

DEPARTMENT PROCEDURES

1. Route bus assignment will be according to type of route, road condition, passenger number and rotation of fleet. All drivers must be capable of driving any bus in the fleet.
2. Lounge areas provided at each location are for driver convenience. It is each driver's responsibility to assist in keeping these areas neat and clean. Telephones, computers, and printers located in the lounges are for business purposes only. Internet usage is limited to business purposes only. Refer to District Policy. Therefore, personal calls will be limited to a maximum of two minutes. Inform family, friends and creditors that the lounge and office numbers are business numbers. Failure to adhere to these procedures will result in removal of telephones and printers located in lounge areas.
3. In-service Training sessions will be set up throughout the calendar year. Drivers are required to attend a minimum of **eight (8) hours per semester** with a total of **sixteen (16) hours per school year**. Drivers not completing required training will not be eligible for re-employment. It is the drivers/aides responsibility to maintain and monitor **training requirements**.
4. Buses will remain parked in assigned spaces until they are ready to leave the lot.
5. Weekly mileage reports are due every Friday. Trip drivers will submit documents by the end of the next business day. If credit cards are used, attach receipt(s) to trip ticket(s) and submit to the foreman/secretary by the end of the next business day. **Credit card users will enter unit number and signature on each receipt in a legible manner.**
6. Employees will make every effort to schedule medical appointments and conduct personal business between routes. School Board Policy allows supervisors to require doctor statements for extended or frequent use of sick leave.
7. Respective field offices will obtain substitutes to insure route coverage. Leave requests will be submitted **five days in advance**. Supervisors have the right to refuse leave when job requirements are not completed or if route coverage is not available. **Drivers are not to assign substitutes for coverage.**
8. Drivers will complete and document a thorough daily Pre-trip inspection prior to transporting students and a Post-trip inspection at the completion of each route. **NOTE: Post-trip consists of three items.** Drivers will adhere to department guidelines in completing these procedures. Drivers observed not completing these inspections are subject to disciplinary action up to and including termination or dismissal.
9. NM State Regulation 6.41.4.11, Section C, Item 5 states: "The driver shall, as part of each post-trip inspection, ensure that no student remains on the vehicle/bus at the conclusion of the trip." Failure to complete this procedure will result in termination or dismissal.

10. Bus Attendants will clock in **five (5) minutes** prior to route departure time.
11. Route drivers will update and maintain; maps, bus stop route schedule time, seating charts, and student registrations **every quarter or as** needed. Route information must include number of students by at each stop and if bus stop is an “off” or “on” road stop way. A daily attendance is required and due at the end of each month.
12. **Usage of two-way radios is limited to official or emergency use only.** Insure that the frequency is not in use before attempting to transmit. If possible, avoid transmitting names of students. **FCC regulation requires the use of English language. Refrain from unnecessary comments/salutation.**
13. Transportation personnel will not use school vehicles to conduct any type of personal business during duty hours.
14. Driver pay is set per District approved salary schedules. Only the Transportation Coordinator may approve pay for layover or waiting time. Routes and hours of pay are subject to change at any time due to student loads and/or re-routing for efficiency.
15. Overtime pay rates will apply to any hours worked over 40 in a week. If school is not in session and you are not needed to transport students, your work hours will be reduced.
16. New CDL trainees will receive pay for successful completion of “22 hours of Classroom” and “Behind-the-wheel” training after 90 days from the date of hire.
17. Bus drivers and attendants are to dress properly for the duties performed. Halter tops/spaghetti straps, spandex or cut-offs will not be allowed. Modest and appropriate shorts (no more than one (1) inches above the knees) are allowable. Clothing that references sex, tobacco, violence, alcohol, and drugs in any manner whether directly or indirectly is not appropriate.
18. Drivers and attendants are required to wear closed-toe shoes on both feet and must be of the type that will not slip off easily. Thongs or slip-on shoes without a back or heel strap or any other footwear that could limit the use of foot controls are not appropriate.
19. The driver will submit a work order via school dude and report to the supervisor or mechanic deficiencies found on any vehicle. The vehicle will remain inactive until the deficiency is fixed.
20. To insure safety, **only shop personnel are allowed in restricted areas of the shop.**
21. **Head/Earphones, Portable Electronic Devices/Cell phones Usage:**
 - Bus Drivers and vehicle operators transporting students will not use headphones or earphones. Drivers observed using them are subject to disciplinary action up to and including termination or dismissal.
 - Bus drivers will not use cell phones or portable electronic devices - even those

equipped with hands-free devices to text or make calls while driving a school bus. **These devices are also prohibited while supervising the loading and unloading of students.** The only exceptions are emergencies or job related communication where radio coverage is sporadic or non-existent. Park and secure the bus in a safe location if phone usage is necessary. Turn off the portable electronic device and cell phone when not in use. Violations will lead to termination or dismissal.

22. Designated transportation personnel will fuel route buses. Activity or field trip drivers must make sure they have fuel before leaving on trip and also mark the whiteboard at the completion of their trip.
23. Driver's Children
 - Drivers can transport one (1) child over the age of eighteen (18) months up to school age on a route. Drivers will not place additional children on another route.
 - Priority is for regular bus riders before own child. Violations or problems with this procedure will result in loss of this privilege.
 - Children cannot stay in the lounge while a driver is on route. CCSD Transportation does not provide childcare services.
 - Drivers will supervise children brought to the yard at all times. Children will not move about the yard without parental supervision. Failure to adhere to this procedure will result in loss of this privilege.
24. **Shop personnel will lock the yard gates at the end of the regular business day.** Drivers entering and leaving the yard after hours and on weekends will secure the gates.
25. Open Routes:
 - open routes will be advertised for five (5) business days,
 - route assignment is the sole responsibility of the supervisor: driving skills, ability, work performance and seniority are factors in assignment,
 - only two (2) transfers per year are permitted,
 - regular route assignments are subject to change due to route conditions and or efficiency
26. Activity Trips:
 - Activity trip driver pay is calculated and paid at the district rate. In compliance with DOT regulations, driver on-duty time is set at 15 hours within any 24-hour period of which 10 hours can be driving time with a one-hour break. Driver pay starts and ends with performance of the Pre / Post trip inspections. A trip driver will receive overtime pay whenever a trip results in time exceeding 40 hours in one week.
 - Meal breaks must be taken after eight (8) continuous hours on duty time. This is a FMCSA regulation for D.O.T. vehicles.
 - If possible, all daytime activity/field trips are to be scheduled between morning and afternoon routes. The transportation office must receive trip requests a minimum of ten days in advance. Trips are scheduled in the order received. Scheduled sports trips have priority over classroom trips due to advance scheduling of athletic programs.

30. Open Enrollment (*Approved 7/18/00*)

The Board of Education adopts this policy pursuant to the terms of SB 64 of the 1998 New Mexico Legislature, also known as the Open Enrollment Act, amending N.M.Stat. Ann. § 22-1-4, as amended by HB 46 of the 2000 New Mexico Legislature.

The Open Enrollment Act requires that a free public school education be available to any school-age person who is a resident of New Mexico and who has not received a high school diploma or its equivalent. This policy does not apply to students who are not New Mexico residents. The Board retains the discretion to determine whether the School District has sufficient accommodations to offer enrollment to students who are not New Mexico residents.

- Attendance Area: The attendance area of each school within the District shall be established annually by the Board of Education.
- Enrollment Priorities: In state shall be enrolled or re-enrolled in each District school according to the following priorities:
 - a. First, persons residing within the attendance area of the school;
 - b. Second, persons who previously attended the school; and
 - c. Third, all other applicants for enrollment at the school.
- Transportation shall be provided by the District for transportation-eligible students residing within the attendance area of the school they attend. Transportation of students residing outside the attendance area of the school they attend shall be the responsibility of the parent/guardian or student.

31. A visual bus inspection will be conducted every quarter between the Transportation Supervisor or Mechanics and the bus driver. The bus driver will be required to sign a form acknowledging receipt of the visual bus inspection. Any deficiencies found and not reported will result in disciplinary action

32. *Non-Violent Crisis Intervention Program:*

All transportation employees are required to complete 14 hours of Nonviolent Crisis Intervention training by a certified CPI instructor every 15 months. All transportation employees will stay current on CPI certification.