steps and handrails when leaving and entering the bus. Encourage students to use the handrails when entering and leaving the bus.
7. Drivers, it is your responsibility to transport any and all students that ride your bus for your AM and PM runs. No student should be denied a ride to and from school. Please remember their parent may not be at home. If the student has been suspended please write up the student and turn in to a school administrator.
8. Students shouldn't be dropped off the bus on the bus route unless it is the student's designated stop. If help is needed in a disciplinary matter, the driver should take the

student(s) to the principal. If the principal isn't available, report the problem to the Transportation Director and it will be reported to the principal. If a student is a disciplinary problem on your a.m. run, do not take the student back home. Take the student to school and report them to the principal.

9. Check for cut seats after each run and report cut seats immediately. All drivers will be held accountable for seating charts and reporting seat damage. Students responsible for vandalism of the bus should be formally written up and Transportation and campus administrators be advised of the infraction so that restitution can be collected. Not reporting seat damage will result in assignment to the Accident Review Board as a cost effective incident.
10. Students must be on time. The bus can't wait on those who are tardy.
11. Refrain from threatening and/or issuing an order that can't be enforced. Once an individual has to withdraw a threat or is kept from carrying out a threat, he/she may have difficulty in establishing a positive relationship with the offended individual and students who have knowledge of the incident.
12. When attempting to stop bad behavior, try to refrain from telling the student "what not to do;" instead, suggest a positive behavior that he/she may consider doing. Many times a student may be well aware of how not to conduct himself/herself in a given situation, but not know how to select socially acceptable behavior to replace the inappropriate behavior.
13. It is extremely important that a bus driver be friendly with the students that ride the bus. Always exhibit an interest in what they are doing and comments that they make to you.
14. Reinforce good behavior and be sure to comment about any "good" qualities and/or actions of the students. It may be difficult to see good qualities and actions, but try to find at least one good quality in each child to highlight.
15. A bus driver that possesses a sense of humor is an extremely valuable asset when it comes to dealing with students.
16. Touching students in an aggressive manner is unacceptable. Employees may restrain students in a non-aggressive manner only in an effort to protect them from hurting themselves, someone else, or destroying property. Always use minimal physical restraint. Avoid touching students unless absolutely necessary (i.e. sick child, breaking up a fight, assisting a small child, providing care for a child with a disability). ***Never strike a child.***
17. Refrain from taking your personal feelings and prejudices out on a given student. The professional driver won't allow his/her feelings to affect his/her disciplinary actions towards a child.
18. Don't be concerned about correcting every misdeed that a student commits. Sometimes it's wiser to ignore or overlook some deeds if they aren't disrupting others.
19. If and when you have to correct a student for misbehaving, be sure that you still have respect and confidence in him/her. It's extremely important for a child to know that although you didn't approve of a particular act, you still have respect for the child as a fellow human being.
20. You need to set a good example in regard to your behavior and treatment of others. Remember, a bus driver sets the emotional tone for the bus. Generally, a student will tend to mimic behavior of an authority figure.
21. A bus driver or any school official should never ridicule a student. If at all possible, conduct student conferences in a private setting. Please remember, when one ridicules a

student, self-respect is diminished. There may be a tendency for a student who has been ridiculed or embarrassed before peers to strike back at the offending person.

22. If you have to leave the driver's seat for any reason, be sure to remove the ignition keys and take them with you. This isn't only a safety factor for students, but it may save you the time of having to find out who took the keys.
23. A record should be kept on all student misconduct and be submitted to the student's principal. These "Discipline Forms" are supplied by the Transportation Department. Keep a copy of each report for your own personal file. Please don't document student behavior based on "hearsay" from students. You must document what you witness.

D. Common Methods of Managing Student Behavior:

1. Move the students to a seat near the driver. Rearrange the seating chart. All drivers are required to keep a seating chart.
2. Keep students on the bus for problems after the other students have been unloaded in the morning. If needed, take student(s) to the Principal's Office. A discipline referral must be submitted to the principal when taking a student to the office.

Drivers WILL NOT hit the brakes to discipline students.

ACCIDENTS

An accident is any occurrence that in any manner “marks” the bus or another vehicle or property. The school district requires any occurrence to be reported in writing on the available Accident Form to the Administrative Assistant immediately. **Failure to report an accident/incident in the bus could result in suspension or termination.**

In case of an accident, perform the following in order listed:

1. Turn off engine and set the parking brake.
2. Notify the Transportation Department.
3. Protect the scene of the accident. Do not leave the scene (even for hit and runs).
4. Assist injured (provide First Aid); if necessary, call 911 for an ambulance.
5. Notify law enforcement or E.M.S. as needed. (Dispatch will do this.)
6. Get the information required on the Accident Form.
7. Get names of witnesses.
8. Do not discuss the accident with anyone except law enforcement officials or school authorities.
9. Complete a seating chart for police, campus administration, and Transportation Administration that includes the students’ names, seat location, gender, race, and age. Indicate grade when transporting students from multiple campuses.
10. If students are moved to another bus, all necessary equipment must be transferred to the replacement bus. Drivers are responsible for transitioning the equipment and tracking its whereabouts. Equipment will need to be transferred back to the original bus once it is repaired.

***Note: Do not leave students unsupervised during a breakdown or an accident. If need be, the driver may have someone call into Transportation on their behalf.**

Parents may not pick their child up from the scene of an accident unless the campus administrator authorizes it.

Many accidents can be prevented.

1. Aldine ISD Drivers are expected to maintain a safe following distance at all times. Drivers will have to increase their following distance during inclement weather for safe travel.
2. Drivers must continually check their mirrors. “Rocking and rolling” in the seat is necessary for the full use of mirrors.

ACCIDENT REVIEW BOARD

Drivers who are involved in an accident with their school bus and are determined to be at fault, will be expected to attend an Accident Review Board. The Accident Review Board will make recommendations, as deemed appropriate, of the following actions:

1. Give a warning.
2. Place the driver on probation. Drivers on probation can be terminated if they have another accident and are found to be at fault during the probation period, or accumulate too many points.
3. Suspend the driver.
4. Terminate the driver.

If a driver is determined to be at fault by the Accident Review Board, he/she may be required to work with the Driving Academy instructors as prescribed by the Accident Review Board. **Any suspensions assigned by the Accident Review Board shall be without pay.** Any at fault accident could result in loss of an extra run. Any at fault incidents will be investigated and recommendations put into place. Incidents are actions that cost the district less than \$500.00.

Guidelines for ARB are included at the end of the handbook.

Personal Injury Accident Review Board

Transportation employees involved in a work related accident not involving a school bus would be required to attend an Accident Review Board. The Accident Review Board will determine if there is something the department needs to change, correct or fix to prevent future incidents after reviewing the accident with those involved.

Safety Awards and Perfect Attendance Certificates

Safety Awards are presented annually to those drivers who have no accidents in which they are judged to be at fault. Pins are given to drivers who have had no accidents during the year. Jackets are awarded to drivers in five-consecutive year intervals for accident-free driving. Certificates for perfect attendance during the year are also awarded.

FIELD TRIPS

Field trips will be assigned from a list of drivers who specify their desire to drive these trips. Driver performance including, but not limited to attendance, verified complaints, weekly performance of duties (including but not limited to pre-trips), attendance to staff development and safety meetings, and completion of practicing safety tests can result in drivers being removed from the field trip list.

Assignments may not be traded among drivers. If you can't drive for a field trip, you must return the Field Trip Form to the Dispatch or Field Trip Office **as soon as possible**. Don't return it on the day of the field trip. If you do this, your name can be removed from the Field Trip List for the remainder of the school year.

Before going on a field trip, check with Dispatch for the bus assigned to the field trip. Drivers are required to keep accurate mileage and time on the Bus Request, and must have the sponsor's signature. The Bus Request must be completed correctly and entirely to guarantee payment. Bus Request/Field Trip forms must be submitted immediately after completion of a field trip. Please return completed Bus Request/Field Trip forms to the box in the Drivers' Lounge marked "Payroll."

If a driver has an out-of-town, overnight field trip and it's three (3) or four (4) days long, the day or days in-between will be treated just like a regular field trip; eating time will be paid as waiting time on the in-between days. On overnight trips, eating time be paid as driving time to and from the main destination. Waiting time wages are equivalent to the federal minimum wage. Drive time is calculated at the driver's hourly wage.

In order to fairly distribute field trips, a driver will be allowed only one overnight trip per year. You must be here three consecutive years to have an overnight trip assigned.

Written requests by school sponsors and/or school administrators will be given consideration provided the driver meets driver performance expectations for out of town, overnight field trips only.

Drivers are not allowed to take their own children on their field trips without permission from a Transportation Administrator.

FIELD TRIP PROTOCOL

1. Arrive 15 minutes prior to the departure time for weekend field trips.
2. When on a field trip, a driver should not wait at the school any longer than 30 minutes after the departure time of the trip. If neither students nor sponsor show up, check with a dispatcher or the school to see if the trip has been cancelled. Have forms signed by the sponsor, dispatcher or person who gave the directive to return. You will receive two hours driving time if the field trip is cancelled.
3. **Field trip drivers should check with sponsors about return times and locations. This should take place before the trip begins. Regular and Magnet routes' return time is 2 p.m. Special Education return time is 1:30 p.m. This means you have to be back at the school at this time.**
4. If drivers convoy on the field trips, the driver most familiar with the destination should be the lead. Do not use the toll road unless the sponsor agrees to pay the toll or has a toll pass. Transportation does not reimburse for toll fees.
5. To make the field trip a success, cooperate as much as possible with the sponsors and parent volunteers. A professional attitude is always expected.
6. The driver's clothing should be clean and well kept. Weekend field trips are an extension of the regular week and the drivers are expected to be in uniform.
7. If you are absent from your p.m. bus route, and have a field trip the following day, your field trip will be reassigned to another driver.
8. If you have a Saturday field trip, and you don't do your Friday afternoon bus route, the field trip will be reassigned to another driver.
9. The West Side and East Side Annex have lock boxes outside the dispatch offices. If Dispatch is closed when you return from your field trip, drop the bus key into the lock box. If you are scheduled to pick up a bus outside of scheduled Dispatch hours, the key for the bus will be in the lock box. A list of bus assignments will be posted; spares will be included on the list in case the bus assigned to you does not start or does not pass pre-trip inspection.
10. The Eastside Dispatch office is open from 6 a.m. to 2 p.m. on Saturday. The Westside Dispatch office is from 6 a.m. to 2:00 p.m. on Saturday.
11. If you trade or give field trips to other drivers, you can be removed from the Field Trip List.
12. If you don't sign up for field trips at the beginning of the school year, your name will NOT be on the Out-of-Town, Overnight Field Trip List.

EXTENDED DAY

Some routes will have an extended day (EXT) assigned as an extra run. You will get extra time for these runs in addition to your regular route. Poor **driver performance**, including but not limited to pre-trips, *excessive absences, and being late to the run will result in these extra runs being removed from the driver. Periodic evaluations in these areas will be conducted throughout the school year.

While seniority will be considered, factors such as *attendance, verified complaints, weekly performance of duties (including but not limited to pre-trips), attendance to staff development and safety meetings, and completion of practicing safety tests, will be most important in assigning Extended Day routes. **All high school and middle school EXT runs will be attached to routes for one calendar year. A driver may give up their EXT at any time during the year, but must apply for an open route that does not have an EXT and be prepared to give up his/her current route.**

Saturday School & Summer School

A. Saturday School

Saturday School takes precedence over a Saturday Field Trip. If you are assigned a Saturday School, you cannot do a Field Trip for those Saturdays. Please turn in any Saturday Field Trips assigned to you, if you have a Saturday School route for the same day. Please remember, any Field Trips that you are unable to do should always be returned to the Field Trip Coordinator. Only the Field Trip Coordinator can reassign Field Trips.

Please remember, all transportation policies and regulations in effect for the regular school year stay in effect for Saturday School Routes and Field trips. If you have a Saturday School run and you don't do your Friday afternoon run, the Saturday School run will be reassigned. Missing two Saturday School runs will result in loss of the extra run. **No exceptions.**

B. Summer School

Summer School routes will be assigned based on the **driver's overall performance** throughout the past school year. While seniority will be considered, factors such as *attendance, verified complaints, weekly performance of duties (including but not limited to pre-trips), attendance to staff development and safety meetings, and completion of practicing safety tests, will be most important in assigning Summer School routes. Drivers will be expected to drive Summer Schools routes for the duration of the summer school period including the final week. **Drivers should not request a Summer School route if they are unable to fulfill this duty.** During the Summer School session, being absent from any part of two days will cause the driver to forfeit his/her summer school route. **No exceptions.** After the second absence, the Summer School route will be reassigned to another driver.

Please remember, all Transportation policies and regulations in effect for the regular school year stay in effect for the Summer School session. **No exceptions.**

Bus Attendant Policies and Procedures

School Bus Attendant Qualifications

1. Must be 18 years of age or older.
2. No CDL required
3. Criminal background check including fingerprinting (Human Resources must approve)
4. Attend training at Aldine ISD's Transportation Training Academy and meet the expectations of the trainers. Attendants are hired on a probationary basis until they are recommended for a permanent position by the Training Academy.
5. Must attend CPR class and become CPR certified

*Routes may be altered by administration at anytime; runs may be added or deleted.

School Bus Attendant Responsibilities & Duties

1. Attendants will facilitate a bus environment that encourages children to comply with the Aldine ISD Student Code of Conduct in an effort to prevent the driver from being distracted.
2. Communicate with the schools, public, and students in such a manner as to encourage their cooperation and respect.
3. Cooperate with all staff personnel by providing all paperwork required (ex: payroll documents, reports, etc.).
4. Must know the bus route in order to help the substitute driver.
5. Assist students with seat belts and observe students to provide any further assistance during route.
6. Assist driver while backing up.
7. Must have a good relationship with your driver (teamwork).
8. Must stay awake to assist your driver, and must not talk on cell phone while on duty. Listening to headphones is not permissible.
9. Must assist children loading and unloading the bus.
10. Must sign in on Aide's Sign-In Sheet before and after each bus run. All employees must sign themselves in.
11. Must share the responsibilities to keep the bus clean.
12. Secure windows on the bus.
13. Must meet the drivers at their bus. Drivers are not to pick up their attendants at their home or any other location.
14. School bus attendants are also responsible for checking the bus for children who might have fallen asleep. Any attendant that exits the bus without checking for sleeping children will be terminated.
15. Should not eat or drink on bus with students present.
16. As members of the transportation department, you have an obligation to the students and parents of this district to be on time. You are scheduled to leave at a certain time. If there is an aide on the bus route, the aide must be on the bus when it is time to leave. If they are not on the bus, the driver will leave.

Saturday School & Summer School

A. Saturday School

Saturday School takes precedence over a Saturday Field Trip. If you are assigned a Saturday School, you cannot do a Field Trip for those Saturdays. Please turn in any Saturday Field Trips assigned to you, if you have a Saturday School route for the same day. Please remember, any Field Trips that you are unable to do should always be returned to the Field Trip Coordinator. Only the Field Trip Coordinator can reassign Field Trips.

Please remember, all Transportation policies and regulations in effect for the regular school year stay in effect for Saturday School Routes and Field trips. If you have a Saturday School run and you don't do your Friday afternoon run, the Saturday School run will be reassigned. Missing two Saturday School runs will result in loss of the extra run. **No exceptions.**

B. Summer School

Summer School routes will be assigned based on the **attendant's overall performance** throughout the past school year. While seniority will be considered, factors such as *attendance, verified complaints, weekly performance of duties (including but not limited to pre-trips), attendance to staff developments and completion of practicing safety tests, will be most important in assigning Summer School routes. Attendants will be expected to stay on the Summer School route for the duration of the summer school period including the final week. **Attendants should not request a Summer School route if they are unable to fulfill this duty.** During the Summer School session, being absent from any part of two days will cause the attendant to forfeit his/her summer school route. **No exceptions.** After the second absence, the Summer School route will be reassigned to another driver.

Please remember, all Transportation policies and regulations in effect for the regular school year stay in effect for the Summer School session. **No exceptions.**

Special Needs Policies and Procedures

School Bus Driver and Attendant Team Duties

1. Sweeping the bus.
2. Cleaning the windows
3. Student bus reports
4. Hook up wheelchairs
5. Keep inside of bus clean
6. On wheelchair buses, one employee does the lift and the other handles the wheelchair. One person is required to stay on the bus with the student(s). Driver/Attendant teams will work together to decide who will do what.
7. If one member of the driver/attendant team is not carrying out their duties and responsibilities, the other member is responsible for ensuring the safety of the student(s) onboard until they can report the infraction. No child's safety should be jeopardized at any time. Saying "that is not my job" and putting a child's safety at risk is unacceptable.
8. If students are moved to another bus, all necessary equipment must be transferred to the replacement bus. Drivers and attendants are responsible for transitioning the equipment and tracking its whereabouts. Equipment will need to be transferred back to the original bus once the bus is repaired.

Special Needs Transportation

Transportation will be provided for all qualified special needs students. Do the following for special needs bus routes:

1. Set a time schedule and keep it.
2. Keep your route sheets up-to-date at all times. Have a current bus route on file in the Dispatch Office and on the bus.
3. Special needs drivers shall wait a maximum of three minutes for their a.m. pickup. When a child isn't picked up, the driver should fill out a Bus Report and submit it for the a.m. bus route only.
4. Occasionally, there can be a problem on the p.m. drop off. This can occur when there isn't a parent or legal guardian at the designated drop off point. Continue on the bus route and make another attempt to drop off the student(s). If there is still no parent/legal guardian present at the designated stop, "notify the dispatch office when this occurs and they will take the necessary measures."
5. School bus attendants must sign in for themselves at the dispatch counter each time they go out for a bus run. Failure to do so will cause the following progressive action to occur: (a) first offense will earn a written warning; (b) second offense will result in a one-day suspension; (c) third offense will earn a three-day suspension; and a (d) fourth offense will result in automatic termination.
6. If attendants aren't needed for one-on-one supervision of a child while traveling, they shall sit at the behind or across from the last student on the bus to have better supervision of the students.
7. It's important that special needs drivers notify parents of pickup times one day in advance of picking up the child.
8. It's important that special needs drivers establish a time schedule so that the individual students are picked up at the same time each morning. The bus driver is responsible for keeping both the school and the parents informed of the changes in the bus schedule. Don't assume that because a child isn't at school in the morning that the child will be absent in the afternoon.
9. Radios aren't to be used for the a.m. pickups. When a child is consistently late, the driver should notify the dispatch office and the school after their a.m. route.
10. Special needs drivers will not pick up their attendants at their homes. The attendants will meet the drivers on the bus.
11. Special needs route sheets must be signed at the bottom of the page. All pickup and drop off times should be noted.
12. Remember the A/C on your bus is there for the comfort of the students riding the bus. Please be considerate of the temperature level and adjust the vents accordingly.
13. Chairs on the bus are prohibited. Under no circumstances should a chair be brought onto the bus for anyone to sit in. This is an extreme hazard to anyone on the bus in the event of an accident.
14. All Special Needs Drivers and Attendants are required to be certified in CPR and First Aid.
15. Special Needs Drivers and Attendants must understand the laws and regulations

pertaining to students receiving special education services. This includes relevant information on students' Individualized Education Plan (IEP) from students' Annual Review and Dismissal (ARD). Drivers and attendants must have knowledge and a clear understanding of ADA, IDEA, and students' right to a FAPE.

Magnet Policies and Procedures

Magnet School Transportation

Transportation will be provided for all qualified magnet students. Magnet rules are slightly different from traditional bus rules.

1. Drivers will not change stop times until a Magnet Supervisor has approved the change. (After the change has been made, drivers will need to notify students and their parents of the change.)
2. Drivers will not make changes to the route sheet until it has been discussed with and approved by a Magnet Supervisor. Drivers will not change the location of a student's stop, such as, in front of the student's home instead of the corner as assigned.
3. Magnet drivers have to stop at every stop on their route sheet. Stop and open the door. If a student does not step on the bus within 7 seconds (do not wait for students that are not at their stop), close the bus door, and then proceed on the route.
4. Magnet drivers do not give out their telephone numbers to parents of their students.
5. Magnet drivers must check their mailboxes before their AM run, after their AM run, and before their PM run. Changes are constantly being made to the Magnet routes.

Compass & High Point

Additional Information for Compass & High Point

1. Drivers and attendants for alternative educational placement campuses (Compass & High Point) will be selected by Transportation Directors.
2. If a student is at the bus stop in the morning and refuses to get on the bus or walks away, as if to skip school, contact Dispatch. Dispatch will notify the campus so that the campus can notify the parent. Upon arrival at the school, the driver should have a discipline referral prepared and leave it with the campus's administration.
3. It is imperative that drivers of Compass and High Point routes work to forge positive, appropriate relationships with their students.
4. Compass drivers MUST keep up to date route sheets on file with Dispatch.
5. On occasion, High Point will have classes scheduled when Aldine is observing a student holiday. High Point drivers are expected to work on these occasions. Additionally, High Point may observe a student holiday when Aldine is having an instructional day. High Point drivers may come in on these occasions and serve as sub drivers. High Point drivers should ask Dispatch what time to be at work on these days.

Supervisor and STAR Driver Policies and Procedures

Supervisor and STAR Drivers

1. All supervisor and STAR drivers are required to maintain CPR and First Aid certifications.
2. Supervisor and STAR drivers may be relieved of their position at any time if they do not carry out the duties and responsibilities outlined in the signed agreement or in the handbook.
3. Supervisor and STAR driver positions are for one year and may be extended annually at the discretion of the Transportation Directors.
4. Supervisor and STAR drivers will be required to sign an agreement that outlines their duties and responsibilities. Candidates for supervisor and STAR driver positions that cannot commit to the duties and responsibilities outlined in the agreement will not be further considered for the respective positions.

Shop Policies and Procedures

ALDINE SHOP TRANSPORTATION GUIDELINES

1. Shop personnel are not allowed to work on other employee's personal vehicles or their own during working hours, or on Aldine I.S.D. property.
2. When position vacancies occur, position notices are posted in the shop and on the Transportation Bulletin Board. In this manner staff members are informed of the advancement opportunities. Staff members are invited to notify the Shop Foreman, Executive Director, or Director in writing if they wish to be given an opportunity to interview for a vacant position.
3. Shop employees are to furnish their own hand tools and are responsible for their replacement due to negligence, theft, or loss.
4. Only shop employees, administration, or other authorized personnel will be permitted in the shop area (shop and break room). **NO BUS DRIVERS OR BUS ATTENDANTS ARE PERMITTED!**

SHOP PERSONNEL REQUIREMENTS

Shop personnel are expected to conduct themselves in a professional manner in the presence of fellow employees and the general public. Conduct should be in such a manner as to not bring discredit upon themselves, their fellow employees, or the Aldine Independent School District.

1. The school district provides uniforms for all shop employees. It is the responsibility of each employee to make sure that these uniforms are kept clean. During work hours shirts will be tucked in and buttoned to the top excluding the collar button, pants will be worn above the hips with a belt, and only caps (like baseball caps) may be permitted. Proper footwear should be worn (brown or black work shoes or boots; steel toe shoe or boots are optional).
2. No uniform will be left “adrift” in the locker room or shop area. Each employee is responsible for their own uniform.
3. All personnel gear-clothing, shoes, lunches, etc. will be kept in the locker room or in personal tool boxes. Lunches can be stores in the lunch room refrigerator.
4. Shop personnel will utilize the shop lunch room, restrooms, etc. only. Facilities in the office and drivers lounge area are for office staff and drivers only.
5. Work hours, lunch breaks, coffee breaks will be adhered to without exception unless otherwise authorized by the administration/shop foreman.
6. All shop personnel will present themselves in a clean, specified uniform. Technician’s hair style shall not extend below the bottom of the collar. Beards, mustaches, and goatees are allowed and should be neatly trimmed. Sideburns should not extend below the bottom of the ear.
7. In keeping with professional decorum, earrings may be worn by female employees only, and ears are the only exposed areas of the body on which pierced jewelry may be worn.
8. Shop personnel required to drive a bus must have a class “B” C.D.L. with a P and S endorsement. They will pass an annual physical and maintain proper certification. All new hirees that do not have a class “B” C.D.L. when they are hired must obtain one within thirty days of their employment date or they will be terminated.
9. The use of all tobacco products, including but not limited to snuff, dip, chewing tobacco, cigarettes, cigars, and pipe tobacco, shall be prohibited on District property at all times and at functions sponsored by the District or one of its schools. School vehicles (cars, trucks, school buses) are school property. **If caught using these products, you will be subject to suspension and or termination.**

10. Cell phone or cell phone accessory (Blue Tooth etc.) use should be restricted to breaks and lunch. If anyone has an emergency (illness in family) and needs to be contacted by his/her cell phone while he/she is working must conference with an Administrator to let them know of their situation.

ATTENDANCE

It is extremely difficult to run the Transportation Department efficiently if technicians have excessive absences. We have a responsibility to the parents and the students of our school district to have buses operating so we can pick up our students and get them to school safely and on time. This cannot be accomplished if a Technician has excessive absences. If you are absent two (2) consecutive days without giving proper notice (notifying shop foreman or administrator), you will be considered to have abandoned your job and to have voluntarily resigned your position with Aldine I.S.D.'s Transportation Department.

When an employee knows he/she is going to be absent, the Foreman should be notified: early morning shift (5:00 am– 1:30 pm) must call the foreman by 5:00 a.m., the morning shift (8:00 am – 4:30 pm) must call by 7:00 am and the afternoon shift (2:30 am – 11:00 pm) must contact the foreman by 12:00 p.m. An employee can be docked wages for calling in later than the designated times. The Eastside Office number is (281) 985-6628 and the Westside Office number is (281) 878-7800.

When an employee knows he/she will be off for a personal day that has just been approved by an Administrator, the employee should also notify the foreman of the upcoming absence so that it can be put onto the calendar. This will avoid any miscommunication about attendance for that day/days.

Being late or not calling in when you are out is a serious offense. This is considered indifference to one's job and can be grounds for termination. Shop personnel who fail to call in on time when they are absent or do not call in at all are subject to progressive disciplinary action.

- First Offense – An Administrator will conference with the Technician.
- Second Offense – Technician will be suspended for one (1) day. The day will be decided by an Administrator
- Third Offense – Will be grounds for Termination

Remember, we operate on a very tight schedule. When an employee is late, or doesn't call in, many problems arise from parents, students, and the schools. Being on time is essential. It adds stability to the students' day.

Excessive absences can cause the loss of your job.

VACATION

Vacations for Technicians become available after their anniversary date of employment. All vacation requests MUST be submitted and pre-approved by an administrator at least two weeks in advance.

- After a Technician has been employed for one (1) year, he will earn one (1) week of vacation.
- After a Technician has been employed for two (2) years he will earn two (2) weeks of vacation.
- After a Technician has been employed for ten (10) years he will earn three (3) weeks of vacation.
- After a Technician has been employed for twenty (20) years he will earn four (4) weeks of vacation.

* Vacation time will not carry over to the next school year. All vacation time must be used accordingly to the school calendar year.

** When Technicians apply for the same vacation time as another Technician does, the Technician with the earliest anniversary date will have first choice. If there is any question about vacation days the Technician will conference with an Administrator. **Administrators will use their discretion on all vacation days.**

GENERAL SHOP REGULATIONS

1. District Vehicles (cars, trucks and school buses) are for the use of school district business only. Shop personnel are not to use them to go to the store, credit union etc. Violation of this policy will result in disciplinary action 1st offense personnel will be suspended for three days, 2nd offense personnel will be suspended or terminated.
2. Any major components, engines, transmissions, axel assembly, etc. dissembled for repairs will be stored in such a manner as to make the work area clean. Large components (radiators, hoods, drive lines, etc.) when not being repaired will be stored at the rear of the unit or underneath or in an “out of the way” portion of the stall or in an area designated, not scattered or left loose on the floor.
3. No open engines, transmissions, rear axle 3rd member, etc. will be left uncovered when not being worked on.
4. All shop tools (pullers, small diagnostic equipment, testers, etc.) will be checked in and out through the parts department. Each technician will be responsible for the return of all shop tools after use. Shop tools, stands, jacks, and equipment will be returned to the parts department or designated area.
5. The tire area will remain secure at all times.
6. Large equipment and tools-jacks, hoists, welders, jack stands, etc. will remain in their designated areas when not in use.
7. Welding carts will be stored in designated areas when not in use. Empty and full welding tanks will be stored with caps intact. Welding cables, hoses, electrical lines are to be rolled up or reeled and stored when not in use.
8. All air hoses, drop lights, welding cords, etc. will be coiled and stored or reeled when not in use.
9. Assigned work stalls, areas, work benches will be kept clean, free or litter and in an orderly condition.
10. Special equipment-brake lathes, drill presses, bench grinders, parts wash vats, band saws, will be cleaned after use.
11. Shop towels will be returned to the dirty towel barrel and picked up from towel storage on an even one for one basis. No technician should have more than 10 towels in his possession at any time.
12. Road calls should be made promptly with tool box and parts as necessary. Any driver who runs out of gas should be reported to a transportation supervisor by the mechanic on duty.

REPAIR ORDERS: (WORK ORDERS)

1. All work orders will be assigned to the shop foreman through the work order system. Any repair that a mechanic is not sure about, must consult Shop Foreman for instructions.
2. Repair orders upon completion, will be returned to the shop foreman's office with the story of repairs performed and written on the order.
3. Any shop consumables (motor oil, transmission fluid, differential grease, welding rods, etc.) will be included and entered on repair order form by the technician.
4. Completed individual repairs, on repair order, when more than one technician was involved, should be denoted with each technicians number indicated.
5. The parts person will be responsible for logging in all work order data at conclusion of each job.

SHOP AND PREMISE CLEANLINESS

The shop area is the mechanics work area and as such should reflect on our department in a positive manner.

1. Technicians will clean up stalls upon completion of each job. All damaged, used and unserviceable parts will be disposed of upon completion of repairs. Trash debris will be disposed of in proper receptacle.
2. Do not take glass containers in the shop area. Coffee cups, lunch bags, drink cans, will be disposed of in the proper containers. Keep the break room clean of trash.
3. Oil and grease drain pans will be dumped immediately upon utilization. Filter cartridge, filter elements, etc. will be removed and disposed of properly. Coolant pans will be dumped immediately by technicians. EXCEPTIONS when coolant is to be retained for reuse it should be covered and stored underneath the vehicle repaired.
4. Dirty shop towels are not to be left on the shop floor, in the bus, or on the lot. Shop towels when used should be returned to the dirty towel barrel.
5. After repairs, all work benches will be cleaned of all trash, debris and parts.

SHOP SAFETY REGULATIONS

1. When grinding, sanding, welding or performing any operations creating sparks, dust, dirt or other foreign materials that may cause eye, lung or bodily injury, goggles and particle masks and or other protective equipment must be worn.
2. Under no circumstances will asbestos or asbestos type material be removed by air pressure. EX: brake mechanisms, clutch assemble.
3. When dealing with asbestos materials particle masks should be worn.
4. The shop aisles and passage ways should be kept open at all times.
5. Wooden blocks and bracing will not be used at any time to support frame, front and rear axles, transmissions, and suspensions, etc. Supporting and blocking will be supported by jack stands, transmission jacks, appropriate air / hydraulic jacks only.
6. All drop lights; water and air hoses, etc. will be rolled up and stored in respective places when not in actual use.
7. Be careful when backing vehicles. Shop personnel are subject to the same rules as bus drivers when involved in a backing accident. Backing a school bus can be extremely dangerous. Backing on a public street should be undertaken in an emergency only. You can't see vehicles behind you or out of your rear view mirrors. Always have someone help you back your bus when you're out on the roadway. Accidents as a result of backing are inexcusable and will be an automatic three-day suspension. The second offense will be an automatic termination of the employee.
8. Vehicles should never be operated with the doors open off the lot.
9. Any broken, damages or worn tools or equipment, hazardous or unsafe conditions should be reported immediately to the shop foreman.
10. All oil, grease, or fluid spills will be cleaned up immediately by the individual or individuals involved.
11. Any accident that shop personnel have in any district vehicle (car, truck or school bus) must report accident immediately to shop foreman.
12. Shop personnel operating a district vehicle (car, truck or school bus) and caught on a police agency camera running a red light will be subject to suspension/ termination.
13. If a shop employee receives a personal injury performing his job, he should notify the shop foreman immediately. As a result of the accident all necessary forms must be completed within twenty four hours of the accident to the shop foreman. A release must accompany the shop personnel when he is returns to work.

14. Shop employees involved in a work related accident to include; involving a district vehicle (car, truck or school bus) would be required to attend an Accident Review Board. The Accident Review Board will determine if there is something the department needs to change, correct or fix to prevent future incidents after reviewing the accident with those involved.
15. All shop employees (mechanics, oil changers, oil checkers, utility, tireman) that work on a bus must make sure that all hand/finger prints left on a bus (oil, grease, etc) are removed when bus work is completed.
16. All shop employees shall not use buses for personal reason.
17. All shop employees will not sleep in, under, or around buses at anytime. This is a major safety hazard. Any employee found sleeping in, under, or around buses at any time will be subject to suspension and or termination.

THEFT

Any shop employee that is caught or is proven to have stolen from the Aldine Independent School District will be terminated from the district.

Camera Technicians

Camera technicians are required to notify dispatch and/or an administrator when they need to leave the premises.

Anytime a video is dropped off at a campus or district office, the camera technician will obtain a signature from the recipient on a receipt or in a logbook. The time and date will be noted on the receipt or in the logbook.

Camera technicians are to complete all requests for service within 72 hours and maintain documentation of all service requests and delivery times/dates.

Camera technicians report directly to Transportation Administration and must make themselves available and whereabouts known while they are performing their job duties and responsibilities.

Camera technicians, by the nature of their job, have access to sensitive information that must remain confidential.

If camera technicians see something on video that is not aligned to the expectations of the Transportation Department, they will report the incident and provide a copy of the video to a Transportation administrator. Transportation Administration will view the video and authorize its release to any campus or other department that may have requested it.

Camera technicians must be available to work overtime, cover routes, and perform additional duties as needed.

Nursery Employees' Policies and Procedures

Nursery Employee Responsibilities

Absence: Notify Dispatch between 4:30 am – 6:00 am for a morning absence; for a PM absence, call Dispatch before 12:30 pm. Contact the Nursery as well: Mrs. Emma on the East Side, Mrs. Sharon on the West Side. If a nursery employee is going to be absent for more than one day, the employee is required to contact Mrs. Lazette.

Being tardy to work on multiple occasions and/or not following the attendance policies of the department and district will result in suspension and/or termination.

Dress code: Clothes must be neat and clean. Undergarments are required. Clothing must approach the knee. Employees should be able to bend and stoop; clothing should not be revealing while carrying out job responsibilities and duties. Clothing may not have suggestive sayings, pictures, or graphic images that are inappropriate for children (no liquor, drugs, smoking, sex, skulls, etc.).

Hours of operation: 5:15 am - 9:30 am; 1:30 pm – 5: 30 pm, and 5:30 pm – 7:00 pm

Training Classes/CPR – First Aid: Nursery employees are required to take 20 hours of training plus CPR and First Aid annually. If employees are scheduled for a class that Aldine has paid for and miss the class, the employee will either pay Aldine back or schedule the same class at their own expense.

Sign-in: Nursery employees are expected to sign in and out daily. All personal business (restroom, phone calls, and personal conversations) should be taken care of before signing in.

Attentiveness to the children: Nursery employees are expected to be attentive and alert at all times, paying attention to the children in their care. Nursery employees are not permitted to sleep on the job. Sleeping on the job will result in disciplinary action that may include suspension and/or termination.

Accident Review Board Policies, Procedures, and Guidelines

Accident Guideline Code

Date Revised:
08/01/2011

Aldine Independent School District Accident Review Board

Management Guidelines

Notification to Driver

The driver is to be provided written notification at least three working days prior to the meeting. In the event that the driver is to be ******suspended from driving until the hearing is held before the Accident Review Board, the notification period may be less than three days. The driver shall be informed that a recommendation will be made to the Executive Director of Transportation and that it is in the individual's best interest to appear before the Board. The Executive Director of Transportation will have the final determination.

Serious Accident

In the event of a serious accident in which people were injured, major damage occurred, or there is the potential that a driver will be ******suspended without pay for five or more working days, or *******terminated, an emergency meeting of the Accident review Board may be called.

The Level of Infraction will be assessed by a penalty point system. A maximum of five points will result in *******a recommendation for termination to the Executive Director of Transportation. All accumulated points will remain on a driver's record for a **three year period** from the date of evaluation.

Each individual case will be immediately assessed as either Incident or Accident. An Incident will pertain to a minor accident with the cost of repairs being under \$500.00, willful non cost effective insubordinate actions and/or willful acts of endangerment. All Incidents will result in ½ point with the exception of rail grade infractions.

***Probation for an incident shall be 30 working days for the first offence with a prescribed training session. Second incident shall render a suspension of one day with a prescribed training session.**

***Probation for an accident shall be 30, 60 or 90 working days and an appropriate non-paid re-training period with the Academy Training Center trainers prior to returning to non-probationary driver status. The training center will continue to monitor the driver until probationary period is completed. Case file will then be closed. Probation for drivers with a large number of infractions or on probation at the time of an accident may be extended at the**

board's discretion or may lead to termination due to excessive points. A file including all information pertaining to the accident or incident will be included in the driver's personnel file. Driver signature required at board meeting.

****Suspensions & Remedial Training shall be without pay.**

A hand written statement will be taken from each driver describing the accident or incident.

Driver's personnel file will be viewed pre-Accident Review so that employee history can be taken into account during evaluations.

Accident Review Point System:

The Accident Review Board's investigation of accidents and incidents will be considered a personnel action. Thus, the privacy of employee personnel records will be followed.

The committee shall consider the type of accident or incident being reviewed, to determine whether it was preventable, taking in consideration whether there were any violation of established safety rules and regulations, any violations of Texas traffic laws and the employee accident/incident history in making a determination.

The point system shall be applied as follows:

- a. If an accident or incident is found to be non-preventable no points will be assigned.
- b. The accident review board will assign points regarding an accident regardless of whether or not there is a police report filed or if an employee is charged as responsible. Policy will over rule that factor.
- c. The Accident Review Board will make the determination of the number of points to be assessed on each category the employee has violated. Decisions will be governed by a majority vote, utilizing a set code and the points will be totaled. A recommendation will then be made to the Executive Director of Transportation.

The completed copies of all documentation will be placed on file. The file will remain pending until all assignments have been completed or resolved.

Accident Review Board Guidance Chart

Levels of Incidents	First Occurrence	Second/Succeeding Occurrences
Minor accident with the cost of repairs being under \$500.00 (1/2 Point)	Training prescription & 30 day probation*	Training prescription & 90 day probation* 1 day of suspension** Progressive thereafter
Tire/ blow out caused by repeated contact with curbs - Battery loss due to ignition key repeatedly left in the <u>ON</u> position - Major seat damage/interior vandalism not reported or addressed. (1/2 Point)	Training prescription & 30 day probation*	Training prescription & 90 day probation* 1 day of suspension** Progressive thereafter
Failure to maintain operation of - or tamper with 24-7 Camera System (1/2 Point)	Training prescription & 30 day probation*	Training prescription & 90 day probation* 1 day of suspension** Progressive thereafter
Idling the bus more than 5 minutes with no students on board (fuel expenditure) (1/2Point)	Training prescription & 30 day probation*	Training prescription & 90 day probation* 1 day of suspension** Progressive thereafter
Cell phone use while transporting a minor student - verified report of running red light/stop sign or reckless speeding (1/2 Point)	Training prescription & 30 day probation*	Training prescription & 90 day probation* 1 day of suspension** Progressive thereafter
Endangerment of students during on/off loading - unloading from left lane into unprotected right lane - allowing students to cross any esplanade into oncoming traffic - allowing students to pass behind bus - failure to set parking brake at each stop (1/2 Point)	Training prescription & 30 day probation*	Training prescription & 90 day probation* 1 day of suspension** Progressive thereafter

Levels of Accidents	First Occurrence	Second/Succeeding Occurrences
Endangerment of life at railroad tracks	Termination***	
Collision with fixed object (poles, fences, parked vehicles, etc.) (1 Point)	Training prescription &/or probation* 1 or 2 day Suspension**	Probation* exceeding 30 days Training Prescription 3 days of Suspension** Or Termination***
Improper passing - Improper turn or improper lane change causing side swipe (2 Points)	Probation* & Training prescription Up to 3 days suspension**	Probation* exceeding 30 days Training Prescription Up to 5 day Suspension** Or Termination***
Backing contact - Failure to yield - Rear ending a vehicle - Running red light/stop sign - Illegal signaling -passing or turning from wrong lane - Talking on cell phone or using a phone/radio ear device at time of impact (3 Points)	Probation* & Training Prescription Up to 5 days Suspension** Or Termination***	Termination***
Under influence of drugs/alcohol - Gross negligence (5 points)	Termination***	
Illegal crossing of railroad tracks - Text messaging on phone at time of impact - Not reporting an accident (5 Points)	Termination***	

- Recommendation to the Executive Director for Termination for a minor offense can result from **point accumulation**.
- Failure/refusal to respond to or cooperate with a remedial trainer, failure to complete remedial training, and/or failure to appear before the ARB will result in disciplinary action which may include suspension and/or termination.