

BUS DRIVER HANDBOOK

2025-2026



Unified School District
P.O. Box 348
Hoxie, KS 67740
785-675-3258

UNIFIED SCHOOL DISTRICT NO. 412
P.O. BOX 348
HOXIE, KS 67740
Phone: (785) 675-3258
Fax: (785) 675-2126

Dear Driver:

You have a great responsibility as a school bus driver and that is the transportation of our most precious natural resource – our children. Assume this responsibility with great care each day.

As a route driver, you are the first employee of the district to greet students in the morning and often the last to see them in the afternoon. As a district employee, you are directly involved in school public relations. Smile, be cheerful, exchange greetings with students and, it at all possible, call them by name. Each of us has his/her own problems, but they should not be a burden to those we come in daily contact with.

This is a SERVICE ORGANIZATION and service is our only purpose. Let USD #412 drivers be known as courteous drivers. A discourteous act by one driver reflects on all drivers. Keep this thought in mind. The people (children, young adults, and adults) are and will be future taxpayers. In effect, we then are being discourteous to those who decide the future of our jobs.

Discipline is an everyday task. Be firm, be fair, and of course, be consistent. Abide by the rules set down in this handbook, and we will have a pleasant, enjoyable, and long-lasting relationship.

Please feel free to ask questions and discuss situations or problems at any time.

Sharris Werner
Superintendent

DRIVER / REQUIREMENTS PERSONNEL FILE

(Information required on file at Central Office)

- Approved physical examination (every 1-2 years)
- Copy of Driver's License (every 2 years)
- Copy of Defensive Driving Card (every 3 years)
- Copy of First Aid Card (every 2 years)
- Driver Record Verification (every 2 years)
- Copy of CPR Card (every 2 years)
- Submit a TB Skin Test (one time only).
- Submit to Drug/Alcohol Random Testing

UNIFIED SCHOOL DISTRICT NO. 412 DRIVER RECORD VERIFICATION

NAME: _____ 18 years or older YES ____ NO ____

Drivers License Number: _____ State Issuing License: _____

License Expiration Date: _____ License Classification: _____

Number of Years Driving Experience: ____ Date of last Physical Exam: _____

Defense Driving Course Date: _____ First Aid Course Date: _____

OPERATIONAL REQUIREMENTS

1. No person shall drive a bus more than ten (10) consecutive hours or more than an aggregate of ten (10) hours spread over a period of fifteen (15) consecutive hours.
2. The bus shall be operated in a safe, prudent, and careful manner with due regard to traffic and the use of the highway by others. All requirements of the Kansas Motor Vehicle Code and other applicable laws and regulations shall be strictly observed at all times.
3. Passengers shall not be permitted to stand on the bus. The bus shall not be put into motion until all passengers are seated. Passengers shall not be allowed to leave their seats until the bus comes to a complete stop.
4. The bus driver shall not leave the bus while the engine is running.
5. No passenger shall be required to leave the bus before he or she has reached his or her destination.
6. No person, other than school personnel and students assigned to the bus, shall ride the bus unless written permission has been granted by the school district. This section shall not apply to law enforcement or emergency personnel who are passengers in emergency periods designated by the governing board of a school district.
7. Loading and Unloading: The loading and unloading of students presents the driver with additional responsibilities and requires use of good judgment. The driver must learn the proper procedures for controlling traffic when students are crossing the roadway.

Loading on Routes

- Check traffic – oncoming.
- Check traffic – behind – using mirrors.
- Activate eight-way flashing lights before stop area. The distance is determined by the location, but 200 ft is the minimum (200-1000 ft).
- Bring bus to a full stop approximately 6 feet short of student's location. Visibility should be 500 feet in front and rear.
- Activate red flashers and stop arm. Put gear shift into neutral (park or neutral if automatic) and SET THE HAND BRAKE. It is the law!
- Recheck traffic front and rear to make certain traffic has completely stopped.
- Open entrance door and signal students to cross in front of bus. (Students must cross at least 10 feet in front of the bus so the driver can see them and warn them if necessary).
- Proceed when students are seated.

Unloading at schools:

- Eight-way lights and stop arm are not used in loading zones.
- A school bus driver shall not activate the alternating flashing warning lamps.
- Transmission shall be in neutral (park or neutral if automatic).
- Parking brakes shall be set.
- Students at front of bus unload first, alternating side to side.

- No backing in school loading zones or on school grounds without help from an adult guard stationed outside and to the rear of bus as a safety precaution.

Unloading on Route: When unloading students at a corner, the driver will stop before the intersection or will pull completely past the intersection before letting students off the bus. The bus is not to block the intersection. Only designated stops may be used.

- Check traffic – oncoming.
- Check traffic – behind – using mirrors.
- Activate eight-way flashing lights before stop area. (The distance is determined by the location, but 200 ft is minimum).
- Bring bus to a full stop.
- Visibility should be 500 feet in front and rear.
- Activate red flashers and stop arm.
- Put gear shift into neutral and set hand brake.
- Recheck traffic front and rear to make certain traffic has made a complete stop.
- Open entrance door and make certain students crossing the street wait for your signal. (Students must cross at least 10 feet in front of the bus so the driver can see them and warn them is necessary.)
- Proceed when students have completed crossing the street.

8. Emergency Evacuations: when an accident occurs, one must be prepared if evacuation from the bus becomes necessary. This will be a decision which the driver will have to make considering the situation at hand. It is important therefore that procedurally the students know what to do. Evacuation drills are scheduled at the school to acquaint students with these procedures. The driver must be familiar with the following:

Bus Evacuation Drills:

- All bus evacuation drills must be conducted in district grounds at least twice a year.
- All bus evacuation drills must be approved by the Transportation Supervisor and School Principal.
- When an evacuation drill is held the driver must set the emergency brake, turn ignition off, remove the key and put the bus in gear if equipped with standard transmission.
- The bus shall be evacuated at any time passenger safety is jeopardized. Driver must check to make certain all passengers are out of the bus and in a safe area at least 100 feet away from the bus.

Driver's Instructions to Passengers:

- Stay calm.
- Stay in your seat.
- Wait for instructions.

If you must use an emergency exit:

- Keep hands free – leave books, coats, etc. in bus.
- Don't crowd or push.
- Wrap loose clothing around you.
- Duck you head if using rear exit.
- Bend knees as you jump down to avoid injuries.
- Get away from bus at least 100 feet.

- Wait for instructions from driver.
- Stay together in a group!

Ways to exit bus:

- Everyone exits through rear door.
- Everyone exits through front door.
- Front half exits through front door, rear half exits through rear door.

Drivers should begin evacuations with students behind the driver, then students across the aisle, alternating back and forth with those closest to the exit out first. **Do not use method** of evacuating one side of the bus first as feet in the aisle could cause falls and delays.

9. Severe Weather: Be prepared! Know your route and locations where you and your passengers could seek shelter if necessary. Mark these locations on a map of your route. The following procedures to be followed during severe weather or when driving conditions become hazardous:

The bus drivers, school administrators, and supervisors are charged with the safe transportation of students. Drivers are encouraged to report unsafe conditions on buses or roads.

Bus drivers shall report any unsafe road conditions to the Transportation Director immediately. Although efforts should be made to transport students to school, at no time shall drivers take risks by traveling roads reported to be in exceptionally bad condition. Upon being advised of hazardous road conditions, the superintendent shall make the decision regarding the cancellations of any or all routes.

Parents will be encouraged to listen for announcements of school closings and information concerning bus routes on radio stations KQLS and KFNF, and will be contacted by Parent Square, www.hoxie.org, and district run social media

Drivers who need to know the conditions of roads in certain areas on their route may wish to call parents to get information.

Drivers should adjust their driving to all kinds of weather and road conditions to stay within the limits of safe driving. A delay may be excused by bad weather, but not an accident.

Procedures for safe driving on slippery roads:

- Slow down.
- Use fanning action of brakes. Sudden braking may cause skidding and loss of steering traction.
- Allow more distance for driving action.
- Allow more distance when signaling.

Procedures for safe driving in poor visibility:

- Slow down.
- Use windshield wipers and defrosters.
- Turn headlights/clearing lights on. (Note: it is illegal to drive with lighted parking lights only.)

Procedures when driving off roadway onto soft shoulder:

- Slow down (reduce your speed).
- Brake gently.
- Hold steering wheel firmly and steer along shoulder.
- Drive on shoulder.
- Keep your bus moving.
- Look for a safe place to pull onto the roadway.
- Check for traffic, both front and rear before returning to the traveled roadway.

Procedures for controlling skidding:

- Remain calm.
- Release accelerator.
- Do not put on the brakes.
- Turn front wheels in direction of the skid; make turn smooth, not too quickly.
- Do not over steer, a slight turn will bring front end of vehicle in line with the rear end.

Procedures to be followed when a tornado is approaching: In the event you are caught in the path of a tornado and cannot get to one of your designated shelter locations, the following procedures are suggested:

NEVER try to “outrun” a tornado! Stop the bus and have your passengers lie flat in the nearest ditch, depression, or ravine. If no depression is available, have them lie flat, face down, with the head toward the tornado, but away from the bus. Under no circumstances should you have passengers remain on the bus.

When evacuating, use both the service door and emergency exits and instruct passengers to leave as rapidly as possible. Do not allow them time to pick up personal items such as books, purses, etc.

Take the first aid kit from the bus with you.

10. If there is a possibility of fire, do not have the students stand to the right side of the school bus. This area could be torched by a fuel flame shooting from the fuel tank. The fuel caps are designed with lead plugs which melt down and allow the fuel to erupt from the tank through the cap. This prevents a fuel tank explosion but the area to the right side of the bus up to 200 feet can be reached by the resulting flame thrower effect.

Purpose

It is the policy of Unified School District No. 412 that its drivers be free of substance and alcohol abuse. Consequently, the use of illegal drugs by drivers is prohibited. Further, drivers shall not use alcohol or engage in "prohibited conduct" as defined herein. The overall goal of this policy is to ensure a drug- and alcohol-free transportation environment and to reduce accidents, injuries, and fatalities.

Consequence of Policy Violation

Any driver who becomes unqualified or engages in prohibited conduct as set forth herein may be subject to termination of employment.

Prohibited Conduct

The following shall be considered "prohibited conduct" for purposes of this policy:

- No driver shall report for duty or remain on duty while having an alcohol concentration of .04 or greater.
- No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol unless the alcohol is manifested and transported as part of a shipment.
- No driver shall use alcohol while performing safety-sensitive functions.
- No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
- No driver required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident or until he or she undergoes a post-accident alcohol test, whichever occurs first.
- No driver shall refuse to submit to a post-accident, random, reasonable suspicion, return-to-duty, or follow-up alcohol or drug test.
- No driver shall report for duty or remain on duty when the driver uses a controlled substance, except when use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to operate a commercial motor vehicle.

If a driver engages in prohibited conduct, the driver is not qualified to drive a commercial motor vehicle and shall be immediately removed from service. USD No. 412 may, in its discretion, at the request of the driver, keep the driver's position open while such driver attempts to become requalified. USD No. 412 may also take action against the driver up to and including termination.

Refusal to Test

Refusal to submit to the types of drug and alcohol tests employed by USD No. 412 will be grounds for refusal to hire driver/applicants and to terminate employment of existing drivers. A refusal to test is defined to be conduct that would obstruct the proper administration of a test. Refusing to sign step 2 of the alcohol form is considered a refusal to test. A delay in providing a urine, breath or saliva specimen could be considered a refusal. If a driver cannot provide a sufficient quantity of urine or breath, he/she will be evaluated by a physician of USD No. 412's choice. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen (either breath or urine), it will be considered a refusal to test. In that circumstance the driver has violated one of the prohibitions of the regulations.

Types of Tests

Pursuant to regulations promulgated by the Department of Transportation (DOT), USD No. 412 has implemented six circumstances for drug and alcohol testing: (1) post-accident testing; (2) random testing; (3) reasonable suspicion testing; (4) return-to-duty testing; and (5) follow-up testing.

Random Testing

USD No. 412 conducts random drug and alcohol testing. USD No. 412 or its agents will submit all drivers' names to a random selection system. The random selection system provides an equal chance for each driver to be selected each time random selection occurs. Random selections will be reasonably spread throughout the year. USD No. 412 will drug test, at a minimum, 50 percent of the average number of driver positions in each calendar year or at a rate established by the Department of Transportation for the given year. USD No. 412 will select, at a minimum, 25 percent of the average number of driver positions in each calendar year for random alcohol testing, or at the rate established by the DOT for the given year. Random selection, by its very nature, may result in drivers being selected in successive selections or more than once a calendar year. Alternatively, some drivers may not be selected in a calendar year.

If a driver is selected at random, for either drug or alcohol testing, a USD No. 412 official will notify the driver. Once notified, every action the driver takes must lead to a collection. If the driver engages in conduct that does not lead to a collection as soon as possible after notification, such conduct may be considered a refusal to test.

Post-Accident Testing

The driver must submit to drug and alcohol testing any time he or she is involved in an accident where 1) a fatality is involved; or 2) the driver receives a citation for a moving violation arising from the accident, and any party involved requires immediate treatment for an injury away from the accident scene, or if any vehicle involved incurs "disabling damage" (i.e., must be towed away). Following any accident, the driver must contact USD No. 412 as soon as possible. The driver has been presented with an information card setting forth certain instructions for post-accident drug and alcohol testing. The driver shall follow the instructions contained on the information card as well as any additional instructions from USD No. 412 or its representatives.

Any time a post-accident drug or alcohol test is required, it must be performed as soon as possible following the accident. If no alcohol test can be made within eight (8) hours, attempts to perform an alcohol test shall cease. If no urine collection can be obtained for purposes of post-accident drug testing within thirty-two (32) hours, attempts to make such collection shall cease.

In the event that federal, state, or local officials conduct breath or blood tests for the use of alcohol and/or urine tests for the use of controlled substances following an accident, these tests may meet the requirements of this section, provided the tests conform to applicable federal, state, or local requirements. USD No. 412 may request testing documentation from such agencies, and may ask the employee to sign a release allowing USD No. 412 to obtain such test results.

In the event a driver is so seriously injured that the driver cannot provide a sample of urine, breath or saliva at the time of the accident, the driver may provide necessary authorization for USD No. 412 to obtain hospital records or other documents that would indicate the presence of controlled substances or alcohol in the driver's system at the time of the accident.

Reasonable Suspicion Testing

Reasonable suspicion for required a driver to submit to drug and/or alcohol testing shall be deemed to exist with a driver manifests physical or behavioral symptoms or reactions commonly attributed to the use of controlled substances or alcohol. Such driver conduct must be witnessed by at least one supervisor trained in compliance with statute 382.603. Should a supervisor observe such symptoms or reaction, the driver must submit to testing.

Substance Abuse Evaluation, Return to Duty, and Follow Up Testing

Any driver who engages in prohibited conduct shall be provided with the names, addresses, and telephone numbers of qualified substance abuse professionals (SAPs). If the driver desires to become requalified, the driver must be evaluated by an SAP and submit to any treatment the SAP prescribes. Following evaluation and treatment, if any, in order to become requalified, the driver must submit to and successfully complete a return-to-duty drug and /or alcohol test. Such driver is also subject to follow-up testing. Follow-up testing is separate from and in addition to USD No. 412's reasonable suspicion, post-accident, and random testing procedures. The schedule for follow-up testing shall be unannounced and in accordance with the instructions of the SAP. Follow-up testing may continue for a period of up to sixty (60) months following the driver's return to duty. No fewer than six (6) tests shall be performed in the first twelve (12) months of follow-up testing. The costs of any SAP evaluation or prescribed treatment shall be borne by the driver. USD No. 412 does not guarantee or promise a position to the driver should he/she regains qualified status.

GENERAL BUS OPERATING PROCEDURES

1. Avoid sudden stops or fast braking of bus. A big bus is not an automobile and cannot be handled as such. Quick stops from excessive speeds place undue strain on the braking mechanism and increase frequency and cost of repairs.
2. Do not shift into high gear where you have to hit the brakes for s stop immediately.
3. Watch your gauges for any malfunction. If you have difficulties with your bus there is a reason, and therefore, it should be reported to the bus mechanic. Any time your bus needs the attention of the shop personnel, make sure you notify the bus barn mechanic.
4. Do not slip or ride your clutch. Always start out in first gear.
5. Warm engines at a moderate speed.
6. Be constantly aware of the lugging problem on the diesel buses. DO NOT LUG THESE BUSES DOWN UNDER ANY CIRCUMSTANCES. Down shift and keep the RPM high at all times.
7. Any time the bus is running the headlights should be turned on.
8. Buses should run at 1000 to 1200 RPM when idling.
9. When using warning triangles, they should be placed at the following positions: 100 ft in front of bus, 10 ft behind bus, and 100 ft behind bus.

10. All equipment placed in bus by maintenance personnel will remain in bus, i.e., fire extinguisher, log chains, first aid kit, warning triangles and flash lights.
11. All bus drivers will observe all speed limits imposed by the State of Kansas:
 - a. **Yellow Buses**
 - 55 mph on gravel
 - 65 mph on highway
 - 70 mph on interstate
 - b. **Activity Bus**
 - Posted limit on highway and interstate
 - c. **Suburban and Car**
 - Posted limit on highway and interstate
12. If any USD 412 bus driver is convicted of DUI (Driving Under the Influence) their employment with USD 412 shall be automatically terminated.

RULES FOR ACCIDENT-FREE DRIVING

Aim high in steering – Most drivers hug the left edge of their lane because they steer by watching low along the left edge of the lane. This fear of hazards on the right is the reason for lane-straddling and a chief cause of head-on collisions. To steer safely in traffic, you should ignore the fact that you sit left of center in the vehicle. Simply look well ahead at the center of your lane. Aim high, keep our main attention well ahead and always steer for the center of your intended driving path. Never move the wheels unless your eyes are looking where you want to go. This rule applies to turning a corner. Keep your main attention well ahead along your turning path. If visibility is poor and you cannot look well ahead, slow down!

Watch the big picture – Keep a general watch over a wide, deep traffic scene rather than on any one detail. View the vehicle ahead as only part of a big picture. You will see the wide, deep scene, noting key parts of the picture such as the vehicle coming in from the left, the flashing of brake lights on the vehicle ahead, or a parked vehicle with a driver at the wheel. When you have the habit of seeing the big picture, you can speed up, slow down or change lanes to keep from getting trapped.

Keep your eyes moving – Build a habit of forcing your eyes to move about once every two seconds, and much oftener when traffic multiplies. Even if there seems to be nothing important to watch at the moment, keep scanning the whole scene near and far ahead, to the sides and through your rearview mirror. Scanning the roadway continuously gives you a wide-screen motion picture of the scene ahead, plus a continuous check on the constantly changing picture to the rear. When you see a hazard, don't stare at it. Dispose of it by adjusting speed, changing lanes, signaling – or all three if necessary.

Make sure they see you – To drive safely, you must get in the habit of making sure the other sees your bus and shows by his action that he intends to stay put. In case of doubt, use your horn or flash your headlights at night. Give your warning as early as possible so you can stop if necessary.

Leave yourself an out – Get in the habit of timing your pace so you always have an out if trouble develops. Watch your stopping margin, especially at night, and try to avoid being “boxed in” on both sides in traffic so you could not veer away from sudden danger. It is a good idea to leave one car space ahead for each ten miles of your speed to avoid the danger of “bumper chasing” or “tailgating”.

Observe all speed limit signs and drive with care at all times.

Leave early enough on your trip so you will not be encouraged to speed in order to reach your destination on time.

Stop at all railroad crossings regardless of whether they have flashing lights, cross arms – or nothing at all.

TRAFFIC VIOLATIONS

Drivers are advised to observe ALL SPEED LIMITS when driving USD 412 vehicles. Traffic citations issued to the driver of a USD 412 vehicle for speeding or reckless driving may result in probationary or dismissal measures. If an accident should occur as a result of a USD 412 driver's speeding or reckless driving, that driver can be held personally liable for passengers and vehicles.

ACCIDENT REPORTING

It is absolutely essential that all accidents, no matter how minor, be reported to the Transportation Supervisor immediately, **Travis Arnold, 785-675 8334** or the District Office 785-675-3258. This office will notify the Police Department and arrange for an ambulance, if necessary.

ROUTE PROCEDURE

Follow your regularly scheduled route each day. Make only those stops that were assigned to you by the superintendent.

Time is of the essence and inseparable from the route. To provide the type of service with which we all would like to be identified, we must make this commitment: BE ON TIME. If, because of weather, traffic, or some other unaccountable factor you are late on a route, do not hurry or try to make up time. It is better to arrive late at your destination than to have an accident enroute.

If parents inquire about taking their children off the bus, inform them that it is policy to deliver the students to their regularly assigned stop.

Allow no unauthorized passengers on the bus. Authorized passengers are students or staff members who attend USD 412 schools.

ON-THE-ROAD BUS BREAKDOWN

If vehicle mechanical failure is incurred within the "home" district and after all efforts have been exhausted to get repairs made on location without success, contact:

Sharris Werner ----- (785) 675-3258, Office
(785) 737-6094, Cell

Travis Arnold ----- (785) 675-3258, Office
(785) 675-8334, Cell

UNDER NO CIRCUMSTANCES are students to be allowed to assist in maintenance or repairs, emergency or otherwise, on district vehicles unless they are employed by USD #412 in that capacity.

INSURANCE

USD #412 has excellent insurance coverage on its vehicles protecting you, your passengers, and the bus. However, the district's insurance does NOT cover theft or vandalism or property owned by you or your passengers. Since many of the buses cannot be locked, be sure to take whatever measures are necessary to secure your personal property.

The district will assume no liability for personal articles stolen from the vehicles. We suggest that you advise your passengers of this fact before they leave your vehicle.

RAILROAD CROSSING REGULATIONS

All school bus drivers shall come to a FULL STOP at all railroad crossings.

The bus shall stop not less than 15 feet or more than 50 feet from the nearest rail of the crossing. On multilane roads, no stops shall be made in the center or left-hand lane. On streets that appear to have two lanes, split the difference. Four-way hazard lights will be used at railroad crossings (do not use the eight-way flashers). The driver shall look in both directions and listen for approaching trains before resuming motion. If the view of the track for a distance of 1,000 feet in either direction is not clear or is obstructed in anyway, or if it is night time, the driver shall check for an approaching train by opening the driver window, door and shutting off all noisy equipment. The bus door shall be closed before resuming motion. The bus gears shall not be shifted while crossing the tracks. Cancel the four-way hazard lights after crossing.

STUDENT DISCIPLINE

For the SAFETY of all concerned, a well-disciplined group is essential. Be FIRM, be FAIR, and be CONSISTENT. Students expect to be disciplined and they will accept discipline if they know what is expected of them.

Explain the Bus Rider Suggestions thoroughly so the students will be aware of what is expected of them before they are reprimanded.

To maintain better discipline, it may be necessary that you assign seats to all students and they will be responsible for any destruction to that seat.

Use the "School Bus Incident Report". It can be a very effective means of maintaining discipline. Explain what will happen in regard to the first, second and third offenses. When a student has been reprimanded, fill out "School Bus Incident Report" and give to the building principal of the student involved. The building principal will take the necessary action and inform you of the results.

Do not debate with the student. Decide on the action to be taken and carry through with this action without a verbal battle. Riding a school bus is a PRIVILEGE which a student may be denied by his/her actions.

CONSISTENCY is important with each driver and between drivers. If one driver does not maintain good discipline, it affects all drivers.

AUDIO & VISUAL SURVEILLANCE

To ensure a safe and secure environment for both students and staff, audio and visual surveillance cameras may be used in public and common areas within the school premises. The primary purpose of these cameras is to enhance safety, prevent unauthorized access, and respond to emergencies quickly.

These cameras are not intended for monitoring or recording the private activities of students and staff. The use of these devices is strictly for security purposes, and recordings will only be accessed when necessary, such as in response to an incident or emergency.

The school is committed to respecting the privacy and dignity of all individuals and assures that any footage will be used only in accordance with established policies and legal guidelines.

BUS DISCIPLINE REPORT
UNIFIED SCHOOL DISTRICT #412

Pupil Name _____

Home Address _____

Date _____ Time _____

School _____ Grade _____

Nature of Problem

The above-named has caused the driver trouble in the following areas:

Disobeyed driver _____ Tampered with bus _____

Was too noisy _____ Threw items _____

Put body out of window _____ Used tobacco _____

Disturbed the driver _____ Carried illegal drugs _____

Distracted the driver _____ Ate or drank of the bus _____

Did not stay seated _____ Other _____

Comments:

Dear Parents:

In the interest of safety, these incidents should not recur. Continued misconduct could lead to the denial of the right to ride the bus. We will appreciate your cooperation in this matter. Please sign this letter, which your child must present to the driver in order to ride the bus again.

Parent Signature _____

_____ 1st Offense: The pupil is being warned.

_____ 2nd Offense: The pupil may not ride unless he/she changes.

_____ 3rd Offense: The pupil has been warned and he/she has not improved.
Therefore, we will not transport the above until _____

Driver _____ Bus No. _____

Principal _____ Supervisor _____

UNIFED SCHOOL DISTRICT No. 412 - BUS RIDER SUGGESTIONS

- A. Previous to loading (on the road and at school):
 - 1. Be on Time at the designated school bus stop – keep the bus on schedule.
 - 2. Stay off the road at all times while waiting for the bus and conduct yourself in a safe manner while waiting.
 - 3. Wait until the bus comes to a complete stop before attempting to enter.
 - 4. Be careful in approaching bus stops.
 - 5. Do not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
- B. While on the bus:
 - 1. Keep hands and head inside the bus at all times.
 - 2. Assist in keeping the bus safe and sanitary at all times.
 - 3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
 - 4. Treat bus equipment as you would valuable furniture in your own home.
 - 5. Bus riders should never tamper with the bus or any of its equipment.
 - 6. Leave no books, lunches or other articles on the bus.
 - 7. Help look after the safety and comfort of small children.
 - 8. Do not throw anything out of the bus window.
 - 9. Remain in your seat while the bus is in motion.
 - 10. Horse play is not permitted around or on the school bus.
 - 11. Be courteous to fellow pupils, the bus driver, the patrol officers or driver's assistant(s).
 - 12. Be quiet when approaching a railroad crossing stop.
 - 13. Remain in the bus if there is a road emergency.
 - 14. Do not mark, cut, or scratch bus seats or upholstery.
- C. After leaving the bus:
 - 1. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus) but only after looking to be sure that no traffic is approaching from either direction.
 - 2. Help look after the safety and comfort of small children.
 - 3. Be alert to the danger signals from the driver.
 - 4. The driver will not discharge riders at places other than the regular bus stop at the home or at school unless by proper authorization from the parent or school official.
- D. Extra-Curricular Trips:
 - 1. The above rules and regulations will apply to any trip under school sponsorship.
 - 2. Pupils shall courteously respect the wishes of a chaperone appointed by the school for a trip.

SCHOOL BUS STOP SIGN VIOLATION REPORT

Please complete the following information as accurately and completely as possible. This report will be forwarded to the appropriate police department for action.

Date _____

Time _____

Bus # _____

Driver _____

DESCRIPTION OF VEHICLE

Make _____

Model _____

Color _____

Year _____

License Plate # _____ State _____

Driver: Male _____ Female _____ Not sure _____

I was stopped at _____ and the vehicle described above
drive through the extended school bus stop sign and red lights. The direction of the bus was
_____ on _____ street, and the other
vehicle was headed _____ on _____ street.

(Driver's Signature)

ROUTE BUS DRIVER DUTIES

It is the duty of each driver to keep the bus clean and neat inside. This means periodic sweeping, emptying of trash, keeping the glove box in order and dusting the dash and switch panel. Pride in the way you keep your bus is essential to the manner in which you expect students to keep the bus. The outside of the bus should be washed periodically, and all windows and signal lights are to be cleaned daily.

In warm weather when windows should be down, put them down prior to students boarding the bus on your first run.

At the end of each route, ALWAYS CHECK FOR SMALL CHILDREN who could be asleep on the bus. Check twice!

DISTRICT FUEL CARD PROCEDURE

Contact the district office to check out a fuel card before you leave on a trip if distance of trip requires a fuel fill-up before returning home. The receipt for the purchase of gas must be turned into the office when you return the fuel card. **Please include the vehicle number on the receipt.**

JOB DESCRIPTION
ACTIVITY BUS DRIVER

Activity bus drivers are employed by USD #412 for the purposes of transporting groups of students or staff members to and from various athletic events, organization activities, field trips, meetings, etc. Drivers may be assigned any size vehicle ranging from suburbans to the pusher buses.

DRIVER QUALIFICATIONS

To be employed, activity bus drivers must have on file with USD 412 the following items of verification:

1. A copy of current Commercial Driver's License.
2. A copy of current certificate of completion of the Defensive Driving course offered by the Kansas Department of Transportation. If the course is not available when a new driver first assumes the responsibility of bus driving, the driver will complete the course at the first opportunity.
3. A copy of current certificate of completion of First Aid course. New drivers must complete the course at the first opportunity if not certified when first employed.
4. A copy of physical exam recorded on a district approved form at least every other year. The district will pay for the cost of the exam.
5. A copy of current certificate of completion of CPR course.
6. Activity bus drivers must be a minimum of 21 years of age.

No person will be employed or continue to be employed by USD 412 for the purpose of bus driving if:

1. Convicted of or has pleaded no contest to DWI violations.
2. Convicted of reckless driving.
3. Convicted of vehicular homicide.
4. Convicted of hit-and-run.
5. Convicted of any action classified as a felony or Class A, B, or C misdemeanor.

DUTIES: Drivers shall assume responsibility for the following duties:

1. Dress in an appropriate manner to represent USD #412.
2. Arrive at the bus storage location allowing sufficient time to have the bus properly serviced and pre-trip inspected before departing. Pre-trip inspection shall include safety inspection and evaluation of interior equipment of buses for existing damage.
3. Arrive at the designated passenger loading site a minimum of 10 minutes prior to schedule departure time.
4. Assist with the loading and safe storage of cargo before departing and with unloading of cargo when returned from the trip. The driver will attempt to prevent unsafe cargo from being located in the passenger area of the bus.

5. The driver will abide by all safety laws, rules and regulations in accordance with Kansas Statutes which include stopping at all railroad crossings unless the crossing is clearly marked as no longer in use.
6. Assist the trip sponsor(s) with maintaining discipline to the extent possible while enroute at the activity. Misconduct shall be brought to the attention of the sponsor(s), school administrator or other school official if present at the activity. The driver shall assume responsibility for the discipline and safety of school age passengers if for some reason the sponsor(s) have become ill or injured and are not present as and neither are any other school officials.
7. The driver shall keep the interior of the vehicle clean and free of unsafe conditions. The sponsor(s) will be responsible for keeping loose trash (papers, food and beverage containers, etc.) picked up from the floor. The driver will be responsible for mopping up spilled beverage, vomit or other liquids from the floor while at or upon returning from the activity.
8. The driver shall fuel the vehicle staging it at the designated pick-up point. Checking lubricant levels will be the responsibility of the driver as part of the pre-trip duties. It may be necessary on long trips, however, for the driver to check lubricant levels before leaving from the activity site. If refueling is necessary while enroute to or from the activity, the driver should obtain a credit card from the administrative office before departing.
9. The driver shall assist the sponsor(s) with post-trip inspection of the interior of the vehicle when returned from the activity and any damage properly reported to the Transportation Supervisor.
10. The driver shall also unload trash and properly dispose of it at the conclusion of the trip by placing it in the dumpsite located on the east side of the high school.
11. On occasion, drivers should wash the exterior of the activity buses and clean the glass both interior and exterior. USD #412 will adequately reimburse drivers for the service.

* This job description is subject to change at any time.

Acknowledgment of Receipt of Handbook

I, _____ acknowledge that I have received (or had electronic access to) the USD 412 Bus Driver Handbook for the 2025-2026 school year. I further acknowledge that I have read it and understand the contents.

The most recent version of the handbook is always available at:

www.hoxie.org

Further, I understand:

- **This handbook is not an employee contract and is not to be considered an expressed or implied contract between the district and the employee. No employee has authority to create an employment contract by modifying this document.**
- **Any time the superintendent is mentioned in this handbook, his/her designee is implied.**
- **As a condition of employment, I agree to follow rules and regulations adopted by the Board of Education.**
- **This handbook may be changed or modified, and items may be added or deleted, at any time as recommended by the superintendent and approved by the Board of Education.**
- **Bus Drivers are at will, and employment may be terminated at any time, with or without cause.**
- **In the event of a conflict between this handbook and Board policy, Board policy prevails.**

Employee Name (print): _____

Employee Signature: _____ Date: _____

Supervisor: _____

Date filed: _____