

Converse County School District #2 ACTIVITY DRIVER HANDBOOK



Adopted
Revised

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INTRODUCTION

The Activity Bus Driver must be a skilled confident over-the-road driver. The driver will meet a variety of driving situations that can only be handled safely by an experienced person.

The driver must also be able to handle themselves around students. It is imperative that Activity Drivers be able to express themselves in a tactful manner that is neither offensive nor suggestive in nature while maintaining a distinct professional distance between him/herself and the student.

The driver, to a large part, must be self-sufficient. He/she will be called upon to use initiative and common sense in making correct judgment decisions regarding weather and travel, breakdowns, discipline, chaperoning and a variety of on-the-spot emergencies.

The key is “**safety**,” and everything the driver does must hinge on this aspect. Drivers who do not exhibit these qualities will not be considered for this position and may not continue as an Activity Driver.

The Activity Bus Driver must meet and comply with all State and District School Bus Driving Regulations and Laws.

The Activity Bus Driver will be assigned all trips and/or itineraries through the Transportation Department. It is the driver’s responsibility to check these assignments and be prompt for all trips.

SUPERINTENDENT

TRANSPORTATION SUPERVISOR

Goal

To provide the Activity Bus Driver with consistent and clear operational procedures.

To provide a detailed outline of driver responsibilities for activity trips.

Objective

- To be familiar with the pre-trip inspection as outlined in the Bus Driver's Handbook and Wyoming State Statute 21-3-131.
- To be familiar with administrative functions and detailed paperwork.
- To be familiar with loading, unloading and safety procedures as outlined in the Bus Driver Handbook.
- To be prepared for emergency road stops, evacuations and bus breakdowns.
- To be prepared to handle student discipline problems.
- To be aware of the associated responsibilities that the activity driver has to students and the chaperone(s).
- To be familiar with the defensive driving techniques as outlined in the Bus Driver's Handbook.
- To be aware of the driver/chaperone relationship and responsibilities of each.
- To conduct pre-season safety evacuations as scheduled by the Transportation Department.
- To know regulations and restrictions for the State of Wyoming.

Objective #1 To conduct the pre-trip inspection as outlined in the Bus Driver's Handbook.

- A. The Activity Bus Driver should be aware that it is necessary to do a careful and complete pre-trip inspection before the bus is taken on an over-the-road trip. This is one of the most important functions for a successful trip. If it is necessary to stay overnight, the full pre-trip check will be done before the bus starts for the return trip. The Pre-trip is State law.
- B. Special care should be taken in checking tires with a tire gauge, as well as checking the oil, antifreeze, transmission fluids, air pressure and lights.

Additional supplies to be carried on the bus include, but are not limited to tool boxes, additional First Aid Kit, broom, emergency clothing, all fluids, motor oil, fuel anti-gel, transmission fluid, anti-freeze, shovel, garbage bags, extension cord, etc. Before leaving the bus garage, be sure to check the bus for these items.

- C. **On Station Time** is defined as arriving at the school fifteen (15) minutes before the scheduled trip is to depart. A driver needs to plan time so that he/she is able to open up the bus garage, conduct the pre-trip inspection, add fluids if necessary, and lock up the bus garage and drive to the appropriate school. Being on time is a very important first step for any activity. Being late jeopardizes our strong positive relationships with staff, coaches and sponsors.
- D. The driver should know how to vandal lock the bus. Special care should be taken to check before and after the trip for any vandalism that may have occurred. Check under tires for glass from broken bottles, etc.
- E. The driver should be sure that the windows, windshields, lamps, and mirrors are clean and clear.
- F. The driver should know the procedure for diesel re-fueling on over-the-road trips.

THE SCHOOL BUS SHOULD NEVER BE FILLED WITH FUEL WHILE STUDENTS ARE ON BOARD.

THE SCHOOL BUS SHOULD NEVER BE FILLED WITH FUEL WHILE THE ENGINE IS RUNNING.

The School District will issue a credit card for appropriate trips. Arrangements should be made for these before departure. Keep receipts for all expenditures and turn them in with the Activity Trip Sheet if you are in charge of the credit card or vouchers.

- G. The rule about eating on the bus is not enforced on the activity bus. On many trips, students are required to pack lunches, and on long trips take-out meals may be eaten on the bus. The responsibility for cleanup belongs to the students under the direction of the chaperone. Trash bags and brooms are carried on each bus. It is the responsibility of the driver to see that the bus comes back in a clean condition.
- H. For all over-the-road trips, the driver should know the height, weight, and length of the bus. The bus should comply with all road restrictions.

Height	10' 8" to 11' 6"
Weight	22,000 lb. empty (no passengers)
Width	8' 4" with mirrors
Length	40'
- I. The driver should be informed of all known current road and weather conditions before departing on the trip from or to Glenrock. If the driver is unsure of the area, maps should be requested to study.
- J. The bus should be pre-tripped and ready to drive in plenty of time so that the bus can be "ON STATION" when it is requested. If there are any problems, they should be handled before the on-station time. In winter, the bus should be warmed up prior to student pick-up.

Objective #2 To complete the administrative functions and detailed paperwork.

- A. **Activity Driver** The driver should be aware that there is a scheduled itinerary. An itinerary should be established before the trip and adhered to. If adjustments need to be made, contact the Transportation Department or the proper school official.
- B. **Activity Trip Sheet** An activity trip sheet will be issued before each trip. It contains appropriate information about the trip, such as date of trip, destination, loading location, name of the activity, name of the sponsor/chaperone(s), and number of passengers. It is the responsibility of the driver to check this information with the chaperone before departure. All trip sheets must be complete and returned to the Transportation Department upon conclusion of the trip.
- C. **Mileage Voucher** This form should be filled out with pre-trip information before the bus leaves the yard. The post-trip information should be recorded when the bus returns to the yard. Information on any repairs, breakdowns, or the

purchase of additional fluids should be noted on this form. Be sure to record and have receipts for any repairs done on the bus while on the trip. Also, note whether credit card paid for the repairs.

- D. **Pre-Trip Information** All pre-trip information should be kept in the Activity Trip Folder.
- E. **Meals and Lodging** The bus driver is considered to be part of the activity. The driver's lodging should be taken care of by the chaperone. During district tournaments and events the food will also be included. If a situation arises in which the driver has to purchase his/her own food or lodging, keep receipts and fill out a voucher for the expenses.
- F. **Lost and Found** If valuable items are left on the bus after the trip, they should be returned to the coach/sponsor first. If the coach/sponsor is unavailable then the driver should turn them into the Transportation Department until they can be claimed.
- G. **Keeping Records** The driver shall be paid according to school personnel procedures. Drivers are responsible for keeping accurate records of actual driving time utilizing the mileage voucher sheet.

Objective #3 To follow the loading, unloading and safety procedures as outlined in the Bus Driver's Handbook.

- A. The School District and the driver are responsible for the student on the trip from the time students are picked up until they are returned to the designated unloading location. This means that no student may be dropped off at any location other than the designated unloading location unless prior arrangements have been made between parents, the school principal, coaches/sponsors and the Transportation department.
- B. The driver should comply with all the loading and unloading procedures as contained in the Bus Driver's Handbook.

Objective #4 To successfully conduct emergency road stops, evacuations and bus breakdowns.

- A. The driver should be prepared to respond to all emergencies. The driver should check all road and weather conditions before trips to be aware of all conditions that may arise. If unable to use the cellular phone, send a copy of the numbers you want called with a passing motorist.
- B. The following steps should be followed in an emergency evacuation of the bus. They are also described in Section V of the Bus Driver's Handbook.

1. Evacuate the bus as needed -- front, rear, both windows.
 2. Use door monitors and use a leader to take the group to a “**safe**” place.
 3. Upon evacuating the bus take the first aid kit, fire extinguisher, reflectors, and cell phone.
 4. If within radio distance of Glenrock or in contact with another Glenrock bus, state location and what the situation or problem is. If out of the radio range, call on the cell phone to the individual on radio watch and tell him/her the location and what the situation or the problem is. Turn off the engine after contact is made or it is no longer possible to safely stay on board the bus.
 5. Activate 4-way flashers if possible.
 6. Check for anyone left on the bus, then check for injuries.
 7. Set reflectors.
 8. Get help.
- C. In case of an accident, note the following in writing.
1. Time, location, road conditions, and weather conditions.
 2. Witness names and addresses. Any statements made by witnesses.
 3. Names of all those involved and all pertinent data, such as license numbers, phone numbers, Insurance companies, policy numbers, driver’s license numbers, etc.
 4. Complete description of all vehicles involved including license plate numbers.
 5. Names of all drivers, passengers and other witnesses.
- D. **Emergency Road Service** The driver should know how to contact the nearest Emergency Road Services. Call one of the mechanics or the Transportation Coordinator for wrecker service.
- E. There may be times when the bus is in a “**safe**” location and it would not be necessary to evacuate the bus. The students may be allowed to remain on the bus under these conditions.
- F. **Collect Calls** It may be necessary in the opinion of the driver to contact the Transportation Department or Transportation Supervisor at home. In most cases use the cell phone. If you are not near the cell phone use a public phone. In this case, the driver may make a collect call to the Transportation Department or the Transportation Supervisor.
- G. **Outside Help** It may be necessary to ask for help with repairs and/or for alternate transportation from another school district. If you do obtain help, please get a list of names of the people who have helped you.

H. **Cellular Telephone Guidelines**

Drivers need to use common sense in the use of cellular phones. Drivers need to use the two-way radio first before using cellular phones.

Drivers are only to use a Cell phone when the bus is parked or pulled safely over. NEVER USE A CELL PHONE WHILE DRIVING.

- I. **Inclement Weather** It is always possible to have severe weather problems in the State of Wyoming during winter months and students should be encouraged to travel with adequate protective clothing and a blanket for any emergency. The driver should always have emergency protective clothing on the bus.

In cold weather it may be necessary to use an extension cord to plug the bus in at the motel. Park where this is possible and where the bus may be jumped if it cannot be started.

If stranded in a blizzard, use the following suggestions:

1. Stay in the vehicle, NO WALKING!
2. Remember the wind chill factor.
3. Use emergency supplies if deemed necessary. Use discretion.
4. Estimate fuel -- diesel and gasoline buses use approximately four (4) gallons an hour, during intermittent idling.
5. Idle engine at 1200 RPM's.
6. Remember the radiator, do not let it freeze.
7. Keep bus ventilated. Lower two (2) or three (3) windows throughout the bus several inches.
8. Keep exhaust clear of snow.
9. Use flashers only while the bus is running. Do not run the battery down.
10. Positive attitude -- keep warm and dry.
11. Get enough water -- share food, if any.

Objective #5 To successfully handle student discipline problems.

- A. There are two (2) types of activity trips.

1. **The Contracted Activity Trip** These are trips such as athletic events. These are scheduled in advance and involve other school districts.

On contract trips, situations may arise that involve alcohol, drugs and profane language. If the problem involves a single student or a small group of students (1-4), the student(s) will not be allowed to participate in

the scheduled events. If the problem involves more than four (4) students and upon identifying the problem, the driver shall turn the bus around and return to Glenrock. Upon return to Glenrock, the student(s) involved will be handled according the School Board Policy. In each event, a detailed written report will be prepared by the driver including a description of the incident, time, location, names, witnesses, and immediate action taken.

2. **The Non-Contract Trip** This is a trip such as a field trip where the school is participating without obligation to any other school. If there is any alcohol, tobacco, or controlled drugs on the bus on a non-contract activity, the bus is to be turned around at once and returned to the school. If profane language is used toward the driver, the same action will be taken. Individual action will be taken by the respective school principal upon return, according to the School Board Policy.

OBJECTIVE #6 To comply with the associated responsibilities that the activity driver has to the students and chaperones.

- A. There is more to the activity trip than getting the students to their destination and back. The driver may be called upon to shuttle students to and from the motel, restaurants, various schools, etc. It is the responsibility of the driver to ask the chaperone when and where the bus will be needed next. The bus should be prepared, checked, and warmed whenever it is needed. As the activity driver, you are expected to stay with the group unless the coach/sponsor indicates that you will not need to do so.
- B. Each group asking for a bus to go on an activity trip must provide their own chaperones, but it may become necessary for you to pitch in and lend a hand.

Objective #7: To practice defensive driving techniques.

- A. The activity driver should be familiar with all types of over-the-road driving and be familiar with the vehicle. Make arrangements to obtain driving experience on each vehicle prior to transporting students.
- B. When traveling on the interstate highways, the driver should stay in the right lane. The school bus should never exceed 75 m.p.h. on the interstate. The school bus is usually the slowest vehicle on the road. Only pass when necessary, checking carefully to see that no one is already passing the bus. Be sure you have enough room. Be sure that all the bus is beyond the vehicle that you are passing before moving back into the right lane. The speed limit on all secondary two (2) lane highways is 65-70 m.p.h.
- C. The semi-trucks will usually blink their headlights when you have passed. Be courteous. Do the same for them.

- D. Be sure to use the interval method when following other vehicles. Buses require four to six (4 to 6) seconds. Be generous. Check lights, road surface conditions, and weight then adjust your interval time.
- E. Hills -- the general rule of the road is, “go down hills in the same gear or in one gear lower than it takes to go up the hill”. If you have air brakes do not flutter or tap. Do not ride brakes constantly. Apply firm braking pressure until your speed is reduced to a comfortable level and control your speed with the gears. Start downhill in a lower gear. Activity buses are equipped with electric retards. This retarder is to help slow the bus down without the use of brakes. There are several levels of power. Adjust the handle until you have reduced your speed to the desired level.

When your speed is achieved release the electric retarder entirely. If you go down a long hill and are using the retarder you must allow the retarder to cool down. When the retarder is in use, the rear brake lights are activated to show other drivers you are reducing your speed. Do not use the retarder on slick or wet roads. The retarder should be in the “Off” position any time you are accelerating.

- F. Be aware of road and weather conditions and how each affects bus travel, traction and speed. Know what to do in specific emergencies such as failure of brakes, tire blowouts, fuel freeze-ups, etc.
- G. The rule is **STOP AT ALL RAILROAD CROSSINGS. NO EXCEPTIONS!**
- H. Driving time: (See OBJECTIVE #11, H)
Make sure you take adequate rest breaks when you are driving. If a return trip is to be at night and the hours are late and the distant great, the Transportation Supervisor will arrange to have the team stay over and return the next day.

Objective #8: To be aware of the driver/chaperone relationship and exercise such responsibilities.

- A. The driver will also be aware that he/she is an employee of the Converse County School District. Therefore, any associated responsibility which may arise when transporting students should be handled in a prudent manner. The school district relies on the driver’s good judgement when handling the unusual situations which may arise.
- B. The activity driver should maintain a professional level of rapport with the students and chaperones. **DO NOT PLACE YOURSELF IN A COMPROMISING POSITION.** Do not be suggestive in actions or words.

- E. The **independent** activity driver knows where to go, how to get there, how to take care of emergency breakdowns, etc. The independent activity driver does not need to depend on others in the group to make the decisions for them. The independent activity driver does need to keep decisions within the procedures and policies set by the school district and stay within the outlined itinerary.
- F. Requests by coaches, sponsors, or chaperones to have passenger seats removed in order to carry equipment, luggage, or props will not be accepted.

Objective #9: To conduct pre-season safety drills as scheduled by the Transportation Department.

- A. The activity driver will conduct pre-season safety drills throughout the year as required and scheduled by the Transportation Department.
- B. The driver should follow the schedule below:
 - I. Conduct front, rear, and split exit evacuation drills with students participating in the activity.
 - II. Explain contents and uses of safety equipment on bus:
 - a. Safety Bag in the rear of the bus
 - b. First Aid Equipment in the front of the bus
 - c. Fire Extinguisher in the front of the bus
 - d. Phone numbers -- on First Aid Equipment and in trip folder
 - e. Reflectors -- above front windshield in driver's compartment
 - III. Special seating arrangements for over-the-road trips.
 - a. Chaperones -- split seating
 - b. Buddy System for students in case of evacuations
 - IV. Rosters and Itinerary
 - V. Accident scene procedures
 - a. Accountability for buddy
 - b. If and when to leave scene
- C. The rights and responsibilities of students will be explained to students according to school procedure. The driver, chaperones/sponsors, and each student need to sign the form used to explain these rights. A group roster prepared by the school and attached to the form letter is not acceptable.

GENERAL – C.C.S.D.#2

1. No school bus should ever be driven backwards on the school grounds where children are being loaded and unloaded or where there is any possibility of students being in the vicinity of the bus.
2. The brakes shall always be tested prior to operating the school bus. Drivers must always drive within the mechanical limitation of the braking system and if the brakes fail the driver should not begin the bus trip. When in transit and brake failure is noted he/she should not try to ride out the defect. The school bus should be parked off the road if possible and notification sent immediately to the Transportation Department.
3. No driver shall leave his/her bus while pupils are aboard. When the bus has broken down, the driver shall send two responsible students for help or obtain assistance from a passing motorist. Wheel chocks are to be used for all emergency breakdown situations. If the bus is empty and parked in a safe location then the driver shall obtain assistance.
4. No driver shall leave the driver's seat without first properly turning the front wheels, setting the brakes, placing the bus in neutral, shutting off the motor and removing the ignition key from the lock. The key shall be kept in the driver's possession.
5. The driver shall not allow any passenger to stand to the left or right of him/her to interfere with his vision or operation of the school bus. Only the driver shall be permitted to operate the safety devices, excluding the fire extinguisher.

Objective #11 To know and comply with all existing and new State, Local and District School Bus Driver regulations.

- A. Drivers shall at no time carry passengers other than those assigned by the Transportation Department and requesting school unit. Exception: Under extreme conditions it might be necessary to transport an individual during an emergency. This should be done at the driver's discretion.
- B. Drivers shall explain to all Elementary, Middle and High School children and their instructors or chaperones the location of emergency equipment on the bus prior to the bus leaving the school on an activity trip. The drivers and transportation staff shall conduct a meeting at the beginning of each seasons' activities, explaining locations and use of emergency evacuation drill and should explain to students and staff their responsibilities during an emergency.
- C. Drivers shall dress appropriately for the job. Drivers are not to wear short shorts, cut-offs, tight or revealing clothing, or footwear such as sandals, thongs or open

toe shoes which may impede the use of the foot pedals. Drivers will act and dress as professionals.

- D. Drivers of school buses equipped with lap belts shall wear the lap belt whenever the vehicle is in motion.
- E. Passengers in school buses equipped with factory installed lap belts shall wear the lap belts whenever the vehicle is in motion.
- F. School buses shall operate with the headlights turned on whenever the vehicle is in motion.
- G. No driver shall operate a school bus while impaired through fatigue, illness and/or any other cause as to make it unsafe for him/her to begin or continue to operate the school bus. No driver shall remain on duty longer than fifteen (15) hours in a twenty-four (24) hour period, ten (10) of which can be behind the wheel in control of the school bus. When the driver has reached that limit he/she shall have at least eight (8) consecutive hours off driving duty. Depending on the severity of driver fatigue, drivers will avoid driving after 1:00 a.m. and driving after 1:30 a.m. is prohibited unless prior arrangements with the Transportation Department are made.
- H. The service door shall be closed when the school bus is in motion.

**Portions of this manual have been used with expressed consent from Uinta County School District #1