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# TRANSPORTATION MANUAL

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DEER CREEK-MACKINAW CUSD #701

UPDATED 7-04

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## INTRODUCTION

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The purpose of this manual is to clarify the relationship between all of those various factions which must work together in the process of transporting students. The vehicles which carry students should be thought of as “classrooms on wheels” and deserving of the same support, supervision, and planning received by regular classrooms. Although, for the most part, formal instruction does not take place while students are being transported the social interactions which occur could have an effect on the teaching-learning process.

The guidelines established in this handbook should be understood and followed by all drivers without exception. Nothing in this handbook shall be so construed as to relieve any driver from using good judgment.

The professional bus driver has gained a reputation with the public as a skillful, courteous, and important part of the educational program. While behind the wheel of a Deer Creek-Mackinaw CUSD #701 vehicle bearing your employer’s identification, you become a representative of your profession and your employer. As a professional driver, you should give to the public the courteous service it has learned to expect from the profession you represent. Good relations between the staff, the students, and the public are essential. Constant acts of courtesy by professional drivers will maintain these good relations. Your reputation and the reputation of Deer Creek-Mackinaw CUSD #701 will be enhanced by your courteous, safe, and careful operation of the bus or van.

If you have any questions concerning any of the instructions given in this manual or if you desire additional information, consult the Superintendent or the Transportation Coordinator.

## GENERAL INFORMATION

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### ABSENTEEISM

Employees shall not engage in unauthorized absence. It is imperative that all employees show up for work on time. Repeated absenteeism and coming to work late will result in the termination of employment.

The driver is responsible for arranging a substitute driver during absences. All absences and substitute driver's name are to be reported to the District Office prior to absence except in emergency situations. Voice message and e-mail are acceptable form of communication with the District Office.

### ACCIDENTS

All accidents must be reported promptly to the Transportation Director or Superintendent. An Accident/Incident Reports must be filed as soon as possible.

### APPEARANCE OF BUS

All drivers are expected to keep the interior of their bus clean and swept out, free of paper and debris daily. All windows must be cleaned -- front and rear. Lights and mirrors should be checked daily. It is the driver's responsibility to keep all license plates and school bus marking clean and legible.

### APPEARANCE AND DRESS OF DRIVER

Employees shall dress appropriately while on school property, at school sponsored events, and during working hours. Disciplinary action may be taken if personal dress or grooming causes or the District reasonably anticipates will cause, interference with the educational process or the work of other employees or which threatens the health or safety of District students or staff.

Drivers are prohibited from wearing clogs, sandals without heel straps, and shoes with heels of two (2) or more inches.

### BUS GARAGE

The bus garage area must be kept clean. Horseplay or other unruly behavior will not be tolerated. The Transportation Coordinator has responsibility over the bus garage. Buses are to be parked as instructed by the Transportation Coordinator.

Nothing is to be put on the chalkboard or bulletin board that displays discourtesy, intimidation, insubordination, obscene or abusive language offensive to fellow employees.

## CONDUCT

All Deer Creek-Mackinaw CUSD #701 school bus drivers are expected to have a positive attitude and conduct themselves in a professional manner at all times. Drivers have many responsibilities to fulfill and they will be expected to take them seriously and act accordingly.

Any problems that arise should be brought to the attention of the Transportation Coordinator or Superintendent. Employees should refrain from discussing problems and/or complaining to co-workers.

## CONTROLLED SUBSTANCES

No employee shall work when under the influence of any drug, including medications, which impede judgment or reflexes. No employee shall conceal or maintain any intoxicating liquor or drug in or on any school property or at any school-sponsored activity. No employee shall consume alcoholic beverages on any work day at any time between the beginning and end of his/her work assignment. No employee shall work bearing the odor of alcohol, drugs, or controlled substance.

The use of tobacco products is prohibited on all school property, including school buses and vans.

## LICENSE AND SCHOOL BUS PERMIT

Drivers must possess a valid license and permit as required by State of Illinois laws governing school bus operations. The District office must have on file a copy of the CDL license and certification letter. The driver must have the license on his/her person at all times.

## PARKING FOR EMPLOYEES VEHICLES

Parking for personal vehicles at the bus garage will be provided at the west side of the building next to the football field and on the east side along the exit drive.

## PRIVATE VEHICLES

No school employee may transport students in school or private vehicles unless authorized by the administration and in compliance with legal requirements and liability coverage requirements.

Students shall be transported to and from school sponsored activities only in vehicles authorized by the administration. A transportation fee may be set by the School Board to defray the costs.

Every vehicle regularly used for the transportation of students must pass a safety inspection test at least every 6 months or 10,000 miles whichever occurs first. The test shall be given at a testing lane certified by the Illinois Department of Transportation.

## REGULAR ROUTE DRIVER AND EXTRACURRICULAR TRIPS

A regular route driver who takes an extracurricular trip during the time of the regular route will be paid at his/her regular route rate for the length of the regular route before being paid at the extracurricular trip rate.

## REMAINING ON BUS

Bus drivers shall remain in the bus at all times when children are on board; unless, ( a) there is an emergency and bus driver must leave to get help or (b) there is a supervisor, aide, chaperone or other appropriate adult on the bus.

## REPORTS

Driver must keep accurate trip sheets or other reports required by the District.

## REPORTING TIME

Each employee shall report to work at the time assigned, and continue assigned duties throughout the work day, except as permitted by the Superintendent.

The time you start your routes can vary from the time shown on your schedule which is an estimated time. After examination of all routes it has been determined that **NO BUS SHOULD LEAVE THE BUS BARN AREA BEFORE 7:00 a.m. WITHOUT PERMISSION.** If you need more or less time for your route, request some permission from the Superintendent. Once you have established a starting time for your route, never

change that time. The students will be on that particular time schedule and have no idea when you are going to be earlier or later. Weather conditions, change, but your starting time does not! A driver's creed should always be, "Never Early Seldom Late."

## RIDERS

It is forbidden to carry riders other than those assigned. An exception can be made only by the Superintendent.

## RULES AND REGULATIONS

It is the duty and obligation of every driver to know and understand all rules and regulations of the district. Contact the Superintendent immediately if in doubt as to the meaning of any rules or regulations. The rules and regulations set forth in this handbook and Board Policy may be supplemented from time to time by Administrative Policies and Procedures. The Superintendent and all building principals are authorized to adopt such additional rules as may be necessary or convenient. It shall be the duty of each building principal and/or immediate supervisor to provide and review all rules with new employees and to annually review all rules with current employees.

Your responsibilities as a school bus driver are the same as if you were operating your own personal vehicle. You are responsible for any traffic citation issued while driving a school bus. The only exception may be in the case of vehicle failure or malfunction of the vehicle which is beyond your control.

Be aware that you're driving record, including that involving your personal vehicle, affects your ability to secure and maintain a valid bus driver's permit issued by the State of Illinois. You may lose your permit if:

1. You are convicted of two (2) or more serious traffic offenses within a one (1) year period.
2. You are convicted of reckless driving, driving while intoxicated or reckless homicide involving operation of a motor vehicle.
3. You are convicted of certain criminal, drug or sex offenses.
4. You are repeatedly involved as a driver in collisions or are repeatedly convicted of moving violations such that your behavior shows either that you feel disrespect for the traffic laws or that you are not able to use ordinary and reasonable care in operating a motor vehicle.

## SOLICITING

There will be no soliciting by Deer Creek-Mackinaw school bus drivers while on duty.

## SPECIAL EDUCATION DRIVERS DURING INCLEMENT WEATHER

Drivers transporting out of district special education students shall follow the schedule of the school the student is attending. It will be the driver's responsibility to determine if the school to which he/she is transporting the student(s) is closed or open during inclement weather.

The driver will be notified by the Superintendent or his designee with instructions regarding the transporting of student(s) if school is canceled for inclement weather in Deer Creek-Mackinaw but the destination school is open. It is the driver's responsibility to notify parents and the school the student(s) attend regarding attendance for that day.

Call the Superintendent anytime there is confusion regarding what to do. A general rule is to contact parents and the appropriate school anytime the driver is uncertain if school is open or closed because of inclement weather.

## STARTING OF BUSES

Buses are not to be started until five (5) minutes before time to leave except in severe cold weather.

## STATE REGULATIONS

You must be aware of and operate your vehicle in conformity with all rules, regulations, and laws of the State of Illinois (Chapter 95 12, Illinois Motor Vehicle Code).

# DRIVER-STUDENT RELATIONS

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## COURTESY

Deer Creek-Mackinaw drivers have earned a favorable reputation as being extremely professional and courteous. A pleasant smile, a courteous word, a friendly greeting, "Thank you", and "Please" will go a long way toward continuing this fine tradition. Courtesy and safety go hand in hand in building good public relations.

## PASSENGER CONTROL

Student behavior on school buses is the biggest problem confronting school bus drivers today. School bus transportation is an extension of a school system. District behavioral standards should be enforced on the school bus at all times.

Understanding the principles of pupil psychology enables a driver to avoid trouble before it begins. If a driver overlooks violations of conduct by one pupil, the driver will lose the respect of the other pupils. The driver must be careful to strike a happy medium by having consistency, not being too lenient or too harsh. Both extremes are equally bad for the morale of the students.

Pupil's loud talking on the bus is a problem that requires patience on the part of the driver; however, absolute silence among pupils is not a healthy school bus atmosphere.

A driver should understand issuing an order does not complete the teaching process. An order must be repeated patiently and constantly. Always be "firm but fair!"

## WORKING IN EDUCATIONAL AREA

A bus driver should be aware that he/she is working for an educational institution. The driver should not expect the passengers to have adult attributes. The young people you transport are not adults. They are young people and if you do not like young people please save all of us a lot of problems and resign.

In having a sympathetic understanding of pupils' problems, moods, and individual differences, drivers should remember:

1. The average student wants to be older than he/she is and free of adult controls.
2. The average student likes to be treated and respected as an equal by an adult.
3. Most students want adults to recognize student's good traits or abilities.
4. Students may make problems in order to get recognition and attention.

## FRIENDLINESS AND COURTESY BUILD MORALE

A driver should strive to build morale and foster cooperation with students. The driver needs to be friendly, consistent, courteous, and helpful. In the course of time, the pupils' morale will be a great help in controlling the worst offenders. When pupils discover that improper conduct is not acceptable to the group, offenders will hesitate to do those things which cause them to lose prestige among their peers. Make a point of greeting students with a brief word and send them off the bus with a similar positive word.

## TREAT STUDENT PROBLEMS WITH CARE

Students who generally comply with regulations may become problems if the driver controlling a group is too lax and indifferent toward gross violations by a few.

Be reasonable with violators of regulations. The driver should "privately" try to resolve serious violations and let the student save face in front of his/her peers.

When immediate disciplinary action is necessary, the driver should stop the bus. The driver should never attempt to perform disciplinary functions while the bus is in operation. The very act of stopping the bus to reprimand a pupil emphasizes the situation. When speaking to the offender, the driver should speak in a courteous manner but with a firm voice. No form of anger should be exhibited and personal problems should not be reflected in his/her dealing with passengers. If discipline is necessary, the child should be moved to a seat near the driver.

## A PUPIL SHOULD NEVER BE PUT OFF THE BUS TO WALK HOME

This is a violation of State laws and regulations. If necessary to emphasize the disciplinary action, the pupil should be told that his/her privilege to ride could be taken away until satisfactory arrangements have been made between the parents and school principal.

Always carry out the following four-step procedure:

1. Driver--work with students, point out problem--if no response, get name of student.
2. Fill out a Discipline Report Form and file it with the Building Principal.
3. Meet with Building Principal concerning the student's conduct on the bus.
4. Removal from bus--if steps 1 and 2 have been followed and no improvement results.

The Building Principal and/or Superintendent are the only individuals with the authority to remove a student from the bus.

## TWENTY-FIVE STEPS TO MAINTAIN STUDENT DISCIPLINE

1. Never give an order you do not mean or cannot enforce.
2. Give your command to stimulate action, not to check it. Say "do this" rather than "don't do that." Suggest an action which requires an observable positive response by the student.
3. Give a child time for reaction. Do not require an immediate response unless there is an emergency situation involving a safety issue.
4. Have a reason for what you ask a child to do. This works best if the reason is shared with the child.
5. Be honest in what you say and do. A child's faith in you is a great help.
6. Be fair. It is not the punishment but the injustice that makes a child rebel against authority.
7. Be friendly. Always show an interest in what students are doing.
8. Commend good qualities and actions.
9. Try to be constructive, not repressive, in all dealings with children.
10. Remember that a sense of humor is extremely valuable.
11. Employees shall not engage in corporal punishment (slapping, paddling or prolonged maintenance of students in physically painful positions) of students. However, employees may use reasonable force to maintain safety of the other students or school personnel, self-defense, or for the protection of property.
12. Do not judge misconduct on how it annoys you.
13. Do not take out your personal feelings and prejudices on the children.
14. Maintain poise at all times. Do not lose your temper.
15. Do not nag.
16. Look for good qualities -- all children have them.
17. Do not pick on every little thing a child does. Sometimes it is wiser to overlook the minor things.
18. Bear in mind that misbehavior usually has a cause.

19. Listen to suggestions and complaints from the children.
20. Follow up all cases which have involved discipline. Be certain that you still have the respect and confidence of the child.
21. Be sincere in your interpersonal relationships.
22. Set a good example.
23. Think faster than the child. You should see possibilities before they become results. This is the secret of leadership. Remember, "When an adult gets in an argument with an adolescent, the young person will win!"
24. Defiance to established procedure comes from the failure of some adult to keep the situation in hand. An adult's will should never be pitted against that of a child. It is wiser to derive some simple directions that will be obeyed mechanically and pick up the reins of control in a quiet way.
25. Never hold a child up to public ridicule. It is the surest way of creating a discipline problem.

## BUS RIDER RULES

Employees are required to enforce rules of student conduct applicable to school bus passengers. You should become familiar with and enforce the following rules.

1. Students who are not regular riders must show a bus pass signed by the building principal before being allowed to ride the bus.
2. Be on time at the designated school bus stop.
3. Stay off the road at all times while waiting for the bus.
4. Be careful in approaching the place where the bus stops.
5. Do not move toward the bus until the bus is at a complete stop.
6. No food or drink on the bus.
7. Keep hands and head inside the bus at all times.
8. Assist in keeping the bus clean and sanitary at all times.
9. Do not throw anything on the bus or out of the bus windows.
10. Treat bus equipment with respect.
11. Never tamper with the bus or any of its equipment.
12. Do not leave articles on the bus.
13. Don't bring anything onto the bus that cannot be kept in your lap and under your control. All objects are to be kept out of the aisle.
14. At no time are you to bring animals of any kind on the bus.

15. Do not leave your seat until the bus comes to complete stop.
16. Be absolutely quiet when approaching a railroad crossing stop.
17. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
18. In case of a road emergency, remain seated until instructions are given by the driver.
19. Do not ask the driver to stop at places other than the regular bus stop; he/she it is not permitted to do this except by proper authorization from a school official.

# SAFETY PROCEDURES

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## BACKING

A driver at all times should plan maneuvers so that he/she will not be required to back up. If a situation occurs where backing up is the only alternative, never assume that you can determine the clearance behind you by mirrors alone. Get out of the bus, walk to rear of bus (inside or outside), and observe. You are never relieved of your responsibility by depending on someone else to guide you in backing. Remember you alone are responsible.

## BRIDGES, VIADUCTS, AND UNDERPASSES

Under no circumstances are you to pass any type of vehicle on bridges, viaducts, or underpasses.

## CELLULAR PHONES

Cellular phones are to be activated anytime the driver or students are on the bus.

## DAILY WALK-AROUND CHECKLIST

The Illinois Department of Transportation requires the driver to check the bus prior to driving according to a provided checklist. Fill out the checklist daily and sign it at the bottom. Completed sheets should be placed on the Transportation Coordinator's desk. If there is a problem with the bus or a repair is needed, explain the problem in the area marked "Remarks".

## DEFENSIVE DRIVER

A defensive driver is defined as one who is careful to commit no driving errors himself/herself; who makes allowance for the lack of skill or improper attitude on the part of the other driver; and, who does not allow hazards of weather and road conditions or actions of pedestrians or other drivers involve them in an accident. The driver keeps continually on the alert and recognizes an accident producing situation far enough in advance to apply the necessary care to avoid an accident.

Your speed at all times should be reasonable and prudent, with due consideration given to weather and number of intersection side roads and highways. The maximum speed on a cloverleaf is 15 mph.

1. Legal speed limits must be obeyed in all city and rural areas.
2. School zones and playground areas rate a special warning as to the governing of operating speeds.
3. Reduce operating speed during poor visibility and hazardous conditions.

## EMERGENCY MEDICAL INFORMATION FORM

Each bus is to maintain in a secure location an "Emergency Medical Information Form" for each student with a special need or medical condition. Drivers are to become familiar with the information and have the information available to emergency medical technicians.

## EVACUATION DRILLS

Two bus evacuation drills are required per year. One drill will be scheduled by the Building Principal and will involve all students within the school since all have the potential of riding the bus during field trips or activities.

The drill for regular route students will be conducted by the driver at a time determined by the Building Principal during the first two weeks of school.

The following procedures will be followed:

1. The driver shall inform the students the day before the drill that there will be rear door emergency drill the next day.
2. Two older students will be selected the day before to assist students off the bus and one older student to lead them 100 feet from the bus.
3. The drill will take place after the morning route at each Deer Creek-Mackinaw CUSD #701 school where the students are unloaded. Some students may be involved in 2 drills.

## EVACUATION DRILL INSTRUCTIONS

1. Pull within a safe distance of the bus in front of you leaving room for them to conduct an evacuation safely.
2. Shut off engine, secure the parking brake and remove bus key.
3. Stand, face the students, and give the command: "Rear Door Emergency Drill -- remain seated."

4. Walk to the rear of the bus, ask the two assistants to open the rear door, jump out and stand on each side of the rear emergency exit facing the bus with one hand held at shoulder height, palms up. Students leaving the bus will place their hands on those of the assistants for support in jumping to the ground. Assistants are not to grasp the jumper's hands.
5. Ask the leader to jump out and go to his/her position 100 feet away from the bus.
6. Explain to the students that they will be exiting the bus starting from the right rear seat then left rear until the bus is empty. Tell them to leave all bulky items on the bus and to move to where the student leader is located. Precaution students to watch their head while exiting the rear door. Students will not be forced to jump from the rear exit but clear instructions will be given as to appropriate procedures if an emergency were to occur. The student shall leave the bus through the front door with the driver and join the other students.
7. When the last student has jumped, walk to the front of the bus and check to ensure that everyone is out. Get your fire extinguisher and exit through the front door and join the students.
8. The driver should evaluate the evacuation performance, pointing out improvements needed, commending the students on those activities well-done, and then dismiss them.

## FIRE EXTINGUISHERS

Each bus/van is equipped with a properly rated fire extinguisher. If it becomes necessary for you to discharge an extinguisher, present it to the Transportation Coordinator for replacement immediately upon return to the bus garage. If you discover during pre-trip inspection that an extinguisher has been discharged, remove it from the vehicle and get a new one. Do not leave the premises with a discharged fire extinguisher.

## FOLLOWING OTHER VEHICLES

Always keep ample space between yourself and the next vehicle. The state law requires a minimum of 300 feet. An excellent method of assuring yourself of proper following distance is to use the two second interval. To properly use this method: pick out a roadside object, as the rear of the vehicle in front of you passes this reference point start counting: 1001, 1002; at the end of this interval your front bumper should be even with the same reference point. Road conditions may warrant a greater distance.

## HIGHWAY COURTESY

This district insists on drivers that believe in highway courtesy. Drivers must demonstrate courtesy to other drivers and pedestrians, drive defensively, and caution on the side of safety.

## INCLEMENT WEATHER

Drivers are to call the district office or building office to report status of students when inclement weather occurs. Cellular phones are to be activated anytime the driver or students are on the bus.

## PARKING

When parking, put up all windows and shut the door tightly to avoid rain and snow blowing in. Check to assure that the ignition switch, lights and accessories are off.

## PARKING ON HILLS AND INCLINES

If in an extreme emergency you find it necessary to stop on a hill or incline, set the hand brake and put the vehicle in gear, and, if necessary, block your wheels.

## PASSING VEHICLES

Never, under any circumstances, attempt to pass another vehicle at an intersection, two lane viaducts, on a hill, on a curve, or near a railroad crossing. Under no circumstances take a chance in passing where your view of the thoroughfare is totally or partially blocked. Due care in passing should be the watchword at all times. As it is difficult to estimate the speed of an approaching vehicle, be sure of adequate space and time to return to your proper lane. Use extreme caution when passing other public transportation units.

## PASSING OR MEETING ANIMALS

Reduce your speed and use extreme care when meeting an animal on the highway. Give wild life a break. However, do not put yourself or passengers at risk in the attempt to avoid an animal.

## PICK-UP/DROP-OFF POINTS

Students are to be picked-up and dropped-off only at his/ her designated pick-up/drop-off point. Any changes must be cleared with the Superintendent.

## RAILROAD CROSSINGS

Drivers must stop at railroad crossing as required by law. Insure you stop your school bus the required distance from the railroad crossing with hazardous lights activated and door open. Under no circumstances are gears to be shifted until you are completely past the crossing.

## ROUTE AND SCHEDULES

Bus schedules and routes shall be determined by the Superintendent or his designee and shall be altered only with his approval and direction. In establishing the routes, every effort should be made to have the pickup and discharge points safe and convenient for students.

Route sheets provide a concise description of the route. The schedules are to be followed as presented. If a change is needed, notify the Superintendent. Never leave your route for any reason! If you need to wait for a period of time, do so along the route.

## SAFETY EQUIPMENT

Check before leaving that you have one set of reflectors, fire extinguisher, and one complete first aid kit.

## SEAT BELTS

Article I, Section 11:27 of the Rules and Regulations for Pupil Transportation specifies that the driver's seat belt shall always be properly fastened before putting the bus in motion.

## SPEED ON HILLS AND CURVES

Be alert when approaching a sharp curve, cresting a hill, or entering any danger spot. State law holds you responsible for the stopping the vehicle. A front end collision is almost always a preventable accident.

## STOPPING AND PARKING ON THE ROADWAY

Never stop or park your vehicle on the traveled portion of the highway. If possible, pull off at a suitable area out of the line of traffic. If you find it impossible to stop off the highway or entirely out of the line of traffic, every effort must be made to leave as much as possible of the roadway clear for other traffic. Place emergency warning triangles in position at once and turn on four-way flashers. Evacuate bus from normal loading door or rear emergency door if necessary.

## STRIKING FIXED OBJECTS

Fixed objects such as bridges, abutments, parked cars, loading docks, overhead pipes, and heavy tree branches are classified as fixed objects and do not move. Striking a fixed object is always preventable.

## TURNING AT INTERSECTIONS

Give sufficient advance warning of your intentions to both following and approaching traffic by both signals and position of your unit, especially when making a right hand turn. All school bus units are equipped with both right-hand and left-hand mirrors to enable you to see alongside your vehicle. It is your obligation to watch these mirrors and be sure that before making a right-hand turn a motorist has not crawled between your unit and the curb. Always check your mirrors before executing any turn.

## USE OF THE HORN

Your horn is an important safety factor when used intelligently. It should express "Please" instead of "Get out of the way."

## WEAPONS

No employee shall bring onto school property or to any school or school-sponsored activity, any firearms, ammunition, explosive, fireworks or other substance or device likely or capable of causing harm to persons or property.

# SEASONAL OPERATIONAL INSTRUCTIONS

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## FOG

Keep headlights on low beam to avoid reflection of the beam back in your eyes. Insure the school bus strobe lights are on and operational. If fog is too dangerous, park the unit off the road in a safe location.

## FREEZING CONDITIONS

Conditions on the highways test your judgment and ability. Recognize your ability to cope with freezing conditions and do not “overdrive” your ability. Be extra cautious when the temperature is just below 32 degrees (freezing mark) when you are approaching or crossing bridges. A bridge is one of the most dangerous approaches of the highway in winter months. Winter conditions are just as bad in the last part of the season as the first.

## GENERAL EMERGENCY PROCEDURES

In an emergency situation when the driver it is unable to deliver assigned students to their residence due to the road being closed or an unforeseen disaster, the following guidelines will be followed:

1. Communication will be maintained with the Superintendent’s office to determine the location of the closed road or area.
2. The Superintendent’s office will communicate with the bus driver instructions to deliver the children to an alternate location if necessary and appropriate.
3. After requested by the parent, the Superintendent’s office will notify the driver if the student is to be released to the parent or parent’s designated representative. If a parent requests the driver to release their child from a school bus, the driver will contact the Superintendent’s office before releasing the child.
4. All students who are unable to be transported to their residence will be returned to the nearest Deer Creek-Mackinaw school. A school official will be on the scene to direct all students into the school office to make telephone contact with their parents or emergency contact person.
5. Drivers are to remain with the children and assist school personnel until all children are appropriately delivered into the care of parent, guardian, or designated person.

## RAIN AND SNOW

When driving in rain and snow, three principles must be followed:

1. Reduce speed.
2. Watch how and when to apply your brakes. Use down shifting procedure to prevent locking wheels.
3. Clearance lights must be used at all times; lights must be used during low visibility periods at nights.

## SOFT SHOULDERS

A prolonged rainy season or construction work may create a dangerous situation on the shoulder of the road. Try to keep your unit on the pavement when such conditions exist.

## TORNADO PROCEDURES

If the driver must transport students during a “tornado watch”, the drivers should be alert for sudden severe weather and to take action to protect the students. School buses do not afford adequate protection during tornadoes; therefore, the driver must use his/her discretion in doing any of the following:

1. Return students to their respective schools and evacuate the students to their designated place or shelter.
2. If in transit and closer to other Deer Creek-Mackinaw CUSD #701 schools, proceed to the closest school and gain access to a place of shelter.
3. If not near either of the above, the bus driver should head for a Civil Defense shelter or a building of substance. To be avoided are gymnasiums, auditoriums, bowling alleys or a room with a wide free span roof. The driver should note possible shelter locations along the route.
4. Drivers’ absolute last choice should be to escort children to a nearby ditch or ravine and have them lay face down, hands over heads.

Note: Bus drivers on field trips at regularly scheduled locations such as Miller Park, I.S.U., Normal, etc. should be alert for sudden severe weather and should contact the Superintendent or Transportation Coordinator by radio or telephone for instructions before loading students.

School buses under no circumstances should leave places of refuge during “tornado warnings”. It will be the principals’ responsibility to detain buses if a WARNING has been sounded or if in their judgment an observation of the weather conditions might indicate that a WATCH might soon change to a WARNING.

The bus driver shall call the Superintendent’s office as soon as possible after taking shelter and let him/her know the whereabouts of the students. Leave the phone number of the place of refuge if other than a Deer Creek-Mackinaw CUSD #701 building.

The District’s communications center shall be the Office of the Superintendent and any changes in transportation will originate from there. After normal school hours, any changes regarding shuttle schedules or destinations will be coordinated by the Superintendent, Transportation Coordinator, or Building Principal.

## WEATHER CHANGES

The professional driver adjusts his driving to road and weather conditions.