Transportation Employee Handbook



January 2026

School District U-46
Transportation
500 Shales Parkway Elgin, Il 60120-6701
Tel: 847.888.5000 X5095

Marcy Murphy, Director

www.u-46.org

Dear Team,

We would like to take a moment to personally thank each of you for the important work you do every day in support of our students. Your commitment, professionalism, and care make a lasting difference in the lives of the students and families we serve.

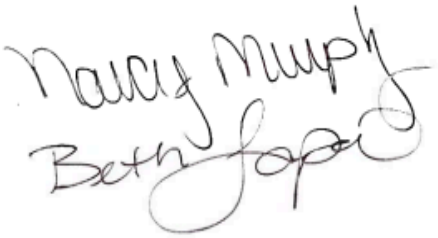
Each year, our team safely transports students over 3 million miles. That is an incredible responsibility—and an equally incredible accomplishment. Every mile represents trust placed in us by our community, and it is your dedication to safety, consistency, and service that ensures we meet that responsibility each and every day.

Whether you are behind the wheel, assisting on a bus, supporting operations, or maintaining our fleet, your role has a direct impact on student safety and success. The work you do is often the first and last interaction a student has with their school day, and the positive environment you create matters more than you may realize.

This handbook is designed to provide guidance, clarity, and support as you carry out your responsibilities. It reflects our shared commitment to safety, respect, and excellence in everything we do.

Thank you again for all that you do and for the pride you take in serving our students and community.

Sincerely,



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INTRODUCTION AND WELCOME

Thank you for your service to School District U-46. This document is designed to help our staff navigate contact information, locate commonly referred to policies, and review best practices to help maintain a safe and orderly workplace.

As you navigate and read this manual, please remember its being provided in addition to the agreement between the School District U-46 Transportation Union and the Board of Education.

All forms referenced within this manual are available on the Employee Intranet –**District Forms**

Please click on the link below for a complete listing of your **Transportation Team**.

Transportation Department Information

MISSION

OUR MISSION IS TO BE A GREAT PLACE FOR ALL STUDENTS TO LEARN, ALL TEACHERS TO TEACH, AND ALL EMPLOYEES TO WORK. ALL MEANS ALL.

VISION

U-46 WILL INSPIRE INDIVIDUALS TO CONVERT THEIR DREAMS INTO REALITIES

ABSENTEEISM / ATTENDANCE

Please reference DUTU contract section 9.8.

ACCIDENT / INJURY PROCEDURE

When you are involved in any type of accident or incident in your bus, you must report either of the above mentioned to the office immediately. Failure to report either an accident and/or an incident, no matter how minor, may result in disciplinary action.

Office personnel will respond to the scene if warranted to assist you.

All accidents that have a fatality will require post accident drug/alcohol screening.

If any two of the following occur the employee(s) will submit to a post-accident drug/alcohol screen.

- **Any involved vehicle towed**
- **U-46 employee is ticketed**
- **An ambulance transports anyone to the hospital**

PROCEDURE

➢ Remain calm; Notify base as soon as possible by two-way radio and provide base with your location;

➢ Switch to the 'Emergency' channel on the two-way radio, to continue to communicate with office staff;

➢ Determine if there are injuries;

➢ All insurance information is located on the bulkhead of the bus along with the bus registration (clear plastic envelope).

NEVER discuss the accident with anyone other than officials such as police, paramedics, etc. and U-46 personnel.

➢ Office staff will begin to process-information with Driver

➢ Alternate dispatcher completes "Dispatch Accident Tracks" form #TR-GO-F009. Once dispatch staff has completed the form, place it on the Safety & Operations Manager desk for initial processing.

✓ All questions on dispatch procedure form need to be asked and answered

- The Director of Transportation or designee should be notified of all major accidents.

    - ✓ Contact Safety & Operations Manager and/or Shop Foreman

- Once the Driver has returned to base, he/she must be in contact with Safety & Operations Manager in order to process the accident scene.

    - ✓ School Bus Accident form (TR-GO-F014)
    - ✓ Police Report if applicable
    - ✓ Post-accident drug documentation
    - ✓ Photos of accident scene
    - ✓ Any witness statements

- Safety & Operations Manager will receive a file with all documentation to determine informally if an accident is "preventable or non-preventable". If the accident is determined to be preventable,remedial training will need to be scheduled.

- Progressive discipline may be implemented for Drivers having multiple-preventable accidents during the course of the school year.

- The National Safety Council criteria will be used as a determining factor. The Accident Review Committee, consisting of DUTU Representatives along with the Safety & Operation Manager and Transportation Director or designee. will review each incident/accident. The Safety & Operations Manager will notify the Driver of the decision.

- If the driver does not agree with the findings, he/she may meet separately with the Accident Review Chair from DUTU. However, the process will continue to move forward.

- Safety & Operation Manager will notify a driver trainer to begin if remedial training is necessary and should be completed as quickly as possible. Remedial training will be paid at employees pay rate.

- Once remedial training is complete, the driver trainer will notify Safety & Operations Manager and a written report detailing the outcome will be placed in the employee personnel file.

- Accident reports will be held in the SafetyTraining office for two (2) fiscal years before storing in the archive area.

ANTI-IDLING PROCEDURES

School district U-46 Transportation Department recognizes the potential harm of engine exhaust emissions to the air quality. This can impact the health of people, particularly children.

School District U-46 would like to minimize these concerns by addressing the idle time of all school buses.

The following "NO IDLE" policy is in effect for School District U-46 school buses"

Route/Trip Departure

Buses are to be started only long enough before route/trip departure to allow for completion of pre-trip inspection. Buses are not allowed to run for excessive time beyond what is necessary to complete the pre-trip. Idling buses waste fuel, financial resources and reduce air quality.

Upon arrival at the school campus or other destination, **engines are to be turned off**, (this includes field trip locations) unless there is a special needs student on board with IEP documentation requiring climate control and air conditioning is needed. Exceptions to this policy will be approved by the Director of Transportation or his/her designee.

When temperatures are below freezing, Drivers may start buses and allow them to warm up prior to route departure. During cold weather, while in the school zone, idling time must be minimal and eliminated when possible. This will reduce students' exposure to unnecessary exhaust emissions and maintain air quality.

BUS PARKING LOT POLICIES

All Drivers will follow parking lot policies at all times when driving buses:

- ➢ Parking lot speed limit is ***5 mph***.
- ➢ The flow of traffic at 500 Shales Pkwy is one way West, North and East.
- ➢ The South gate at 500 Shales Pkwy is an entrance only.
- ➢ The North gate at 500 Shales Pkwy is an exit only.
- ➢ The flow of traffic at 1019 E. Chicago St is to travel one way South, East and North
- ➢ The West gate at 1019 E.Chicago St is entrance only

- ➢ The East gate at 1019 E. Chicago St is exit only
- ➢ Buses must be parked in their designated stall when not being used.
- ➢ No bus will park blocking the gas lines.
- ➢ No bus will be parked blocking mechanics bays unless instructed.
- ➢ Backing buses at base should always have the right of way and pedestrians in the lot should get out of the way. Do not continue to walk assuming the bus sees you. Remember blind spots.
- ➢ All buses will activate yellow overheads when backing the bus at base.

CELL PHONE USE

Personal cell phone use and smartwatches while driving any vehicle is prohibited. Any employee that needs to use the cell phone to contact dispatch for a work related problem or situation **must** receive approval. Approval will be given if the vehicle is pulled off the road in a safe location and empty of students. Cell phones can be used with students on board only if an emergency exists. Once permission is given by dispatch, dial (847) 888-5095. **Please read the Illinois Code.**

When students are present employees must store their phones away this includes earbuds, headphones.

CLOTHING AND PERSONAL APPEARANCE

The policy applies to all employees and is designed to maintain the professionalism of our department. Failure to adhere to this policy, the employee will be asked to go home and change (non-paid). Disciplinary action will be taken for repeat offenders:

- ➢ No tube tops
- ➢ No clothing with suggestive graphics or profane sayings.
- ➢ No spaghetti straps, half shirts, revealing necklines in front or back.
- ➢ No tight, suggestive or revealing or see through clothing of any kind.
- ➢ No short shorts or skirts, shorts and skirts must be 5 inches or less above the knee **when seated**.

- ➢ No spiked heels, crocks, flip flops, slippers or loose fitting shoes or boots; feet must be entirely covered in snug fitting footwear with no more than 2 inches of heel. Nothing exposed below the ankle.

- ➢ Nothing can block or obscure your field of vision, hair and/or accessories must be secured away from your face.

- ➢ No driver should wear face paint and/or costume masks while driving a district vehicle, as an employee may be unrecognizable to students, parents and/or school personnel.

- ➢ All employees must be well groomed. Clothing must be clean and in good repair.

COLD WEATHER STARTERS

This work will be posted on pick day each school year. Drivers will be able to pick a section and lot location by seniority. Pay will be at the driver's current rate and there will be a two (2) hour guarantee. This work is not permanent work. All drivers will have the opportunity to bid on this work regardless of weekly hours.

CRISIS PLAN

In the event that you are faced with a hostage / weapon situation on your bus, please adhere to the following guidelines:

- REMAIN CALM. KEEP STUDENTS CALM.
  If you present a calming attitude, your passengers will be more prone to follow your lead.

- IF POSSIBLE, CONTACT BASE IDENTIFYING A **10-46**

- Be specific. Without compromising your safety, give as much information as you can. Location, school transporting, run or number, head count if you can. After base has acknowledged your call, keep the microphone keyed by depressing the push to talk button. This might allow dispatch to piece together what is happening.

- DO NOT BECOME CONFRONTATIONAL
  Do not put yourself or your passengers at additional risk by initiating aggressive actions, except in preventing harm to yourself or your passengers.

- COOPERATE WITH YOUR CAPTOR
  Do as he / she asks of you as long as the demands are reasonable, but do not offer any help.

- IF ENROUTE AND ASKED TO PULL OVER, SEEK A SAFE VISIBLE AREA
  If at all possible, park near large objects, such as buildings or vehicles. By blocking the captor's view it may help police get closer to you without being seen. Also turn on interior lights to aid police in seeing what is going on inside.

- IF POSSIBLE PROVIDE UPDATED INFORMATION TO BASE
  For the security and safety of you and your passengers, the office will not respond to your communications unless otherwise identified or necessary.

DUTY RELATED INJURY

In the event that you are injured while working, you must notify your immediate supervisor and complete the Employee Injury Form. This immediate care visit will require a drug/alcohol test.

Minor injury - small cut, sprain, dirt in eye, small burns, etc.

1) If you are able to drive yourself to Immediate Care, you will be required to punch out and take your personal vehicle to Immediate Care. You will be paid for the time at Immediate Care. Once released, return to work and see the Safety and Operations Manager to review your release papers, fill out the online employee accident report and any additional forms that may be needed.
2) If you are unable to drive yourself, we will take you over to Immediate Care. Again, you will be required to punch out. You will be paid for the time at Immediate Care, once released, return to work and see the Safety and Operations Manager to review your release papers, fill out the online accident report and any additional forms that may be needed.

Follow up at Immediate Care

1) If you require a follow-up visit to Immediate Care for wound care, stitch removal, etc., you must punch out and take your own vehicle to Immediate Care. It is encouraged you to schedule these visits before or after your assigned shift.

Major Injury - uncontrolled bleeding, respiratory distress, chest pain, etc.

1) Call 911, provide first aid as needed.
2) Send someone to the gate to direct first responders to where the patient is.

EMERGENCY AFTER OFFICE HOURS PROCEDURES

This procedure is the same as above, but you may not be able to contact base via two way radio (try first before using your cell phone), if you need to use your cell phone dial direct to these numbers;

Dispatch Office: 847-888-5095

If you have teachers and/or coaches on board, remember **YOU** are the main person responsible for the safety of the passengers that you are transporting. If there is a directive issued that you are in question of, contact base immediately.

EMPLOYEE CALL IN

Any employee who cannot make their scheduled route must call between 4:15 a.m. and 5:00 a.m. for the morning shift and before 12:00 p.m. (noon) for the afternoon shift. If you cannot make a scheduled work shift, you will need to call 847-888-5095,

You **must** call within the times indicated above to have your shift covered. If you are a route Driver/Assistant have your route #, bus # and punch times ready to log.

Progressive discipline will apply to those who do not comply with this policy.

EMERGENCY LINE CALL IN

U-46 Transportation and DUTU have agreed to pilot an emergency call-in line to report absences outside of contractual call in times.

To report an emergency absence, Transportation employees can call 847-608-2760 and provide the following information:

- Name and position
- Call-back number
- Clipboard/Route number
- Bus number
- Punch-in and punch-out times (AM, mid-day, and PM) and any extra work assigned
- Length of absence (AM, mid-day, PM)

The line will be available between 8:00 PM and 4:00 AM for absences that can not be reported during contractual call-in times. This line will be available for an extended trial starting Monday, April 8 to assess whether it is an effective method for employees to report emergency absences.

EMPLOYEE PARKING / SHUTTLE HOURS

The shuttle operates from 5:00 a.m. until the last bus in.
For employee parking, reference Article VII, Section 7.4 in the DUTU contract.

EXTRA WORK SIGN UP

If you don't have a permanent extra work assignment to fill in your hours daily, you may choose to sign for extra work to reach 40 hours a week. We have two clipboards available for drivers/assistants to sign; one for under hours, one for over hours, located by the office managers at both locations. The employee can sign up prior to 8:00 a.m. and work will be assigned in seniority order with time and location as a factor. If you sign for extra work, it is your responsibility to check if you received extra work before leaving after your morning run. Please note any extra work will be after the stand bys and anyone on the clock making themselves available have been assigned work.

FORMS

All forms can be viewed by accessing Employee Intranet/Resources/District-Forms/Transportation and following to the Transportation Department. Transportation Forms

FUELING AND CLEANING OF BUSES

Fueling of buses will be completed by the driver and cleanliness of the bus is the responsibility of both driver and assistant. As a reminder you are paid to sweep and clean the interior of the bus on a daily basis. Clean buses give a favorable image of not only the district -- but equally important -- both the driver and assistant. All buses are expected to have a minimum half a tank of fuel before being parked for the evening.

This policy includes the spare buses being fueled and swept after any route/trip before the bus is parked.

Exterior of the bus will be cleaned by bus washers who were awarded the work.

KINDERGARTEN & PRE K POLICY

- One bus tag set for each registered student will be supplied by the school. The bus pass set will include one yellow break-away lanyard, one yellow bordered bus tag holder and two bus tags. The parent should completely fill in both tags; one should be inserted into the tag holder, the other is a spare and should be kept on file at school.

- Drivers are responsible for verifying student tags to ensure that only students assigned to their route are permitted to board the bus.

- To fully benefit from this safety procedure, every transported student **must wear** a completed pass to ride the bus home **everyday**. The yellow lanyard is designed to be worn by the student and has a breakaway safety feature. Bus Drivers will be looking for the yellow lanyards on children not on backpacks.

- Students **must be met** at the bus stop each day. The back of the pass includes room to list four parent approved chaperones to receive their student.

- Drivers **will not** release any student wearing a bus tag off the bus without an approved chaperone being present.

LAYOVER AND TURNAROUNDS

The following places **are suggested** for layover and turnarounds:

- U-46 Campuses
- Public parks
- Non-congested side streets

The following places **are prohibited** for layover and turnarounds:1

- Personal residences
- Congested side streets
- The New Life Community Church, 1580 E. Chicago St., Elgin, IL 60120
- 300-308 S McLean Blvd - Town & Country Shopping Center

If you are questioning a location to layover, please choose a different location or contact base for approval.

MISCELLANEOUS POLICIES

- Always drive buses with the headlights on regardless of weather conditions. It makes the bus more visible.

- The two-way radio must be kept on at all times while in your bus. If you are away from your bus for any reason, a “10-7” should be called into base and always take the keys with you when leaving your bus. If you are pulled over with kids on the bus dealing with a discipline problem and you walk to the back of the bus, shut down and take the keys with you. **NEVER LEAVE THE BUS UNATTENDED WHILE YOU HAVE KIDS ON THE BUS.**

- The bus windows should never be lowered below the lines identified on the window frame.

- When parking a bus after the route is complete, make sure **all** windows, roof hatches and doors are closed.

- All State mandated pre-trip forms MUST be filled out and turned in daily into a parking lot mailbox prior to leaving the lot. If you pre-trip a bus in the morning and **you** are the only one who drives the bus all day, then no PM pre-trip needs to be filled out. HOWEVER, if **someone** uses your bus during the mid-day, they must perform a pre-trip and fill out another form, which in turn requires **you** to perform a pre-trip for the PM and complete a form. If **you** use a different bus during the mid-day, you must also perform a pre-trip and fill out a form for that bus.

- Any time you are issued a traffic ticket which includes your personal vehicle; you are required to report it to the Director of Transportation or ~~his~~ designee within 24 hours or the next working day.

- Any time you are asked to do Time and Mileage sheets they must be filled out and turned in on a weekly basis.

- Each Driver must start **their** own bus.

- No Driver will listen to religious content radio or the following radio stations while students are on board:

103.5 FM / 92.5 FM / 96.3 FM / 101.1 FM / 107.5 FM

SLEEPING WHILE ON DUTY

Sleeping, dozing, or otherwise being inattentive while on duty is strictly prohibited. Transportation employees are expected to remain awake, alert, and attentive at all times while performing assigned duties.

This prohibition applies to, but is not limited to:

- Operating or occupying a district vehicle
- Supervising students
- Waiting during assigned routes, layovers, or standby periods
- Remaining on duty while parked, staged, or awaiting assignment
- Any time an employee is responsible for the safety, supervision, or security of students, staff, or district property

Sleeping while on duty creates a serious safety risk and undermines the District's responsibility to provide safe transportation services. Employees who feel ill, fatigued, or otherwise unable to safely perform their duties must immediately notify a supervisor and follow established procedures.

Violation of this policy may result in disciplinary action, up to and including termination

NON-SMOKING POLICY

There is absolutely no smoking/vaping allowed on school district property or in a school district vehicle. If you choose to do so, disciplinary action will be taken.

PERMIT / LICENSE / CDL RENEWAL

When you renew or update your license you need to provide the Safety & Operations Manager a colored copy.

Your CDL is renewable every four (4) years and you may renew your license up to 364 days before the expiration date. As a reminder, you may be subject to taking the written tests if you have had a moving violation ticket on your license within that four year period or you may be selected randomly.

Please see the Safety & Operations Manager if you need to take the written test over at any time in order to provide materials to assist you **before** you attempt to take any tests.

Your school bus permit will expire one year from the date it was issued. If you were trained at U-46 or somewhere else before joining U-46, the issuance day is your test day.

The permit has requirements regulated by the State of Illinois.

- Attend a two (2) two hour refresher class every year on or before 60 days from the previous year class date.

- Pass an annual physical and drug screen within 90 days of your permit expiration date.

This process will need to be done every year and if not completed within the allotted time frame, disciplinary action will be as follows:

1st occurrence: Non-Paid time off while waiting for recertification from the State of Illinois and may be subject to progressive discipline.

2nd consecutive occurrence: Immediate Recommendation for Termination of employment due to not meeting employment requirements.

PHOTO ID / DISTRICT PROPERTY POLICY

All school district employees are issued a key fob, fuel key, bus key(drivers), lockdown key and a photo I.D. card which should be visible and worn while at work.

Replacements
Key Fobs can be obtained at BASCO office at Plant Operations. (may be a fee).
U-46 FOB/Key Pick up Scheduling Click Here
I.D. cards can be obtained at Human Resources.
Lockdown keys can be obtained at the BASCO office at Plant Operations.
Fuel Keys can be obtained from the Shop Clerical at 500 Shales Pkwy.
Bus Keys can be obtained from the Safety Operations Manager at 500 Shales Pkwy.

POST AWARD BY PROXY POSTING CYCLE PROCEDURE

All work/buses will be made available for employees to bid on by seniority, based on current contract language. The proxy posting cycle is as follows:

- ➢ **Monday:** Available postings will be posted by 10am in a weekly email for viewing. If you were awarded a posting in the last cycle you begin your new assignment.

- ➢ **Monday - Wednesday:** postings are available for viewing and bidding. If you bid on a posting you will not be asked if you want it, it will be awarded to you if your seniority allows it.

➢ **Thursday:** All proxies need to be submitted by 6:00 am via electronic link (see below). The posting committee begins the award process. Notification of new work assignments will be given to employees by Friday. Employees will complete all paperwork related to change(s) in work assignment. **Click here for current bid proxy form**.

On shortened weeks and holiday weeks, postings may be altered/canceled. The calendar will be reviewed in collaboration with the Union for the upcoming school year to determine these weeks.

POST TRIP INSPECTIONS

Any driver or assistant who leaves a child alone on his/her bus will be recommended to the BOE for immediate termination. To ensure drivers and assistants are walking the bus at the end of each route, a placard procedure has been put in place. The placard must be placed in the rear window of the bus each time the driver and assistant leave the bus together or a driver without an assistant leaves the bus.

These systems are activated once the eight ways have been activated. At the end of the run/route and the bus is shut off, the alarm must be deactivated by pushing a red reset button located in the rear of the bus Drivers side bulkhead.

RAILROAD TRACK CROSSINGS

Railroad tracks that are *not* to be crossed when traveling in a U-46 district school bus are as follows:

BARTLETT AREA

- ✓ Spaulding Road
- ✓ Prospect Avenue traveling north and southbound
- ✓ Western Avenue traveling southbound

SOUTH ELGIN AREA

- ✓ Mill Street @ Woodbury Street
- ✓ Plum Street

ELGIN AREA

- ✓ Lawrence Avenue / Kimball Street traveling eastbound
- ✓ Washington Street traveling eastbound

- ✓ Mountain Street traveling eastbound
- ✓ Schiller Street

NORTH AURORA AREA (Out of District/Private Placement)

- ✓ Traveling East/West on Route 25/Route 56 (Butterfield Rd)

The following are examples of prohibited routing.

BARTLETT AREA

- ✓ Left turn leaving Independence Pre-School
- ✓ Left turn onto Auburn Street from Route 59 northbound after picking up/dropping off in Hudson Court.

SOUTH ELGIN AREA

- ✓ Traveling under the viaduct to reach River Drive.

ELGIN AREA

- ✓ Traveling on Cookane Street between Jay Street and Hastings Street; (during loading/unloading)
- ✓ Turning left onto Van Street from McLean Blvd when traveling southbound;
  (during arrival/dismissal time)

RANDOM DRUG TESTING

If you are sent for random drug testing, you will be required to punch out. You will be paid for your time, with no loss of pay. You will receive 1 hour minimum pay.

RELEVANT BOARD POLICIES

In addition to this manual, ***all employees*** of School District U-46 are subject to the Board's policies. Please visit Board Policies with respect to your duties as an employee of U-46. Additionally, please pay careful attention to Board Policy 5.52 – "Alcohol and Drug Use by District Drivers."

ROUTE & ROUTE SHEET POLICIES

- ➢ Upon receiving a route book, each driver / assistant will maintain an accurate route book for the time that the driver / assistant holds the route, as stated in the union contract.

- ➢ All routes are subject to change. Extenuating circumstances will be discussed with the Union President.
- ➢ All drivers will be notified three days prior to changes of a route except in those situations that require an immediate start. Drivers must update route books within these three days to reflect changes. If there are changes that cannot be made in the routing software and are handwritten on route sheets, please make sure a copy is given to the office for filing.

- ➢ Notification must be given to all affected students/families within the three days of a route change.

- ➢ Once the Route Manager(s) has given approval, you may begin checking the high school id's for confirmation that each student on your bus is an authorized rider.

ADDITIONAL EXPECTATIONS

- ➢ All stops should be made on time (weather and traffic permitting) at designated stop locations only. The Driver is not to stop at any other location unless directed to do so by dispatch or office personnel.

- ➢ Special Education routes have a one minute wait time after initial pickup time. If you arrive early to the stop, you must remain there until one minute after the pickup time.

- ➢ All pre-school students MUST be put on and taken off the bus by an adult, in the morning and afternoon.

- ➢ All Special Education students must have an adult present at the drop off time. Parents can sign an agreement (Drop Alone Form) that allows their child off the bus without an adult being present; The form must be returned to the office for proper processing and be completed every school year.

- ➢ All Regular Education students at the high school and middle school levels will have their school ID that will state what run# the child rides, if the run # is not on the ID the child may be a walker. No child that is a walker based on their home address is authorized to ride a bus.

- ➢ In emergency situations, the building administrator will reach out to transportation management and will communicate with the driver.

SAFETY EQUIPMENT

INCLUDING SAFETY VEST, CAR SEATS, AND SEAT BELT LOCKS

Situations may arise in which the School Bus Driver, Route Assistant, parent or school staff member may express concerns regarding the need for safety equipment during transport. The recommendation for safety equipment is communicated to a Manager in the Transportation Department. The Transportation Department will coordinate with the special ed department and corresponding campus administration for approval of the use of safety equipment from the parent/guardian. School Bus Driver and Route Assistant will receive notification along with updated route sheets when to provide safety equipment for student(s). School Bus Driver and Route Assistant are required to install all safety equipment in the bus.

SAFETY EQUIPMENT SHOULD BE RETURNED TO THE STUDENT'S SCHOOL BUS DRIVER AT THE END OF THE SCHOOL YEAR UNLESS INSTRUCTED OTHERWISE BY MANAGEMENT.

SCHEDULE WORK CONFLICT

If you know you will be unable to work on a certain day because of a doctor appointment, court date, etc., you must complete the form located in the dispatch office in detail and hand it to one of the Route or Assistant Route Manager for approval. Once approved, the yellow copy of the request will be placed in your mailbox or on your desk.

All work conflict forms will be approved based upon submission date.

The only approved non-paid time is for permanent extra work, up to five (5) times. Paid benefit time is optional.



SCHEDULED WORK CONFLICT

This form must be filled in completely and submitted directly to an Office Manager.

EMPLOYEE NAME:

TODAY'S DATE: | DAYS REQUESTING OFF:

I AM A:

☐ Route Driver CB _____ Bus_____
☐ Stand-by Driver
☐ Route Assistant: Driver & CB _____ Bus _____
☐ Floater Assistant
☐ Dispatch Staff ☐ Shop Staff

I AM REQUESTING THIS TIME BE:		
(Must work 35 hrs per week)	PAID SICK TIME	
(Must be 12 month employee)	PAID PERSONAL TIME	
(Please include copy of summons)	PAID JURY TIME	
	PAID BEREAVEMENT TIME	

I AM REQUESTING COVERAGE FOR THIS PORTION OF MY SCHEDULED DAY:

	MORNING	am	to	am
	MID-DAY	am	to	am
	AFTERNOON	pm	to	pm
	LATE RUN	pm	to	pm

EXPLANATION:

EMPLOYEE SIGNATURE:

Please do not consider your request approved until the signed confirmation (yellow) copy has been returned to you.

YOUR REQUEST FOR TIME OFF HAS BEEN:

☐ APPROVED
☐ DENIED
☐ APPROVED PENDING SCHEDULE

SUPERVISOR SIGNATURE:

SCHOOL BUS EVACUATION

Illinois School Bus Emergency Evacuation Drill Instruction

PURPOSE OF THE DRILL

The Illinois School Code (105 ILCS 5/10-20.21) requires that all students who ride a school bus participate in at least one emergency evacuation drill each school year. These drills prepare students and staff to respond quickly, calmly, and safely in the event of a real emergency.

DRIVER RESPONSIBILITIES

1. Prepare the bus:
   - Ensure emergency exits are operational.
   - Check that all safety equipment is onboard (first aid kit, fire extinguisher).
2. Explain the drill clearly to students:
   - This is only a practice drill.

- Stress the importance of staying calm, quiet, and listening to instructions.
- Demonstrate how to:
- Unbuckle seat belts (if equipped).
- Review the various emergency exits located throughout the bus. Front
- Door, Rear Door, or Side/Window Exits. For the purpose of the drill all students will exit through the Front Door.
- Walk quickly and safely to a designated safe area at least 100 feet from the bus. For the purpose of the drill students will simply enter their school.

3. Conduct the evacuation:
o Use assigned student helpers (if applicable) to assist younger children.
o Instruct students to leave backpacks and personal items behind. For the purpose of the drill students will take all items with them into the school.
o Monitor the flow and ensure all students exit safely.
o Remind students that in a real emergency, you may give different instructions.
o Reinforce safe behaviors—no pushing, running, or shouting.
o

We hope that an emergency evacuation will never be necessary, but through this training, students and staff gain the confidence and knowledge needed to respond effectively if the unexpected happens. Your leadership and preparation are essential in keeping everyone safe.

SHARED RESPONSIBILITIES

Drivers and assistants are expected to work as a team. The shared responsibilities include but are not limited to, the following:

1. Ensuring implementation of the placard policy.
2. Ensuring no child is left on a bus.
3. Reporting accidents or incidents.
4. Maintaining a clean bus.
5. Ensuring all students are seated and secured.
6. Post Trip Inspection.

Failure to fulfill these responsibilities by either Driver or Route Assistant may result in disciplinary action on a case by case basis.

SPECIAL EDUCATION

SPECIAL ED MANAGEMENT OF WHEELCHAIR'S

The following must be addressed prior to loading a student for transport.

1. Anti-tippers: Both anti-tippers must be on the wheelchair and in the down position before a student is transported.

2. Augmentative Communication Device (if mounted on the wheelchair): The device and the mount must be removed from the wheelchair and secured on the bus before the student is transported.

3. Chest Harness/Vest: The chest harness on the wheelchair must be put on the student before he/she boards the bus, and should be placed under the coat. If applicable.

4. Footrests: If footrests and/or ankle straps are present, they must be used.

5. Trays: A tray must be removed from the wheelchair before the student is transported. The tray must be secured on the bus on an empty seat with a seatbelt.

6. Wheel Locks: Wheel locks must be in good working order and capable of holding the chair securely in place.

7. Wheelchairs must have seatbelts, and students must be secured with the belt. The wheelchair seatbelt should be secured close to the student's body, under the coat.

8. No school district employee will lift or carry students on or off the bus. Unless in an emergent situation.

9. School Bus Driver and Route Assistant who discover a broken or non-functioning wheelchair part are to report it to a Manager.

WHEELCHAIR TIE – DOWNS

1. Wheelchairs must be positioned so that the students are facing forward during transport.
2. The tie-down straps (with buckle or hook) that are attached to the bus floor must be attached through the base of the chair frame. It is not safe to put these tie-down straps through seats, wheels, armrests, footrests, etc. The sites for the

tie-down straps are marked on the wheelchairs. If there are questions on the site locations, speak with the Safety Manager or designee.

3. With the chair in the tie-down area, the staff person releases the wheelchair locks (brakes) and places the back tie-down straps through the wheelchair securement loops or the base of the frame on the chair. These belts must go through the welded portion of the base of the chair. These are secured using the tie-down strap buckle.
4. Next, the staff person moves to the front of the chair and threads the front tie-down straps through the securement loop or base of the chair frame.
5. He/She then pulls the chair frame forward, tugs the front straps of the tie-down so they are tight, and uses the recoil lever and knob mechanism to tighten the front straps.
6. After all four tie-down straps are secured, wheel locks on the chair should then be locked. The power on the chair is then turned off.
7. The bus shoulder strap must be secured, because it is essential for safety. The strap is pulled down and across the shoulder of the student, and across his/her torso. The strap is guided under around the armrest and down to the floor connection near the rear wheel of the chair. If the strap is too high on the student, it should be adjusted. Shoulder belts must go across the student's shoulder and not rest against his/her neck.

ISBE guidelines state that the School Bus Driver is responsible for the overall safety of everyone on the bus. The School Bus Driver is to make a visual check of each student to be sure the seat belt, vest, foot straps, headrest, anti-tippers, and tie-downs are in place before transporting the student. If there is a problem, the School Bus Driver will immediately call Dispatch for direction.

STOP ARM USE

Drivers should be using their stop arm while loading and unloading in accordance with the laws governing the use of school bus stop arms.

Illinois School Code 625 ILCS 5/11-1414

STUDENT CODE OF CONDUCT

Student Code of Conduct

If at any time a School Bus Driver and/or Route Assistant has a disruptive student or group of students and feels that continuing to drive is a hazard, they have two choices:

1) If drop offs have not started, School Bus Driver must contact base for verification that a staff member is present and Driver can return the disruptive student(s) back to school to assist with discipline.

(or)

2) The School Bus Driver contacts base and asks for police assistance to be dispatched to the Driver's location for assistance.

- ➢ School Bus Drivers have the right to assign seats.
- ➢ School Bus Drivers should write a student incident report as documentation of discipline problems.
- ➢ All School Bus Drivers will make sure kids are sitting in seats before moving the bus and should remain seated throughout the route.
- ➢ All School Bus Drivers will allow the windows to be lowered to the line marked on the interior of the bus.
- ➢ All School Bus Drivers will make sure that no child's head, hands, arms, legs etc. are hanging out a bus window.
- ➢ All School Bus Drivers will make sure that students are quiet at railroad crossings.
- ➢ School Bus Drivers' are not to deny a ride to a student for any reason unless approved by management.

STUDENT INCIDENT / INJURY FORM

The School Bus Driver and Route Assistant must fill out a Student Incident/Injury form if there has been an injury to any student that has been on a U-46 bus, or an incident that may result in the student complaining of an injury (TR-BUS-F002). The form is available upon request. Transportation Forms

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SUMMER PROCEDURES

Summer Procedures

Concerns pertaining to summer work not covered by this document will be discussed in Labor Management annually. If discussion cannot be scheduled or agreement cannot be reached, management will take steps to ensure that the required work is completed while discussion is pending.

Management and DUTU agree to continue to research and provide environmentally friendly cleaning products, when feasible for the purpose of summer bus cleaning.

TORNADO PROCEDURE

In the event you are faced with a tornado sighting while driving your bus, please adhere to the following guidelines:

- REMAIN CALM - If you present a calming attitude, your passengers will be more prone to follow your lead.

- NOTIFY BASE - Tornado sighted and provide your exact location. Wait for instructions from base if possible or follow the instructions below.

- FIND SHELTER - Use the nearest school or public building or any structure offering proper protection to you and your passengers. In an open area, escort the children to a low area, such as a ditch, culvert or a ravine without standing water.

- ACCOUNT FOR ALL CHILDREN - Before evacuating the bus do a headcount of all students.

- SEEKING SHELTER OUTSIDE - If seeking shelter outside in an open area, have students lie flat, face down and cover their heads. If seeking shelter in doors, children should sit against an inside wall and cover their heads with their arms.

- CONTACT BASE WITH UPDATE - If possible contact base with your location and head count before you evacuate the bus, if not make contact as soon as possible

TRANSPORT OF MEDICATION

Some students may take medication at school. It is preferred that the parent brings the medication directly to the licensed school nurse or certified staff person. When parents are not able to do so, a Route Manager will inform the School Bus Driver to transport the medication to the school nurse or to a certified staff person. –FORM TR-SPE-F003 must be completed.

PROCEDURE FOR MEDICATION GIVEN TO BUS DRIVER BY PARENT

TWO WAY RADIO “10” CODE

10-2: **Received Clearly**
10-4: **Copied transmission**
10-7: **Out of service**
10-8: **In service**
10-9: **Repeat Transmission**
10-20: **Location**
10-30: **Unnecessary use of radio**
10-46: **Hostage/Emergency**

The two way radio is a very important tool to be used carefully. Keep your messages short and explicit and use the 10 codes when possible. Keep the bus radio traffic to a minimum and only if it pertains to the safe transportation of U-46 students.

YELLOW SAFETY WRISTBANDS

In an effort to reduce children being placed on the incorrect “bring in” and/or “take home” bus, we will provide wristbands and implement the procedure below.

Upon identifying the student name, grade and bus information, we are requesting that school personnel write the school name and run # as demonstrated below.

Ask each parent to have their child wear the *wristband around his/her right wrist* each day for the first week of school. We strongly encourage all 1st thru 6th grade general education students to participate in this safety effort.

The expected dates to wear the wristbands: **First Week of School**

As we strive for another safe and successful school year, it will require the dedication and personal attention from each and every staff member. Through those efforts, we can be assured of the safest environment for all students.

OTHER PROCEDURES

SAFETY PRECAUTIONS

1. Do not allow eating or drinking on the bus.
2. Never give medication or cough drops to students on the bus.
3. Know the location of the bus first aid kit, seat belt cutter, fire extinguisher and bodily fluid kit.
4. Students can only be dropped alone if the School Bus Transportation Information for Ambulatory Special Education Students Form (Drop Alone Form) is completed by the parent, on an annual basis.
5. If a student vomits during a bus ride, notify school staff (if this occurs on the way to school) or parents (if this occurs on the way home).
6. Notify the **U-46 Transportation Department** the same day you notice any malfunctioning components on student equipment such as, but not limited to, wheelchairs, walkers, safety vests.

7. For persistent and seriously inappropriate behavior (i.e., behavior that may be creating an unsafe situation), complete a student incident form and provide it to Transportation Management. Follow up and recommendations will be given to support staff in these instances.

COMMUNICATION

Many problems can be avoided if effective communication occurs as a constant process. If anything seems out of the ordinary, document accordingly and speak with a Route Manager for guidance. If parents raise questions that go beyond the School Bus Driver and/or Route Assistant's role, the School Bus Driver should suggest to the parent that he/she contact the student's teacher, case manager, or transportation department as appropriate.

The following are guidelines for promoting safe bus rides for School Bus Drivers, Route Assistants and students:

-Provide all students with clear expectations about behavior.
-Use repetition and reminders.
-Use visual communication support, as needed.

Parent involvement in the process of safe transportation is essential. To that end, the District provides specific guidelines that support the safe transportation of students with disabilities.

STRATEGIES FOR SPECIFIC DISORDERS

1. Autism: Students with autism may react to changes in routine. Be consistent with procedures, advise students of upcoming changes, and give instructions using visual communication support if needed.

2. Emotional Disorder: Students with behavior problems may have difficulty getting along with adults and with other students. Be clear about rules and consequences, and praise students when they are following directions.

3. Hearing Impairment: Students with hearing impairments may not hear directions. Seat students near the front of the bus. When giving directions, face the student, repeat directions and use visual communication supports.

4. Intellectual Disability: Students need very clear directions. Give one- or two-step directions. Give students time to process the directions.

5. Seizure Disorder: Students who have seizure disorders may display signs of seizure activity, such as loss of consciousness, unusual motions, loss of muscle tone, or mental confusion.

6. Visual Impairment: Students may have low vision or no vision at all. Students with low vision may benefit from another identifier besides the bus number in order to locate the bus (i.e., a piece of colored paper on the front passenger window). Students with vision problems may have difficulty with glare on sunny days. Notify students if you are driving a different bus that has different step sizes and inclines.

APPENDIX

Bus Terms

Augmentative Communication Device	Typically an electronic talking device or picture system that provides a means of verbal expression for non-verbal students to communicate.
Car Seat	A restraint system generally intended for use by children under four years of age and/or under 40 pounds.
Case Manager	A special education staff person who monitors the student's IEP, arranges Annual Reviews, and assures, along with the supervisor, that required procedures and IEP components are in place.
Comfort Toy	Small toy used to keep the student busy and quiet.
Companion Animal	An animal trained to provide assistance for persons with disabilities.
FERPA (Family Education Rights and Privacy Act)	Mandates confidentiality of student records in public schools while allowing access to necessary information regarding students' disabilities and/or health needs to those who have a need to know, including school bus Drivers.
IEP – Individualized Education Program	The written education plan for a student receiving special education and related services with goals and objectives to be attained during a calendar year.
Medical Support Equipment	Portable equipment used by students to maintain life functions, such as oxygen bottles, intravenous, or fluid drainage apparatus.
Medically Fragile	Refers to a student who requires specialized health care procedures, or life support, and/or health support.
Mobility Aid	A wheelchair or other assistive device that is used to support and/or transport a person with a physical disability.
Orthotic/AFO (Ankle Foot Orthosis)	Commonly called braces, plastic positioning devices worn in the shoe to keep the ankle and foot in alignment.
Paraeducator	A person assigned to assist one or more individual students with a disability.
Restraint System	A generic term for one or more devices intended to secure and protect a passenger with or without a

	mobility aid in a vehicle, including seat belts, occupant restraints, child safety seats, safety vests, etc.
Sensory Integration	The neurological process that organizes and interprets sensation from one's own body and the environment.
Therapist	Occupational Therapists (OT) and Physical Therapists (PT) are involved in the evaluation of the student's motor function and their need for wheelchairs and other assistive devices.
Track Seating	Seating system in which seating units, including mobility aids, are secured to the vehicle structure by attaching them to tracks on the school bus floor.
Vehicle Tie-down System/ Securement System	All necessary buckles, anchors, webbing, straps and other fasteners needed to secure a mobile seating device to the school bus.
Visual Communication Support	A language system that uses icons, line drawings or snapshots.

Wheelchair Terms

Anti-tippers	Small extensions located at the bottom rear of the wheelchair designed to prevent the chair from tipping backwards with normal use.
Back Canes	Handles on the back of the wheelchair, used for pushing.
Chest Harness/Vest	An upper torso securement device that supports and maintains a student in an upright seated position.
Footrests	Two metal plates that support the student's feet.
Footrest Hangers	The swing-away brackets that support the footrests.
Frame	The fundamental structure of the wheelchair.
Head Rest	A positioning device designed to provide stability and support for the head and neck.
Laterals	Supports located under each arm that keep the student's trunk aligned in the seating system.
Pommel	A part of the seat that keeps the legs separated.

Shroud Cover	A molded plastic cover that fits over the bottom of some power wheelchairs.
Seat Belt	A locking safety strap that fits snugly over the bony structure of the pelvis, which is used to provide added trunk positioning and to hold a person securely in a seat.
Securement Points/Tie-Down System	Locations on the base or seat frame of the wheelchair where the securement system should be attached. The Tie-Downs are metal loops that are attached to the frame of the chair.
Subasis Bar	A rigid bar that fits snugly over the pelvis designed to provide added trunk positioning to hold a person securely in a seat.
Tray/Wheelchair Tray	Plexiglas tray that attaches to the armrest. It must be removed prior to transport.
Wheel Locks	Another term for wheel brakes.
Wheelchair Mount (for communication device or computer)	A mounting system used to attach a communication system or computer to a wheelchair.

ADDITIONAL POLICY & PROCEDURE LINKS

Trip Handbook
Shop Handbook
Multi-Function School Activity Bus (MFSAB) Transportation Department Policy
Call-In Retiree Procedures
Fleet Inspector Alternate Procedure
CBI
CBI Procedure

In an effort to better serve the students, communities and employees of School District U-46, the Transportation Department has developed this policy and procedure handbook. The handbook outlines expectations for employees of the Transportation Department requiring the highest level of safety and the most efficient service possible. This handbook is available in an easy to read and comprehensive format which can be updated as needed or required.

Please remember this handbook is a work in progress. We will review this handbook annually at Labor Management. As changes and/or updates are identified, they will be communicated through this handbook to ensure the highest level of employee understanding and expectations.