



GULF SHORES CITY SCHOOLS  
Transportation Department  
300 East 16<sup>th</sup> Ave.  
Gulf Shores, AL 36542

## Rules and Regulations

### **2020-21 School Year**

Transportation Coordinator

Marcus Early

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Transportation Shop Foreman

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# 2020-2021 Gulf Shores City Schools Calendar for 182-Day Employees

July-20

January-21

Su	M	T	W	Th	F	Sa
		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-20

						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-20

		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-20

			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-20

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-20

		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		



## GULF SHORES CITY SCHOOLS

2020-2021 School Calendar

300 East 16th Avenue  
Gulf Shores, AL 36542  
Telephone: 251-968-9873

180 Student Days  
Paraprofessionals and Bus Drivers

2020	
August 11	PD/Work Days
August 12	First Day of School for Students
September 7	Labor Day
October 9	Holiday
November 11	Veteran's Day
November 23-27	Thanksgiving Holidays
December 21-January 1	Winter Break
2021	
January 4	PD/Work Day
January 5	Students Return
January 18	MLK Birthday
February 15-16	Mardi Gras
April 2	Good Friday Holiday
April 5-9	Spring Break
May 28	Last Day of School
May 31	Memorial Day
COLOR KEY	
Professional Development - NO CLASSES	
Holiday - NO CLASSES	

March-21

		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				

April-21

				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-21

						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-21

		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				

SEPTEN R

Sally Bus Driver

08-14

GSCS

DRIVER NAME

BUS #

SCHOOL SYSTEM

Instructions: Complete this form daily. Loaded miles, unloaded miles, and time transfered are not to be reflected on one Wednesday during the second reporting period as designated by the transportation department.

AM 17 PM 17  
Loaded Miles One Way

AM 2 PM 2  
Unloaded Miles One Way

Student Time on Bus (minutes) AM 51 PM 62

SCHOOL YEAR 2018 to 2019

Road Condition (Circle One) Satisfactory Poor

Day/Date	School Served	Number Transported		Day/Date	School Served	Number Transported		Day/Date	School Served	Number Transported	
		AM	PM			AM	PM			AM	PM
Day 1	A	17	15	Day 8	A			Day 15	A		
	B	20	17		B				B		
	C				C				C		
	D				D				D		
Total		37	32	Total				Total			
Day 2	A			Day 9	A			Day 16	A		
	B				B				B		
	C				C				C		
	D				D				D		
Total				Total				Total			
Day 3	A			Day 10	A			Day 17	A		
	B				B				B		
	C				C				C		
	D				D				D		
Total				Total				Total			
Day 4	A			Day 11	A			Day 18	A		
	B				B				B		
	C				C				C		
	D				D				D		
Total				Total				Total			
Day 5	A			Day 12	A			Day 19	A		
	B				B				B		
	C				C				C		
	D				D				D		
Total				Total				Total			
Day 6	A			Day 13	A			Day 20	A		
	B				B				B		
	C				C				C		
	D				D				D		
Total				Total				Total			
Day 7	A			Day 14	A			Day 21	A		
	B				B				B		
	C				C				C		
	D				D				D		
Total				Total				Total			

I certify that the information on this form is accurate to the best of my knowledge.

DRIVER SIGNATURE



## TRANSPORTATION SAFE SCHOOLS REOPENING PLAN

- All buses will have hand sanitizer stations.
- All buses will have mask available for students.
- All buses will have Coronavirus (Covid-19) signage clearly visible.
- All buses will have a quarantine area for students displaying virus like symptoms upon arriving at school the driver will alert a staff member.
- Students will have an assigned seat, family members will be seated together.
- All route drivers have been certified in CPR and First Aid training.
- All route drivers will have additional Coronavirus training this summer.
- All buses will unload front to back.
- Each driver will be provided with a face shield, mask, and gloves.
- Drivers will open roof hatches and/or windows to keep fresh air circulating during the bus route.
- Buses will be swept, cleaned, and disinfected after each trip.
- Drivers will spray the bus after the pm route with disinfectant during the post trip inspection. Joe will clean the buses with the professional electrostatic disinfectant sprayer after the buses arrive at the bus loop each morning.
- All buses will have a cleaning and disinfectant checklist onboard.



## 2020-2021 BUS CLEANING

We are putting measure in place to help prevent the spread of COVID-19 at our schools. Gloves, mask and face shields will be on the bus for your protection and we encourage you to wear them.

In accordance with these practices, we are enhancing our daily cleaning requirements. Each bus will have cleaning solution bottles and paper towels on board for the cleaning process. These cleaning requirements should be completed as part of your post-trip responsibilities.

1. The buses will be swept as the first step in the cleaning process.
2. Wipe down/disinfect all touchable surfaces which include but are not limited to handrails, surfaces and controls in the driver's compartment, all seat surfaces, windows, window ledges and all surface area between the bottom of the window and the floor. The cleaning process needs to start at the floor level and work to the top of the bus.
3. Empty trash each day.

I understand and agree to follow the above cleaning procedures.

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Signature

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Date

# Coronavirus Disease 2019 (COVID-19)

MENU >

## Symptoms of Coronavirus Symptoms

Updated May 13, 2020

[Print](#)

### What you need to know

- Anyone can have mild to severe symptoms.
- **Older adults and people who have severe underlying medical conditions** like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

### Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.



### Self-Checker

A guide to help you make decisions and seek appropriate medical care.

## When to Seek Emergency Medical Attention

Look for **emergency warning signs\*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

**Call 911 or call ahead to your local emergency facility:** Notify the operator that you are seeking care for someone who has or may have COVID-19.

## Caring for yourself or others

- [How to protect yourself](#)
- [How to care for someone who is sick](#)
- [What to do if you are sick](#)

### What is the difference between Influenza (Flu) and COVID-19?

Influenza (Flu) and COVID-19 are both contagious respiratory illnesses, but they are caused by different viruses. COVID-19 is caused by infection with a new coronavirus (called SARS-CoV-2) and flu is caused by infection with [influenza viruses](#). Because some of the symptoms of flu and COVID-19 are similar, it may be hard to tell the difference between them based on symptoms alone, and testing may be needed to help confirm a diagnosis. Flu and COVID-19 share many characteristics, but there are some key differences between the two.

While more is learned every day, there is still a lot that is unknown about COVID-19 and the virus that causes it. This [table](#) compares COVID-19 and flu, given the best available information to date.

To learn more about COVID-19, visit [Coronavirus \(COVID-19\)](#).

To learn more about flu, visit [Influenza \(Flu\)](#).

# **GULF SHORES CITY SCHOOLS BOARD OF EDUCATION**

## **Transportation Department Rules and Regulations**

The following Rules and Regulations governing school bus operation apply to all bus drivers and driver aides. All drivers and aides are expected to follow all National and State laws governing the transportation of students.

### **I. Instructions for Bus Operation**

#### **A. Pre-trip Inspection**

All drivers are to perform a pre-trip inspection on the bus and the necessary action to remedy any deficiency before operating the bus. You are paid as a driver to do a pre-trip and post-trip each time you drive a school bus. Please allow for **at least 15 minutes for a pre-trip inspection and at least 15 minutes post-trip inspection of the school bus.** Failure to do so will result in disciplinary actions. See the following steps:

1. Air Brake Check
2. Mechanical Inspection
3. Lights and Signal Inspection
4. Exterior Inspection
5. Interior Inspection

When you are learning how to perform a Pre-Trip Inspection on a School Bus, follow the order below for the easiest method.

Outside of Bus, approach the Bus, check:

- Look for Bus leaning or any leaks
- Check overall appearance
- Windows, Lenses, Damage
- Mirrors Secure
- Inspection Sticker

Open hood, check:

- Passenger side front wheel
- Hub Oil Seal
- Lug Nuts
- Rim
- Valve Stem and Cap
- Brake Drum
- Side wall of tire
- Tread of tire 4/32 or greater
- New tire – No Recap on Front Only
- Inner side wall of tire
- Brake Linings
- Slack Adjuster and Pins



- Brake Chamber
- Air Hoses
- Frame
- Shock Absorber – Secured and not leaking
- Leaf Springs
- Spring Mounts
- Washer Fluid
- ¾" Belt either way or tension
- Hoses and Wires
- Coolant
- Driver side front wheel
- Check the same items that were on the other side, adding...
- Steering Box
- Steering Linkage
- Check Oil Engine – COLD
- Check Transmission – WARM & Running
- Power Steering Fluid
- Close the Hood

Middle of the Bus to the Rear of Bus, check:

- Look underneath just before rear tires
- Drive Shaft and Hangers
- Exhaust
- Frame
- Brake Linings
- Slack Adjusters and Pins
- Brake Chambers
- Air Hoses
- Springs
- Spring Mounts and "U" Bolts

Back Tire, check:

- Axle Seal
- Lug Nuts
- Rims
- Valve Stem and Caps
- Brake Drum
- Spacers between wheels – Make sure there is nothing
- Side Wall of Tire
- Tread 2/32" or greater
- Can be a recap tire – Back Tire Only
- Inner side wall of tire

Look toward Rear of Bus through Fender Well, check:

- Frame
- Fuel Tank is Secure
- No Leaks
- Exhaust

Back of Bus, check:

- Look underneath back side of axle for the shocks make sure they are secure and not leaking
- Appearance
- Open Door Latches and Seal
- Look Down Isle for objects, animals and rodents
- Close Door

Other side of Bus, check:

- Fuel Cap
- Check wheel, same as other side
- No Trespassing Sticker

When entering the School Bus, check:

- Door operation and seal
- Steps for cracks or puckering
- Handrails for security
- Emergency Equipment (First Aid, Fire Ext. –Pin in, Body Fluid kit, No Fuses)

Sit in Drivers Seat, check:

- Mirror adjustment
- Windshield for cracks
- Wiper condition
- Gear shift operation
- Parking brake must be in applied position

Crank Bus, check:

- Gauges - Make sure oil pressure builds
- Gauges - Fuel – must be at least  $\frac{1}{4}$  tank to run a route
- Gauges - Amp Meter Voltage
- Turn on Headlights
- Heater / Defroster operation
- Driver fan operation
- Turn on Strobe Light (leave on)
- Noise Suppression Switch
- Activate Amber Warning Lights and check front operation
- High / Low Beam Lights
- Look for High Beam Indicator
- Left / Right Blinker Indicator and Operation
- Turn on Hazards
- Activate Wipers and Washers
- Shake Steering Wheel (no more than 2 inches or 10 degrees in slack motion)
- Horn
- Put right foot on the brake and shift bus into reverse (Bus is still running)
- Get out of seat and go towards rear of the bus
- Bump seats as you go back (checking for loose seats and objects)
- Check one Emergency Window on each side for alarm and operation
- Open Emergency Roof Hatch on rear of bus for alarm and operation

- Look through Roof Hatch for the Strobe Light Operation
- Listen for Backup Alarm
- Open Rear Emergency Door, the alarm should sound
- Looking out back door, look up and check Amber Warning Lights on both sides
- Look right and left for Hazards, Parking and Back-Up Lights
- Shut Emergency Door and go back to the front of the Bus
- Bump seats again for loose seats and look down into seat area as you go back for objects
- Sit in Drivers seat, Press brake and place Transmission into neutral
- Turn Red Warning Lights on and then open the door

Exit Bus, check:

- Go to the front of the bus
- Crossing Gate should be out
- Light Operations:
  - Red Warning
  - Clearance
  - Hazard
  - Headlight
- Go to the Drivers Side of Bus
- Stop Sign should be out and all 4 lights should be on
- Look up, Clearance Lights operation on this side of bus
- Go to the back of the Bus
- Look up, Clearance and Red Warning Lights operation
- Look at, Hazards, Parking and Rear Door Sign operation
- Go to the Passenger Side of Bus
- Look up, Clearance Lights operation on this side of bus

Enter Bus, check:

- Stepwell Lights
- Sit in the Driver's Seat and turn off all lights and engine
- Looking at gauge, Bus should be at 120 PSI and now you are ready to perform the Parking Brake Check:

## **Parking Brake Check**

- Make sure Bus wheels are chocked or on level ground before performing the Brake Check
- Watching the Air Pressure Gauge during this check
- Turn ignition to the "On" position, but not cranked
- Keep feet off pedals and make sure the Air Pressure has built to 120 PSI
- Depress the Parking Brake Knob
- Air Pressure should not drop more than 2 PSI Loss in 1 minute
- Press Brake Pedal with Right Foot
- Air Pressure should not drop more than 3 PSI Loss in 1 minute
- Start Pumping Brakes Down

- When the Air Pressure reaches 60 PSI, 2 warning lights appear and alarm sounds
- When the Air Pressure reaches 20 PSI, the Parking Brake Knob pops out
- Crank engine, put Bus in gear
- Slightly accelerate making sure brake holds
- Put in Neutral
- Let Air build back up to 120 PSI
- Put Back into Drive
- Slightly accelerate making sure brake holds
- Release Parking Brake, accelerate 5 to 10 MPH
- Press Brake Pedal with right foot firmly
- Make sure the steering wheel doesn't jerk right or left

### **CAUTION!**

NEVER race engine at high speeds to warm in either cold or warm weather this can cause serious damage to the engine.

Do not idle the bus for longer than five minutes to build up air pressure. Additional idling does not help the school bus get warmer.

## **B. POST-TRIP INSPECTIONS**

1. All drivers are expected to take the necessary steps to ensure that no passengers are left on the bus after each trip. In the event a student is found during this inspection, the driver is instructed to notify the proper authorities immediately.
2. During post-trip inspection, check bus seats for cuts after each run, morning and afternoon. Notify the shop foreman if there is any damage to the bus during your post-trip inspection.
3. The buses will be swept and disinfected after each trip. Wipe down handrails during the cleaning procedure. Clean all touchable surfaces. Touchable surfaces include but are not limited to: surfaces and controls in the driver's compartment, all seat surfaces, handrails, windows, window ledges and all surface area between the bottom of the window and the floor. Please note sweep the bus first and then work your way up the bus in your cleaning steps.

## **C. Operating Bus on Route**

1. By Law, each driver must wear a properly fastened seat belt while the bus is in motion.
2. Each driver will be expected to use the assigned schedule given at the beginning of the current school year, only the transportation coordinator may change scheduled stops on the route. Please submit an updated seating chart to the Transportation Department within the first 10 days of school.

3. **DO NOT OPERATE BUS UNLESS THE STOP SIGN IS WORKING PROPERLY.**
4. Drivers will follow routes and make stops as established by the Gulf Shores City Schools Board of Education. **Drivers are expected to make every AM stop every day.** After 5 consecutive days of not riding, that stop will be inactive until the student starts riding again. Any changes may be made in the route only with approval of the Director of Transportation.
5. **No driver** should exceed the posted speed limit while operating a bus.
6. Child warning lights should be activated a minimum of 300 feet before reaching the stop.
7. Strobe lights are to be used during inclement weather only.
8. Control all stops. Have students stand at least 10 feet off the road where they are to be picked up. If student has to cross lanes of traffic, develop a signal for that student. Make sure that students are knowledgeable of the hand signals before they cross lanes of traffic. Be aware that motorists might perceive some hand signals as an indication to proceed.
9. When loading or unloading students, activate warning lights at least 300 feet before each stop. Make sure the bus stops 10 feet from student, open door slightly (to engage stop sign and lights), **set the parking brake**, check traffic including your mirror system and when safe, load/unload students. **COUNT EACH STUDENT** as they enter and exit the bus. When children unload from a bus and must cross traffic lanes to their homes, the bus driver **will wait** until all children have safely crossed **in front** of the bus and cleared the road safely before putting the bus in motion. **THERE WILL BE NO EXCEPTIONS!**
10. When students are seated, release the parking brake, close door, and proceed to next stop. No child will be allowed to cross a four-lane highway at any time when loading or unloading from the bus.
11. The driver should not open the door of the school bus to discharge students until he/she observes that the road is clear or that no danger exists. The school bus operator should carefully observe the number of students getting OFF the bus and account for all these students before proceeding.
12. No school bus will pass another school bus while in route to or from school or on school grounds, unless on a multi-lane highway.
13. The emergency door at rear of bus will be used for **emergencies only!**
14. Do not operate bus with emergency or entrance doors open.
15. No school bus will be used to pull or push another school bus or any other vehicle when broken down or stuck in mud.
16. No bus will be backed on any road at any time without the permission of the Director of Transportation. The bus should be backed only in turning around when absolutely necessary. Backing a bus must be done according to the instructions found School Bus Driver's Handbook.

17. Only persons designated by school authorities will be permitted to ride school buses. (**CURRENT EMPLOYEES, CURRENT STUDENTS, AND BOARD CERTIFIED VOLUNTEERS WITH AN EMPLOYEE**)
18. No student should be allowed to occupy any position that obstructs the vision of the operator.
19. The school bus driver shall not leave the vicinity of the bus when students occupy it.
20. Keep the bus comfortable and well ventilated at all times. In warmer weather, students should be encouraged to bring water (in non-breakable containers) while on the bus.
21. Students should not be received or discharged on a steep grade, blind curve, or the brow of a hill.
22. Students should remain seated while the bus is in motion until the bus comes to a complete stop.
23. Concerning strobe light usage... It is not required by law to operate the strobe light. The GSCSBOE encourages strobe lights to be used only in weather conditions where clear vision is compromised.
24. If a driver for any reason has to leave the bus, then the driver is required to pump/bleed the brakes down. The only exception is in line for monthly service at the shop.

#### D. Care and Cleanliness of Bus

1. Sweep the bus at least once each day. Buses used for field trips, athletic events and other school-sponsored events should be cleaned, swept and fueled after each trip by the field trip driver.
2. Brooms are not permitted on any bus unless stored in storage area.
3. Trash cans are not permitted on any bus unless it meets manufacture specifications and is installed by the manufacture or GSCSBOE
4. Trash bags are not permitted to hang on the rails of the bus. Trash bags must be able to fit in an approved trash can and must be removed when full or by the end of each week.
5. Be careful not to drive too close to overhanging limbs. Report any unusual road condition that may cause damage to the bus to the director of transportation.
6. Any road hazards should be reported to the Transportation Department, and if it is a permanent situation, should be clearly marked on route map.
7. Take the necessary precautions to insure that fire extinguishers and emergency reflectors are in proper order and have not been tampered.
8. Anytime you leave your bus, pump your air brakes down.
9. Buses are not to be decorated for any reason. Only approved items can be added to the bus.

#### E. Objects to be transported

1. No objects should be transported on a school bus that may compromise the safety of the students or the driver.  
*This includes, but is not limited to; weapons, animals, fireworks, fishing poles, band flags, glass, balloons, and any other objects that could obstruct a driver's vision, distract a driver's attention, or otherwise endanger the lives of anyone who rides a school bus.*
2. Any item transported on the bus must be in the child's lap. Not on the floor, in the aisle, or in the driver's compartment.
3. Should any student be required to use assistive walking equipment (crutches, etc....), appropriations should be made for the student to be temporarily placed on a bus equipped to store such devices if the device cannot be held properly in lap by the student.
4. All wheelchairs and walkers must be secured by approved straps that are installed by the manufacture or GSCSBOE mechanics.

Please understand that there are no seat belts or airbags on a school bus, they are designed so that the seat acts as an air bag in the event of an accident or the sudden need to stop in a hurry (applying brakes suddenly) the student's body and head must have an unobstructed movement, so that the seat in front (back of seat) can absorb the impact.

#### F. Monthly Bus Reports

1. All drivers must keep accurate and neat records. Both the Alabama State Department of Education (ALSDE) and the GSCSBOE require these records.
2. Drivers who make excessive errors on their monthly report will be required to come to the Transportation shop to make the necessary corrections. These reports determine the amount of state funding we receive for the transportation department.
3. Reports are to be turned into the Transportation Department no later than 1 working day after the ending date of report.
4. Special Needs Monthly Reports must reflect accurate first student A.M. pick-up and A.M. school arrival times, as well as P.M. school departure times and last student P.M. drop-off times.

#### G. Route Map and Description – Bus Stops – Loading/Unloading

1. All bus drivers must submit, to the Transportation Department, a copy of the following, **within (20)** days of the first day of each semester:
  - a. A bus roster including guardian phone number with AM and

PM pick up and drop times.

b. Any necessary changes to the bus route by the following day.

2. There should be at least 3 copies of this report

a. On your bus,

b. At your house,

c. At the Transportation Department.

## II. General Procedures

### A. Determining Stops

1. Stops should be made in a safe and secure location.
2. Stops should have at least 500 feet visibility in both directions if possible.
3. Stops should be at least 200 feet from intersections, curves, and steep hills whenever possible.
4. Stops at businesses are **NOT** permitted.
5. Children should be picked up and be dropped off on the side of the road they live; in the cases of four-lane roads no student will ever cross 4 lanes. **There will be no exceptions to this rule.**
6. On certain two-lane roads with a heavy traffic flow, children should be picked up and let off on the same side of the road as they live.

### B. Determining Additions to Routes

1. The road must be in a safe condition in order to provide new service. Determining factors may include: width of road, condition of road, overhanging limbs, as well as other conditions that may present a danger to the bus.
2. There must be a safe place to turn the bus around.
3. Changes or adjustments in established routes must be approved by the transportation coordinator.
4. **Drivers are not permitted to alter** their route at any time without approval by the transportation coordinator.

### C. Reporting Mechanical Issues

1. Contact Joe on his shop cell phone.
2. Use Bus Phone as an alternative if you have to.

### D. Getting a Substitute



1. Contact a sub driver from our sub list
2. If you are unable to get a sub driver contact your school principal that is over buses for your base school and alert them to the situation.
3. Give as much notice as possible.
4. School principals will work with transportation department at that point to try and secure a sub driver if possible. If no driver is available the school will run a double route. Parents/Guardians of the impacted students should be notified of the delay.

### **Substitute Check List**

What is the bus number? \_\_\_\_\_

What is the bus driver's name? \_\_\_\_\_

What is the bus driver's phone number? \_\_\_\_\_

Where is the copy of bus route? \_\_\_\_\_

What time do I arrive at the bus? AM \_\_\_\_\_ PM \_\_\_\_\_  
(Allow 15 minutes for Pre-Trip inspection)

Where do you get in line at the school? \_\_\_\_\_

#### **E. Student Search**

1. Conduct a verbal check of bus upon first request.
2. Conduct a visual check of bus upon further request.

#### **F. Parents/Guardians Not Home**

1. Call school on the radio and alert them if a child tells you they have no supervision at home when on the bus.
2. If school does not answer, call Transportation Department.
3. Continue on route and complete route.
4. Carry student back to school or back to their home as advised by school or transportation department.

#### **G. Bus Keys**

1. All buses are keyed alike.
2. Do not leave keys on buses.

#### **H. Insurance Specifications**

1. Make sure the bus you are driving has a proper insurance paperwork. The insurance form is located in the lock box in a folder.
2. Report any ticket received or accident that occurs in a GSCSBOE vehicle or your personal vehicle to the transportation coordinator.. Tickets and accidents affect our insurance rates for the school buses.

I. WEX Bank Fuel Card System

1. Each driver is given a PIN number for the system.
2. Fuel Card must remain in the designated area on the vehicle at all times.
3. Do not share your PIN number with others.

J. Evaluations of Bus Driver, Bus Aide, and/or Bus

1. Drivers and Aides will be evaluated by the Transportation Director or Shop Foreman.
2. Buses are property of the GULF SHORES CITY SCHOOLS Board of Education under the direction of the Alabama Pupil Transportation Department and can be evaluated at anytime.

**III. Bus Driver Requirements**

A. Driver Training

Candidates wishing to drive a school bus for the GSCSBOE on either a full-time or substitute basis will need the following:

1. A Class B CDL with a Passenger "P" and School Bus "S" Endorsements,
2. A completed application on file with the GSCSBOE,
3. A background check,
4. A copy of your Social Security Card,
5. A pre-employment drug screening,
6. An Alabama School Bus Driver Certificate,
7. A DOT physical or state certified physical. (Must be signed by a MD or DO. CRNP is not valid.)

B. Drug and Alcohol Testing

1. The GSCSBOE has a drug and alcohol policy that complies with Federal Guidelines. All employees are subject to drug or alcohol tests at any time as a component for their initial or continued employment. Employees must report immediately to a collection center when called for random testing. Failure to comply is considered an automatic positive and may result in termination of employment. Any time a

driver is involved in an accident in a GSBOE vehicle that driver will be expected to take a drug and alcohol test immediately following the accident.

2. Types of Drug Testing:
  - a. Pre-Employment,
  - b. Random,
  - c. Reasonable Suspicion,
  - d. Post Accident.
3. Gulf South Resources is our Drug and Alcohol Testing Company

#### C. Dress Code

The following items will serve as a general guide to acceptable dress for Bus Drivers and Aides:

1. Shoes must be worn at all times. **"Flip-flops," sandals, etc. are not acceptable unless they have a heel strap** while driving any school bus.
2. No obscene language or alcoholic advertisements on hats, shirts, pants, jewelry, or trinkets, etc.
3. No halter-tops, midriff shirts or blouses, see through shirts or blouses, and/or cut-off shirts or blouses.
4. Appropriate undergarments must be worn at all times.  
***If students are not allowed to wear it – you should not either***

#### D. Communication with Students

1. Talk to students and encourage them to alert driver about:
  - a. Problems on the bus.
  - b. Parents not at home.
  - c. Strange vehicle in the area.
  - d. Anything out of the ordinary.

#### IV. Driver and Student Safety on the School Bus



- A. Student discipline on a school bus is everybody's business. Bus drivers must maintain good discipline and set reasonable expectations for proper conduct on the bus. On the first day of school and each day as necessary, all drivers should explain to their students these guidelines. We want each driver to be positive and try to build a good relationship with each student. As bus drivers we are the first and last person that many of our students see each day associated with our school system. Be a friendly face each day for our students.
1. Students will be picked-up and dropped-off at their residence or designated bus stop only.
  2. Be at the bus stop at least 5 minutes prior to the designated time.
  3. Once students arrive at the stop, they are expected to act in an appropriate manner.
  4. Obey instructions given by the driver.
  5. Be courteous to fellow students and the bus driver. (Do not annoy other students)
  6. No eating or drinking on the bus (drinking water is the only exception)
  7. Horseplay, Threats, and Fighting are not permitted on or around the bus or at bus stops.
  8. Remain silent when approaching and crossing railroads.
  9. Talk only in a normal voice and do not use profane or obscene language.

10. Remain properly seated, do not change seats, and keep head and hands inside the bus. Students must face forward and inside their seat while on the bus.
  11. Do not use tobacco, alcohol or any drugs on the school property.
  12. Do not carry weapons of any kind.
  13. Do not damage or vandalize the bus.
  14. Do not tamper with any of the equipment on the bus, especially the emergency door.
  15. Do not litter while on the bus, by throwing objects within or outside the bus.
  16. Do not leave the bus except at your regular stop without written permission from the administration.
  17. Do not bring glass or possible dangerous items on the bus.
  18. Books, packages, coats, band instruments, and other items should not be in the aisles or in the driver compartment and should not be left on the bus. These items must be held in the child's lap and must not occupy the seat of another child.
  19. Students are not allowed to transport Prescription or Non-Prescription medications on the bus and must meet all GSCSBOE policies that deal with any and all medicine.
  20. Using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the driver's operation of the bus.
- B. All drivers are to report discipline problems to the principal (or his/her designee) of the school where the student is enrolled. The procedure for handling discipline problems is as follows:
1. The driver should warn students about their discipline and how it relates to school bus safety. It is recommended that students be seated on the bus from youngest to oldest as you load students.
  2. If the student's behavior continues to be disruptive, bus drivers should contact the school administration.
  3. If the problem persists, the bus drivers should turn-in the student to the principal or his/her designee and complete a "School Bus Disciplinary Report."
  4. Stopping or pulling the bus off the road while on a regular route should only be done when all other alternatives fail.
  5. Never take a bus back to school for discipline problems unless it is an extreme emergency and safety on the bus is jeopardized.
  6. Never use stops as a time to discipline the students that remain on the bus and distract the driver from focusing on the safety of the drop-off/pick-up.
- C. No students are to be removed from the bus by the driver for bad

conduct. The principal's or superintendent are the only people with the authority to remove a student from the bus.

D. Distracted Driving will be handled in a serious manner.

1. The bus driver is **NOT PERMITTED** to use cell phones, beepers, blue-tooth devices, voice activated products, or any other personal electronic communication devices while operating a school bus, with or without students on the bus. If any driver is found guilty of using electronic devices while driving a school bus serious discipline consequences will be issued. Under emergency situations, the use of these items may be allowed on a **PARKED AND SECURED** bus only. These instances should be rare in occurrence and your emergency stop must be reported to the transportation coordinator.

E. Student Notes to ride the bus:

1. The bus driver will have a bus slip presented to them prior to leaving the campus. The bus slip will be signed by the school office. **The only time** we will allow a student to ride a bus that is not their base bus is in an emergency situation, because of limited space.

## V. Field Trip Procedures

- A. ALL field trips require an approval prior to the scheduled trip. There is a 14-day notification period for a normal field trip and 30 day notification for over night or out of state field trips.
- B. Field trips should be scheduled in such a manner that all buses arrive back at the school early enough to be cleaned and fueled as needed to run the regular AM and PM route. A school-sponsored activity is defined as any field trip in which students are transported to scheduled events off their home campus.
- C. General procedures for field trips should be observed by all:
  1. All field trip teachers should complete a "Field Trip Request Form in the **APP GARDEN** software for all trips. **(This includes all athletic events as well.)**
    - a. The field trip driver should complete the Pre-trip Inspection form, located in the Yellow Book on the bus being used. **Driver's must cover all evacuation exits and explain how to safely do all evacuation drills. Make sure someone on the bus knows how to stop the bus if the driver is unable to do so.**
  2. Field trip summaries should be completed by each school and

- forwarded to the Transportation Department on a monthly basis.
3. School buses belong to the school system, not to a specific individual. Unless notified by the Transportation Department any school bus may be used for a field trip. Fuel arrangements must be made prior to any field trip. This is especially important for weekend trips and night trips.
  4. *Field trip drivers are responsible for **cleaning** and **fueling** a school bus that was used for a field trip. If a bus is dirty or not fueled prior to leaving for a field trip, the field trip driver should report this to the transportation department. Problems should be settled prior to leaving on a field trip. Otherwise, the field trip driver will be responsible for cleaning the bus being used. Field trip drivers are paid to drive, clean, and fuel the bus. If the bus is not cleaned and fueled the organization that used the bus will be charged \$50.00*
  5. A school employee, designated as the sponsor, who is responsible for the activity must accompany all field trips.
  6. Board Approved Volunteers may be allowed to ride the bus.
  7. A school activity permission field trip form must be secured for each student and should be readily available for chaperons, bus drivers, and emergency personnel.
  8. A list of students present on each bus must be readily available for chaperons, bus drivers, and emergency personnel.
  9. When school buses are used to transport students, the sponsor must develop emergency communication plans to include: notifying system administrators, area emergency personnel, and students' parents.
  10. All bus drivers must be given specific directions to the activity using the safest possible route. When more than one bus is used for a field trip, special attention must be given to the distance between buses and other vehicles to allow for emergency stops. (See Alabama Bus Driver's Handbook, page 24.)
  11. All buses traveling together must travel together during the field trip.
  12. All Gulf Shores City School Board of Education policies, rules, and regulations governing transported students are applicable for all field trips.
  13. Under no circumstances should students be allowed to stand or move around on the bus while it is moving.
  14. Hours must be kept and paid hourly. Drivers cannot negotiate for a lesser price. They can do it for free, but no contract price is acceptable.
  15. If trip is overnight, bookkeeper will subtract 8 hours per night for sleeping time.

#### D. Travel on the Bay Way

1. All Gulf Shores City School Buses **MUST** use the Battleship Parkway (causeway) when traveling to Mobile and beyond for events.

2. Buses will use the Wallace tunnel when traveling to Mobile and beyond the buses can enter the I-10 bay way at the Wallace tunnel on ramp in order to go through the Wallace tunnel.
3. Buses leaving Mobile and traveling to Gulf Shores through the Wallace tunnel **MUST** exit onto the Battleship Parkway after exiting the tunnel.
4. There is not adequate room to **safely** evacuate students from a school bus and onto another school bus, should a breakdown occur on the bay way.

## VI. Railroad Crossing Procedures

- A. When drivers are making stops for railroad crossings, they shall carefully observe traffic and reduce speed, activate hazard lights far enough in advance (usually 500 feet) of the crossing in order to avoid trapping other motorists in panic stops or rear-end collisions with the bus.
- B. **ALL SCHOOL BUSES MUST BE BROUGHT TO A STOP BEFORE CROSSING A RAILROAD.** The driver of any school bus, whether carrying passengers or not, must, before crossing the track or tracks of a railroad, suppress all noise, activate warning signal, bring his or her bus to a full and complete stop fifteen to fifty feet from the rails nearest the front of the bus. Do not stop the bus in a position where the crossing gate could strike the bus.
- C. The driver when stopped; opens the service door then sets the park brake, listen and look in both directions along the track or tracks for approaching engines, trains, or cars. Under no circumstances will the driver attempt to cross the tracks when a train can be seen approaching. In no instance may a signal, indicating that it is safe to cross, be considered as conclusive or serve to abrogate this precaution. Mechanical devices are subject to failure.
- D. Drivers shall release the parking brake and close service door before putting bus in motion and turn off hazard light when up to speed.

In the event that a train has passed over the crossing, no bus driver shall drive his bus onto said track or tracks until such train has sufficiently cleared the crossing so that the driver is certain that no train, hidden by the first train, is approaching on adjacent track.

- F. For improved vision and hearing, a window at the driver's left should be opened and all noisy equipment (fans, etc.) should be turned off until the bus has cleared the crossing.
- G. Each driver must realize that their responsibility is great and their cargo is precious.



## **VII. Special Needs Procedures**

- A. Both Bus Driver and Bus Aide are responsible for following all State Laws and each IEP pertaining to each student.
- B. Bus Driver
  - 1. The driver shall insure the safety of loading/unloading of Special Needs students, along with following of all other bus operating procedures.
  - 2. The driver shall work with the bus aide to meet the needs of the individual student.
  - 3. No Special Needs student shall be transported on a bus without a bus aide on the bus for support.
- C. Bus Aide
  - 1. The aide shall insure the safety of loading/unloading of Special Needs students.
  - 2. The aide shall sit in the middle to back of the bus in order to have visual contact with all students.
  - 3. Personal phone calls and/or texts while students are present are not permitted on the bus.
  - 4. Personal electronic device usage while students are present is not permitted on the bus.
  - 5. The aide shall work with the driver to insure the safe transportation of all students.

## Information Sheet Safe Glove Use

Hand washing is essential to prevention and is not replaced by the use of gloves.

Gloves help prevent the transmission of germs from one person to another.

Gloves may be worn to protect the wearer or they may be worn to protect others from the wearer. For example, gloves may be worn to protect the wearer when assisting a person with a bloody nose. However, food preparers wearing gloves protect the public from the wearer.

If you wear contaminated gloves in public areas and touch things such as telephones, doors, drawer handles or elevator buttons, you put everyone at risk for infection.

Gloves do not provide total protection, since defects may occur. The combination of gloves, followed by good hand washing upon removal, offers the most complete protection.

To put on single-use disposable gloves:

- Check gloves for tears.
- Put gloves on so that they fit smoothly and are not too big or loose.
- Avoid excessive stretching of gloves.
- Inspect gloves once they are on to make sure there are no holes.

To remove gloves:

The outside of used gloves should be considered a health hazard. Avoid contacting any bare skin with the outside surface of used gloves.

- Grasp the cuff area of one glove using other gloved hand.
- Pull the glove off the hand, allowing it to turn inside out.
- Grasp and contain the removed glove within the palm of the gloved hand.
- Place the thumb of the ungloved hand underneath the cuff (between skin and glove) of the gloved hand, and remove it by pulling inside out, over the first glove.
- Both soiled glove surfaces are now contained inside the second glove.
- Discard gloves immediately in a biohazard bag or as recommended.
- After removing gloves, wash and dry hands thoroughly.

Gloves must be changed:

- Between each person touched.
- When gloves are torn or develop a hole.
- Upon completion of each task involving contamination with body fluids.

## **VIII. Emergency Procedures**

A. ACCIDENTS – There are some essentials to the driver's conduct at the scene of an accident:

1. Always protect the scene of the accident. The safety of your students is your **FIRST** priority.
2. Drivers should then report accident to the Transportation Department by phone if possible. The driver **will contact 911** Emergency Services.
3. The driver must get every possible bit of information about the accident and inform the school system of this information.
4. The driver must be courteous to those involved in the accident, the police and witnesses, and to any bystanders with whom he or she may come in contact.
5. The driver is responsible for protecting himself and his/her school system

by doing nothing that would reflect negatively on his/her dedication as a professional or on the school system.

B. REMEMBER ALWAYS:

1. **STOP** – Failure to do so if you are involved in an accident is against the state law. YOU COULD BE ARRESTED, LOOSE YOUR CDL, AND BE TERMINATED! Call 911 immediately give the exact location of the accident.
2. **ASSIST ALL INJURED PERSONS** – but do not move them unless their safety is involved. Send someone to call for medical assistance and to call the school system. Be sure to give exact location, extent of injuries and condition of your passenger
3. **PROTECT THE SCENE AND THE BUS** – set out warning devices in both directions.
4. **FILL OUT PRELIMINARY ACCIDENT FORMS** – get the names and addresses of all witnesses, both for and against you. Get license number of any other driver or drivers involved.
5. **BE PROFESSIONAL** – provide information to police personnel. Do not discuss the accident with anyone except police and school officials. Admit nothing, Promise nothing, and do not argue.
6. **DO NOT MOVE THE VEHICLE UNTIL LAW ENFORCEMENT OFFICIALS ARRIVE.**
7. **EVERY ACCIDENT MUST BE REPORTED TO YOUR SUPERVISOR.** There are no minor accidents in a school bus! Remember the information you need for your accident report:
  - a. Vehicle number, driver's name and address
  - b. Date, time, weather, and direction of travel
  - c. Damage to vehicle
  - d. Owner of other vehicle or property, address, license numbers, make and model of vehicle, and amount of damage
  - e. Injuries to persons involved, name and address, extent of injuries
  - f. Passengers on the bus
  - g. Passengers in other vehicle
  - h. Names and addresses of all witnesses
  - i. Names of insurance companies involved
  - j. Names of police at scene
  - k. Diagram of point of impact and place of final rest

D. Bomb Threat –

1. If you receive a bomb threat aimed at your bus, try to get the bus OFF the roadway onto a safe parking place.
2. **Call 911 immediately for assistance**, and contact the Transportation Department.

3. If possible, evacuate the bus and get the students as far away from the bus as possible leaving all belongings and taking only your emergency contact information.
4. Do not return to the bus or allow any students to return to the bus. Remain calm until the proper authorities arrive.

E. Dangerous Weapons Threat –

1. If a person on your bus makes a threat with a dangerous weapon (gun, knife, etc.), try to pull the bus OFF the roadway onto a safe location, if possible, and **immediately call 911** for assistance, then contact the Transportation Department.
2. Be sure to give your exact location.
3. If necessary, evacuate the bus and isolate the student with the weapon. If this is not possible, try to keep all students and yourself calm so as not to agitate the person with the weapon.
4. Do not try to disarm the person, but wait for the proper authorities to arrive on the scene.

F. Bad Weather – In case of bad weather, if a warning is issued before school is dismissed, children should be left in the building and kept there until the warning has expired. If a warning is issued after children are loaded on the bus, you may be required to unload at the next school you arrive at and get the children inside and OFF the bus. If already on your bus route, find a safe place to pull OFF the road and wait until weather conditions have cleared. Never unload students into a ditch or culvert. Keep them on the bus. (Notify the Transportation Department immediately of any unusual circumstances.)

G. Evacuation Procedures – There is an urgent need, due to the increased number of students being transported and the ever-increasing number of accidents on the highways, to instruct students on how to properly vacate a school bus in case of an emergency. Students should leave all belongings on the bus when participating in a bus evacuation. The key is to quickly and safely evacuate the bus. It is possible for students to block the emergency door if all are trying to get out at the same time. There is also a possibility of danger when students jump from the rear emergency door exit. In order to avoid these situations, schools should organize and conduct emergency exit drills for all students who ride the school bus. Reasons for actual emergency evacuation are:

1. **Drills are mandated by the State Department of Education and are required to be held twice each school year.** Both by the local school and by the bus driver.
3. **Fire or danger of fire.** Being near an existing fire and unable to move

the bus, or being near the presence of gasoline or other combustible material is considered danger of fire and students must be evacuated. The bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Students should be moved to a safe place 150 feet or more from the bus and instructed to remain there until the driver has determined that the danger has passed.

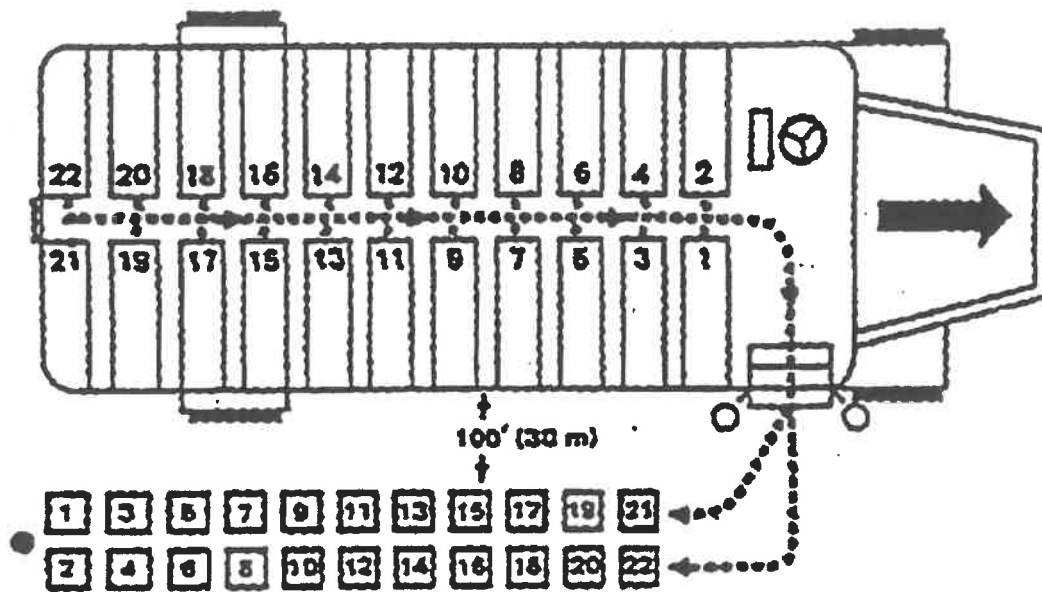
4. **Unsafe position.** When the bus is stopped because of an accident, mechanical failure, road conditions, or human failure, the driver must determine immediately whether it is safer for students to remain on **or** evacuate the bus.
5. **Mandatory evacuations.** The driver must evacuate the bus when
  - a. The final stopping point is in the path of a train or adjacent to railroad tracks,
  - b. The stopped position of the bus may change and increase the danger (e.g., a bus comes to rest near a body of water or at a precipice where it could still move and go into the water or over a cliff.) The driver should be certain that the evacuation is carried out in a manner, which affords maximum safety for the students,
  - c. The stopped position of the bus is such that there is danger of collision, or
  - d. **Sight distance.** Any place where visibility is non-existent evacuation should be considered. In normal traffic conditions, the bus should be able to be seen for a minimum distance of 300 feet.
6. **Important factors pertaining to school bus evacuation drills are:**
  - a. Safety of students is of the utmost importance and must be considered first priority.
  - b. All drills should be supervised by the principal, the transportation coordinator, or by persons assigned to act in a supervisory capacity.
  - c. All drills should be conducted on school grounds.
7. **The bus driver is responsible for the safety of the students.** When the driver is incapacitated and unable to direct the evacuation, appointed students, or adult monitors should be authorized to direct these drills. It is important to have regular substitutes available. Students appointed to direct evacuation drills should possess the following qualifications:
  - a. Maturity
  - b. Good citizenship
  - c. Live near beginning of the A.M. Route and at the end of the P.M. route
  - (1) Drills should be scheduled in a manner similar to fire drills held

regularly in schools. They should be held more often during fall and spring months and drills should be restricted to school property and conducted under the supervision of school officials.

- (2) Types of drills should be varied.
- (3) Driver should stay in the bus during evacuation drill until the following items have been completed. He/she must set the parking brake, turn ignition to accessory, place the transmission in neutral, and take the hand held push to talk phone with you during the drill.
- d. Students should not be permitted to take lunch boxes, books, etc., with them when they leave the bus. The objectives are to get students off safely in the shortest time possible and in an orderly fashion.
- e. Students should travel a distance of at least 150 feet from the bus in an emergency drill and remain there until given further directions.
- f. All students should participate in the school sponsored evacuation drill, including those who ride only on special trips.
- g. Each student should be instructed in proper safety precautions.
- h. Students should be instructed in how and where to obtain assistance in emergencies. Written instructions and telephone numbers should be posted. There are several different drills:
  - (1) Everyone exits through the front entrance door
  - (2) Everyone exits through the rear-most emergency door
  - (3) Front half exits through the front door and rear half exits through the rear-most door. (See the following diagrams)

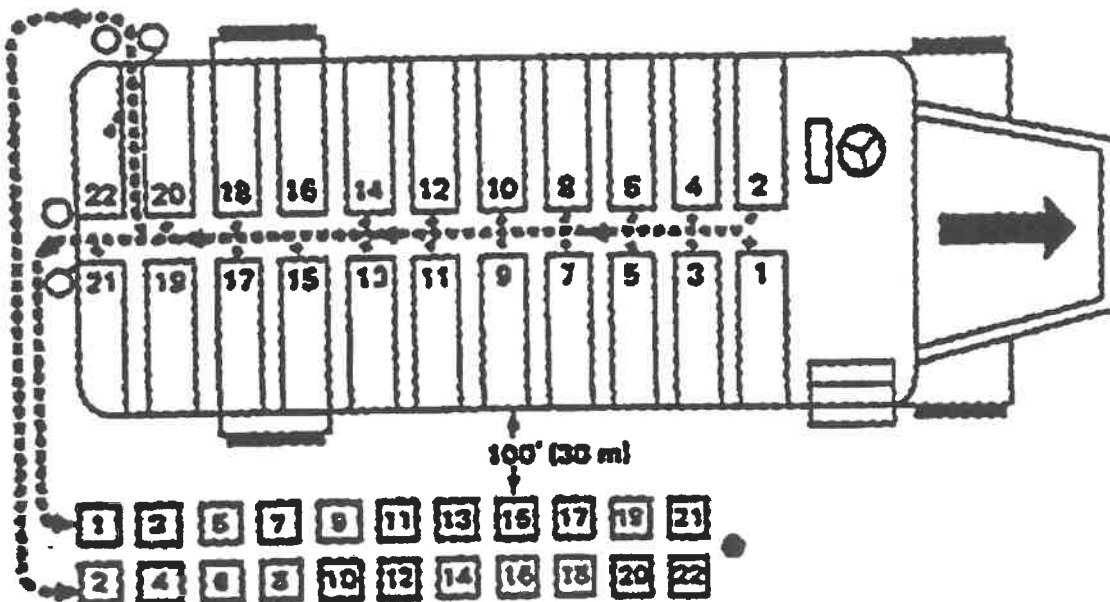
#### **Front Door Evacuation:**

- = Leader
- = Helper



#### Rear Door Evacuation:

- = Leader
- = Helper

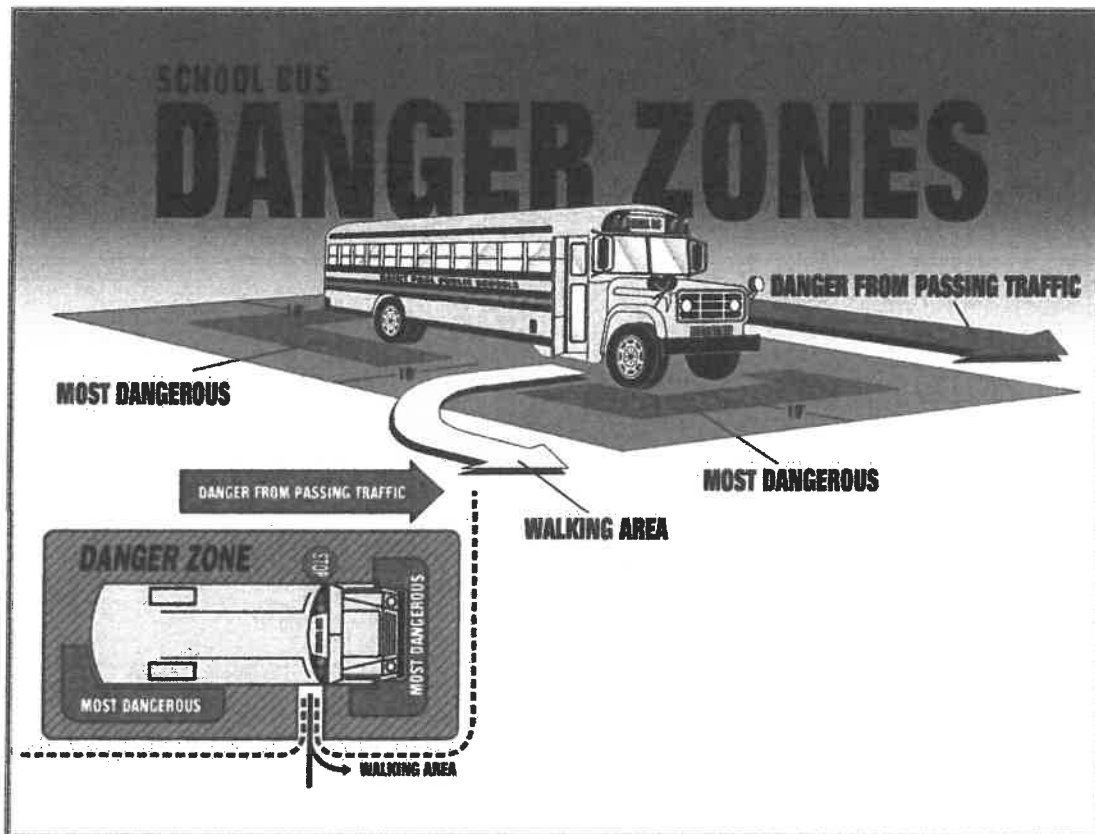


8. Appointed students should know how to:
  - a. Turn the ignition switch accessory,
  - b. Set emergency brake,

- c. Summon help when and where needed,
- d. Kick-out windows if necessary,
- e. Set flags, flares, or reflectors,
- f. Open and close doors, and account for all students
- g. Help smaller students exiting the bus, and
- h. Perform other assignments as needed.

9. Teach Danger Zones:

- a. Teach danger zones where student visibility is the least.
- b. Remind students not to check mail and/or retrieve trashcans until bus pulls away and is cleared.





## **POLICIES AND PROCEDURES**

### **AT FAULT ACCIDENTS**

1<sup>st</sup> offense - Written warning (to be placed in Transportation Department file and Human Resources Personnel file) and required retraining in the area of infraction (Ex. Backing, Turning etc.).

2<sup>nd</sup> offense - Recommendation to the superintendent for a 3-day suspension without pay and required retraining in the area of infraction.

3<sup>rd</sup> offense - Recommendation to the superintendent to begin the termination process.

All accidents will be tracked over a period of 5 years, similar to both insurance companies and the Department of Public Safety.

### **FAILED DRUG OR ALCOHOL TEST**

Recommendation to the superintendent to terminate anyone who fails a test for drugs or alcohol.

### **SPEEDING TICKETS**

1<sup>st</sup> offense - Written warning (to be placed in Transportation Department file and Human Resources Personnel file) and required retraining in the area of infraction (Ex. Backing, Turning etc.).

2<sup>nd</sup> offense - Recommendation to the superintendent for a 3-day suspension without pay and required retraining in the area of infraction.

3<sup>rd</sup> offense - Recommendation to the superintendent to begin the termination process.

### **RUNNING A RED LIGHT OR A STOP SIGN**

1<sup>st</sup> offense - Written warning (to be placed in Transportation Department file and Human Resources Personal file) and required retraining in the area of infraction.

2<sup>nd</sup> Recommendation to the superintendent for a 3-day suspension without pay and required retraining in the area of infraction.

3<sup>rd</sup> offense - Recommendation to the superintendent to begin the termination process.

All accidents will be tracked over a period of 5 years, similar to both insurance companies and the Department of Public Safety.

### **FAILURE TO PROPERLY COMPLETE PRE-TRIP OR POST-TRIP SCHOOL BUS INSPECTION**

1<sup>st</sup> offense - Verbal warning.

2<sup>nd</sup> offense - Written warning (to be placed in Transportation Department file and Human Resources Personnel file) and required audit of the 3-day new driver class.

3<sup>rd</sup> offense - Recommendation to the superintendent for a 3 day suspension without pay and required audit of the 3 day new driver class.

4<sup>th</sup> offense - Recommendation to the superintendent to begin the termination process.

### **CELL PHONE OR OTHER ELECTRONIC USEAGE WHILE DRIVING A SCHOOL BUS**

1<sup>st</sup> offense - With no students on the bus recommendation to the superintendent for a 5 day suspension without pay and required audit of the 3 day new driver class.

2<sup>nd</sup> offense - With no students on the bus recommendation to the superintendent for a 10 day suspension without pay and required audit of the 3 day new driver class.

1<sup>st</sup> offense - With students on the bus recommendation to the superintendent for a 10 day suspension without pay and required audit of the 3 day new driver class.

2<sup>nd</sup> offense - With students on the bus recommendation to the superintendent to begin the termination process

### **5.18 Drug and Alcohol Testing of Safety Sensitive Employees**

5.18.1 Scope: The Board will conduct employee drug and alcohol testing for employees in safety sensitive positions as required by and in accordance with federal law.

Testing will be required for all employees holding a commercial driver licenses (CDL) or who occupy a safety sensitive position as designated by the Board ("covered employees").

5.18.2 Prohibited Alcohol and Controlled Substance-Related Conduct: In addition to activities identified in other policies, rules and procedures, Board employees are prohibited from the following:

1. Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration in excess of the standard set by the Federal Highway Administration (FHWA);
2. Being on duty or operating a vehicle while possessing alcohol;
3. Consuming alcohol while performing safety-sensitive functions;
4. Consuming alcohol within eight (8) hours following an accident for which a post-accident alcohol test is required, or prior to undergoing a post-accident alcohol test, whichever comes first;
5. Refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion, or follow-up testing requirements;
6. Consuming alcohol or going under the influence of alcohol within eight (8) hours of going on duty, operating, or having physical control of a vehicle;
7. Reporting for duty or remaining on duty when using any controlled substance, except when instructed by a physician who has advised the driver and the Board that the substance does not adversely impact the performance of any safety-sensitive duty;
8. Reporting for duty, remaining on duty, or performing safety sensitive functions with controlled substances in the employee's system.

In the event of a violation of this policy, the employee shall be removed immediately from safety-sensitive duties and shall be subject to such further actions, including disciplinary action up to and including termination, as deemed appropriate by the Superintendent and the Board.

5.18.3 Testing Program Authorized: The Superintendent is directed to establish a testing program whereby all covered employees will be tested for the presence of alcohol and controlled substances. The following tests may be conducted:

- a. *Pre-employment Testing* – Prior to the first time a covered employee performs a safety-sensitive function for the Board, the employee must undergo testing for alcohol and controlled substances.
- b. *Post-accident Testing* – Each surviving driver who is involved in an accident, as defined by the FHWA, will be tested for alcohol and controlled substances. In addition, covered employees who are involved in an accident involving injury to a person, or property damage in excess of five hundred dollars (\$500.00) will be subject to post-accident testing.
- c. *Random Testing* – The Board will conduct unannounced random alcohol and controlled substance testing of its covered employees.
- d. *Reasonable Suspicion Testing* – A covered employee must submit to alcohol or controlled substance testing whenever there is reasonable suspicion of alcohol misuse or the use of controlled substances based on specific, contemporaneous, and articulable observations concerning the appearance, behavior, speech, or bodily odors of the employee.
- e. *Return-to-Duty Testing* – A covered employee must submit to return-to-work alcohol and/or controlled substance test before being permitted to return to work following a positive alcohol or controlled substance test or other violation of this policy or federal regulations.
- f. *Follow-Up Testing* – Any employee who continues performing safety sensitive functions for the Board, following a determination that the employee requires assistance in resolving problems associated with alcohol misuse or the use of controlled substances, shall be subject to unannounced follow-up alcohol or controlled substance testing as directed by the Board's substance abuse professional (SAP).

5.18.4 Administration of Program: The Superintendent is authorized to oversee the Board's testing program, to contract with appropriate providers to implement the program, to develop guidelines, rules and regulations to implement training programs, to develop and distribute educational materials and appropriate notices to covered employees, and to take such further action as may be required by federal law. Reference: Omnibus Transportation and Employment Act of 1991

### **5.19 Reasonable Suspicion Alcohol and Drug Testing of All Board Employees**

The Board may require an employee to submit to drug and/or alcohol testing whenever there is a reasonable suspicion that the employee is intoxicated or impaired by illegal drug or alcohol use while performing duties for the school system or attending a school sponsored event. Such reasonable suspicion shall be based on specific, contemporaneous, and articulable observations of the employee including the employee's appearance, behavior, speech, or bodily odors. An employee who refuses to undergo drug and alcohol testing may be subject to disciplinary action, up to and including termination.

The Superintendent or designee is authorized to oversee the Board's reasonable suspicion alcohol and drug testing program, to contract with appropriate providers to implement the program, and to develop guidelines, rules and regulations governing the program. The school system's procedures governing the reasonable suspicion drug and alcohol testing of safety sensitive positions (5.18 Drug and Alcohol Testing of Safety Sensitive Employees) may be utilized by the Superintendent or designee to implement this policy.

### **5.20 Searches (Personnel)**

1. *Board Property – All school system property, facilities, and grounds may be entered, inspected, and searched for any lawful purpose by Board officials or their designees at any time, without prior notice and to the fullest extent permitted by law. The right to enter, inspect, and search includes and extends to (but is not limited to) Board owned or controlled offices, desks, file cabinets, lockers, storage areas, computers, files, documents, data, and devices however and wherever kept, stored, or maintained.*
2. *Employee Property – The Board reserves the right to inspect employees' vehicles, purses, files, and other personal property if a supervisor forms a reasonable individualized suspicion that the property contains evidence of a violation of Board policy or contains any material, object, or substance that otherwise creates or presents a risk of harm or injury to the school, the workplace, or persons therein.*
3. *Use of Recovered Items – Property, material, substances, information, or records that are obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.*

**Transportation Department**  
**Duty Assignments and Info**

Marcus Early, transportation coordinator  
Call for any/all safety issues.

Joe Avilez, Shop Foreman  
All mechanical calls on our entire fleet. Shop hours are from 7-4



GULF SHORES CITY SCHOOLS BOARD OF EDUCATION  
Transportation Department  
300 EAST 16<sup>th</sup> Ave  
GULF SHORES, AL 36542

Rules and Regulations

Acknowledgement Page

I acknowledge that I have read the Rules and Regulations document of the Transportation Department of the GULF SHORES CITY SCHOOLS Board of Education. I will adhere to the rules and regulations, and will report any violations that I have knowledge of to the transportation coordinator.

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Signature of Driver

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Date

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Printed Name of Driver

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School