

INTERNAL SOP

The purpose of this document is to compile, consolidate, and clarify internal policies and practices used by HCS Transportation. It is meant to supplement current written policies in HCS regulations, manuals, and state policies, procedures and laws.

PERSONNEL/PAY PROCEDURES

Transportation Manning and Authorization

Based on the current number of routes transportation needs the following personnel to operate effectively:

198 regular and special needs drivers
12 alternate drivers

Total: 210 drivers

The alternates (substitutes) are meant to replace those drivers and assistants that are taking a personal or sick day. These are usually new drivers who have not been assigned a regular route yet.

Coordinators will do their best to keep these alternates close to their home so that they do not have to put too many miles on their personal vehicles to get to their assigned routes. There may be times however, when alternates will be required to go to an area of the county not close to their home to drive or come to the garage to pick up a bus.

There will also be times when all the alternates are not needed. Coordinators will do their best to anticipate this occurrence and assign the excess to a route to learn or to assist a driver who has a challenging group of students.

The full time alternates are meant as floaters who take care of breakdowns, no shows and other problems. They are usually senior drivers who know most routes in their assigned area. They are posted in areas of the county that make them readily available to the coordinators directives.

The D/ T's are meant to ride buses to evaluate drivers and routes. They are to ride with each driver at least annually. They are also meant to provide additional training for drivers who require it. Finally, they are used as alternate drivers on regular routes when necessary.

Pay Rules and Philosophy

Drivers are paid a daily rate based on five hours a day. It is the Director's responsibility to ensure that their work time stays at that five hours or below. Coordinators will use the following guidelines in scheduling routes to ensure the five-hour time frame is not violated.

New drivers will be reimbursed for their training time after they complete 90 days of service as a bus driver for Hardin County Schools.

To be paid for driving a bus you must:

- Be a school employee
- Meet the requirements for being a driver in HCS (CDL/medical/ training).
- Not be receiving a coach's stipend.

Morning Run:

- When they leave their house or the garage (not when they start their precheck)
 - When they make their last morning drop off. Not when they get back to their house. (for drivers leaving from the garage, it is the time that they get back to the garage)

Afternoon:

- 10 minutes before school dismissal (They should be at school by this time)
 - When they make their last drop(or when they have returned the bus to the garage if they drive out of there). Here again, not when they get back to the house.

Coordinators should add a standard time of 61 minutes daily for all other duties a driver must attend to. They are listed below:

Daily Precheck of vehicle	35 minutes
Sweep and clean out vehicle	10 minutes
Monthly safety inspection	5 minutes
Wash Bus	3 minutes
Administrative requirements	5 minutes
Fuel Bus	3 minutes

TOTAL: 61 minutes daily additional time

Brown St/Day Tmt runs

If a driver makes a run to Brown Street or Day Treatment after his final morning run, they are authorized extra time if the run puts them over their 4 hours daily driving. It is normally 30 minutes for all runs of this type with the exception of CHHS to Brown Street and NHHS to Day Treatment, which is authorized nor more than one hour.

Afternoon transfers occur during the driver's normal driving period and is not authorized for extra pay.

Overtime

Overtime must be kept at a minimum and hours be spread out amongst drivers as much as practical. Coordinators need to work with the transportation specialist to know how many hours each driver is regularly getting per week so that these goals can be achieved.

The Director of Transportation is required to approve staff overtime hours. Because of the nature of our business, this may not always be possible before the overtime occurs. However, the Director should be informed as soon as possible after the event. Staff will submit via email overtime hours done each week on Fridays. Listed below is the format that staff members should use in submitting overtime information to the Director for approval:

Overtime Report Example

<u>Employee</u>	<u>Date</u>	<u>Time</u>	<u>Reason</u>
Don Simmons	13 May, Sat	12:15 – 1:00 pm	Service call Bus 111
	13 May, Sat	3:15 – 4:35 pm	Service call Bus 54
	16 May	7:15 – 9:15 pm	Juanita and Shannon

Driver’s pay when used as a bus monitor

Drivers who ride midday regularly (everyday schedule) as monitors for a specific bus are paid their same step but on the bus monitor pay level.

Drivers who substitute as a monitor for midday will be paid the beginning step (like all substitutes) on the monitor pay level

Drivers who have to be used as a monitor during the morning or afternoon runs will be paid as a driver (part of their normal five hours).

Driver Physicals

Drivers are required to have an annual DOT physical. They have the option of having them done by their personal doctor or having them done through WorkWell. If they have them done through WorkWell, HCS will be billed. If they use their personal doctor, HCS will reimburse them up to \$30.00. The receipt must be submitted to the Transportation Specialist for reimbursement.

Physicals will be turned in to the Transportation Safety Coordinator for review to ensure that they are complete and within regulation. See Enclosure F, section 1.

CDL Requirements

Drivers are required to report to the Transportation Safety Coordinator any traffic citations or violations. Failure to report may result in reprimand, suspension or termination..

Driver/Monitor Time Off

Requests for personal leave must be submitted in writing on the appropriate form with reasonable time in advance. Special requests (more than one day, planned leave) should be requested as early as possible to the coordinator. Requests will be forwarded to Director. Director will try to reply to employee two weeks prior to leave date. Planned Leave Without Pay must be approved not only by the Coordinator, but also the Personnel Department and the Superintendent. Personal leave the day before or after a holiday or break requires written request to the Superintendent.

GARAGE & PROPERTY

Garage Hours

Normal Garage hours are from 6:00 am – 5:00 pm. The Garage will be open on ESS nights later depending on requirements. The garage foreman is responsible for scheduling garage personnel during these hours to ensure adequate coverage.

Whenever we have regular take home buses delayed by an accident, weather or something else, someone must remain at the garage until we hear from the driver that the last student is home.

The schools use the garage as the source of information for parents who are concerned when their children are not home on time.

If it is known that that there will be a significant delay to a take home bus or buses, the coordinator should call the schools concerned, so that they can leave someone on duty there until the last students are home. Ensure that you call that school or schools back after the driver has made his last drop so they will know to go home also.

All drivers must try to adhere to the service schedule. If a driver cannot wait for their service to be complete then they may take a spare bus and bring it back after their morning run. Do not call the garage to ask if bus is ready. If bus has to have extra repairs then the garage will contact the driver.

Material Safety Data Sheet (MSDS)

All chemicals in our buildings or work area must have an MSDS. This will provide information in case of an emergency. This is mostly applicable to the garage, but may also be applicable to other work areas.

Vandalism

Students who vandalize HCS buses should be made to make restitution for their actions. If a driver knows of vandalism, they can handle it through the school principal or assistant principal for clean up or repair by the student. If the driver and school administrator believe the student or his guardian should pay for the vandalism an SBIR will be written up. Garage Foreman should be contacted for cost of repair. The Garage Secretary would create an invoice and send to the parents. Checks should be made out to Hardin County Schools.

Mechanics additional benefits

Mechanics are required to have their own tools. They do, however, receive an annual allowance of \$300.00 to replace worn out or broken tools, or to enhance their tool sets. Mechanics must turn in applicable receipts to the Director through the Garage Foreman on a standard invoice requesting reimbursement.

If mechanics tools are destroyed or stolen, they are covered by school insurance but with \$1000 deductible. Mechanics should keep an accurate inventory of their tools on hand at the garage and update as needed.

Mechanics' ASE certification or recertification costs will also be reimbursed by HCS.

Administrative vehicle use

1. All administrative-use vehicles are assigned to directorates of the Central Office for mission support and are not normally used to support school field trips.
2. If a school has a need for a cargo vehicle for a field trip an additional bus can be authorized specifically for that purpose. If a bus is not appropriate, a HCS employee can use their personal vehicle and be reimbursed the normal mileage rate. HCS schools does not assume insurance responsibility for any employee vehicle used on field trips.
3. Parents or volunteers who take their personal vehicles to support an extended field trip will not be reimbursed mileage, nor will HCS assume insurance responsibility.

SAFETY/TRAINING

First Report of Injury

Any job related injury must be reported within 24 hours. The initial report is to be made to the Safety & Training Coordinator either in person or by phone. If the he/she is unavailable, the Garage Secretary or the Transportation Specialist will take the initial

report. The initial report will be sent to the Benefits Coordinator at the central office. (The Safety/Training Coordinator will contact and interview the injured employee.)

Any unsafe acts or conditions discovered in the investigation will be addressed with the HCS Safety Committee and necessary changes implemented. Failure to report an injury within 24 hours may cause claims to be delayed or denied.

Accident Procedures

When a bus accident occurs certain initial inquiries need to be made. They include:

Do we have any injuries...bus driver, students, and other persons?

What is the exact location?

If any student is injured or claims injury, they should be transported by medical staff for treatment.

The Safety/Training Coordinator and the Garage Foreman attend to most minor accidents and need to contact the school. The Schools will contact the parents/guardians.

Upon arrival the garage personnel will make decisions on the following:

Is the bus driver able to continue on the route (if no physical injury, look for shock, agitation, or nervous condition)?

Has the bus sustained damage?

How severe is bus damage, cosmetic or mechanical?

Can the bus safely continue on the route?

If the bus has to be replaced, is this the safest location to transfer students?

Offer any assistance to the Police.

The driver will prepare a seating chart with the names and addresses of the students.

Contact the school with updated information: bus number if the bus was replaced, route delay information for parents, student list, students' injuries, etc.

In most cases, we do not encounter the press at accident scenes. Normally, the less we have to say to them, the better. The accident scene is not the best place to hold a news conference. In the case of a severe accident, it is best to handle the situation first, then when the scene has stabilized; answer any questions away from the scene. If it gets to the point of being "hounded" by the press, make sure the Public Relations Officer is informed of what has happened and refer all inquires to them.

Drivers who are involved in an accident should be drug and alcohol tested if there are any injuries involved that require EMT's to transport anyone for care, if either vehicle is immobilized and towing is required, or if employee receives citation. Obviously, if there is reasonable suspicion that drug or alcohol was involved in the accident, a screening will be ordered.

Annual Training Records Review

Training Records are to be inspected annually. The purpose of this review is to ensure that the records are up to date and accurate. This review will normally be done during the summer or one of the breaks. The results of this inspection will be provided to the Director for review and to the Safety and Training Coordinator for action as needed.

OPERATIONS

Bus suspensions

The bus driver should have control of his bus at all times. A School Bus Incident Report may be completed if student behavior becomes a problem. These reports are to be given to the principal for disciplinary action. Discipline is determined by the school principal.

Walking Distance

HCS buses do not pick up all students at their home. A significant number of students are required to come to a bus stop for pick up. Our policy is that a road must be a public road, longer than three-tenths (.3) mile and have an adequate turnaround before we will attempt bus pickup for students. Any exception to this rule will be made by the Director of Transportation.

Unloading

As required by state law, preschool 4-yr-olds are to be delivered by hand-to-hand only. Other students are not required to have a parent/guardian present at the stop. However, drivers are trained to be aware of any safety hazards or threatening activity at any student's bus stop.

Drivers are not to allow students to leave the bus at a stop other than the regularly assigned stop without written permission signed by the school principal. If a stop is missed the driver can: a) If it is safe let student walk back to home, b) find a safe turn-around and take child back to stop, c) radio school and bring child back on second run, d) radio school and take child back to school.

Special needs students will need a note from guardian to be let off bus unsupervised. In case of a guardian not being present the driver/monitor will notify garage/coordinator. Attempts will be made to reach guardian and if unable then child will be taken back to home school. If no one is at the school then child will be taken to police station.

A driver must walk to the rear of the bus after each run,(elementary, middle and high school, day treatment, ess, field trip, etc) to check for sleeping children, damages, and items left on the bus. If a child is found on the bus, the driver needs to contact the school and the garage as soon as possible.

Field Trip Policy and Procedures

Field Trip request forms should be submitted to transportation coordinators at least two weeks prior to the date of the trip. Transportation coordinators will acknowledge receipt of the request. There are separate forms for SN requests. (Enclosures A & B)

Normal field trip hours are between 8:30 am and 2:00 pm. This allows transportation time to get to the requesting school after morning high school runs and get back before afternoon elementary runs. We will normally assign drivers from the school that requested the trip. Field trips outside of normal hours should be kept to a minimum and will be approved by the area transportation coordinator only if resources are available.

No driver should be assigned more than two sports teams during a school year. ESS, Co-op, Pre-school, Band, safety Team, etc. will be counted as one sports team. If a driver has been assigned a certain sport for two years or more, they will be given preference. Drivers are responsible for keeping up with their own time! Unauthorized overtime may result in removal from field trip list and/or sports assignment.

All drivers who sign up for field trips will be placed on a list. Trips will be assign to drivers from the requested school if possible. We will assign trips as they arrive while going down the list. Special needs drivers will drive special needs trips if possible. Three refusals (given one week notice) will result in removal from the trip list. Elementary schools can determine trip assignment. Trips can also be assigned by coordinators discretion(according to time restraints, requests, etc.).

A trip calendar can be viewed at hardin.k12.ky.us/trans/default.htm

Federal regulations prohibit food service from giving meals away to people that aren't employed as full time Food Service employees. If drivers want a food service meal when going on an all day field trip they have to pay for it.

On field trips we charge the schools \$0.50 per mile unless it is a competitive or academic trip. Competitive and academic trips are reimbursed by the Board for the full \$0.50per mile.

The schools are charged the driver's hourly rate for all trips. The drivers' salary range is \$12.50 – \$19.34 per hour. A driver will be paid a minimum of a 5 hour day on any over-night trip depending on itinerary(ex., 5 hr on any non-driving day).

We do not allow any use of our buses by non-school organizations. However, we may bill an organization who wants to sponsor a trip for a specific class or group of students. It is agreed that liability is much greater when students do not utilize the buses. If a parent chooses to drive their own children, then the liability is not as bad, but it is a much greater risk when parents transport children other than their own. There is no way of knowing their insurance liability limits or their driving record.

It is strongly advised not to allow students to drive themselves to or from a school related function.

With a coach or any teacher using his or her own vehicles, you need to realize that their insurance is primary. The school has non-owned auto liability coverage, if they are sued due to an accident, but it is not really a good idea. Once again, there is no way of knowing if the personal vehicle has insurance, possibly low limits, or driving record.

It is the school's call on policies & procedures, but the risk is much greater not using the buses. Using district-owned buses allows more control on the liability exposure.

Some considerations for transporting students in private vehicle(s):

1. Who is liable (school, parent, principal) in case of accident;
2. What vehicle insurance does the parent have, does it meet our requirements;
3. What driving record does the parent have;
4. Is the parent(s) vehicle safe;
5. Do the other parents approve of their child being transported by someone they do not know.

The Kentucky Department of Education recommends all school sponsored/endorsed trips be in a school bus for the following reasons:

1. The vehicle is covered by insurance;
2. The driver is certified;
3. The vehicle is the safest mode of surface transportation.

We use only board insured vehicles or appropriately certified common carriers when transporting students. We did institute the practice of, if a child rides the bus to the game, they must ride the bus home. With our new director of transportation, as long as the parent has notified the coaching staff or school officials ahead of time, they may pick up their child after an away game to be transported home. They may only transport their child, no one else.

Preschool Field Trips

Please follow the process below when planning for field trips. This will ensure that you have transportation reserved as well as the number of safety vests that you will need for children that do not have a vest assigned.

- 1) Complete the field trip bus request form and fax to Coordinator.

- 2) On the comment section, be sure to write the number of extra safety vests that will be needed for the children that are not assigned a vest (that are usually non-transported students).
- 3) The Coord will contact you via email or phone to acknowledge that your request was received.
- 4) If you have not heard from the Coord after your request has been faxed, or you have questions about your needs listed on the field trip request form, contact the Coord directly by phone or via email.
- 5) A few days before the trip, email Coord to verify transportation and time is set up. Also, verify with your destination contact to ensure that they are prepared for you.

** Remember to note the number of add'l vests that will be needed and/or if a lift bus (for a child on special bussing) is going to be needed for the trip.

*** The sooner you submit a field trip request form, it's more likely that your request can be honored. Remember, first come - first served.

Overnight and Out of State Trip approval

The only policy requirement for trip approval is for use of commercial carrier. The HCS Board must approve these requests. For trips going out of state or staying overnight using HCS buses there is no requirement to notify or get approval from the superintendent or HCS board.

Day Care Transportation

We will stay with daycare TA forms simply saying whatever daycare staff on them (i.e. Ed Center staff) as authorization for pick up. Trying to keep current on daycare worker names would be impractical. Please ensure that our drivers know not to release any child to a worker that they do not recognize. It should be the Daycare's responsibility to introduce new workers. (Enclosure D: HCS Transportation Policy 6.32.)

As a benefit to our employees, HCS transportation will transport employees children to and from their place of employment to and from a school in the feeder system if the bus is already routed.

Using Buses to get to a second job

HCS allows drivers to use their buses to go to a second job if the district saves money in so doing. Drivers must receive permission from their coordinator before driving the bus to a second job. Coordinators will keep a list of those drivers that are doing this and where the bus is being parked.

Inclement Weather Procedures

During inclement weather, the Director will call on the Garage Foreman, Lead Mechanic, and others as required for assistance. They will provide their findings/recommendations to the Director over the two-way or cell phone. The Director will then check the weather forecast and call the Superintendent with a recommendation by 5:30 am. The Superintendent has the final decision of what action the district will take. Once the call is

made, the Director and Transportation Specialist will contact the required radio and TV stations.

If inclement weather occurs during the school day, the Director will recommend to the Superintendent when he believes there is a need for early dismissal. The release order of students when there is an early dismissal remains the same as normal release.

HCS operates on a total school district decision. There are no snow routes or plans where some schools are affected and others are not. During the winter months several factors come into play that could delay the start of school or cause school to be closed altogether. One such factor is the wind chill on a given day. On particularly cold mornings we continuously monitor the weather conditions as it pertains to temperature. If there is a Wind Chill Advisory (wind chills between -20 and -34 degrees and at least a 4 mph wind for 3 hrs or more) then schools will be open. If there is a Wind Chill Warning (Wind Chills -35 and below with at least a 4mph wind for 3 hours or more) issued for Hardin County for the time the school day begins, we will make a decision to close or delay schools. It is quite likely we will make this decision on the morning of the day in question as it is hard to predict what the wind chill will be the night before.

At times when school is not in session (breaks, weekends, holidays), but a weather decision is needed for a field trip or sporting event, the Director of Transportation should be contacted. The Coordinators will provide a list of who will be out on these particular trips to the Director when the weather is projected to be bad. The Director will call drivers/coaches when it is necessary to cancel or postpone. If he cannot be contacted, the school principal should make the call.

Video Cameras

HCS uses video cameras on school buses for safety and discipline reasons. A garage representative will install and remove from buses as required. Internal use of videotapes is legal and appropriate. Release of a bus videotape to a media organization or the general public would be inappropriate. .

Property Damage

HCS practice is that if it is **possible** we caused property damage, fix it. Previous superintendents felt that the public relations losses created by bickering with residents over a mailbox, tire marks in a yard, or anything else is not worth the money we would spend every year on fixing these problems. However, we are bound by state law not to improve property not owned by HCS. Turn-a-rounds cannot be repaired by HCS per state law.

All complaints concerning property damage should be sent to the Safety Coordinator. The Director or Safety Coordinator will enlist a driver or two to do minor repairs such as mailboxes and yard repair. These drivers will receive their regular pay and mileage while doing any repairs assigned. They will get required materials for the repairs through the Garage Secretary.

Turnarounds/Branches

Drivers and/or the public will may report turnarounds that need to be built or need additional gravel. Whoever receives these calls should route them to the Safety and Training coordinator. She will then contact the county road department for assistance. Coordinators will do their best when routing to minimize the number of turnarounds.

Low hanging tree branches that need removal will also be reported to the Safety/Training Coordinator to alert the proper office for their removal.

Safety belts

If a driver is struggling with a young or special needs student staying seated or seated correctly, a safety belt may be the answer. We have done this with many elementary and special needs students with much success. Before a safety belt can be put on a bus, written permission must be received from the parent. Contact your coordinator to get approval for belt use. Garage personnel will assist as needed mounting the belt where required. These belts are meant to be temporary tools to help the student understand the correct way to sit on a school bus. When the parent withdraws their permission the belt must be removed.

Transporting Oxygen

Any driver transporting oxygen on the bus, please contact the Safety/Training Office immediately...some of these containers are small enough to be transported in a back pack. If you suspect a student is transporting oxygen, take the time to investigate and determine if oxygen is on your bus. We need to identify any students with oxygen and take action to ensure that it is correctly secured while on the bus.

Morning arrivals

Buses are authorized to off load 30 minutes prior to start time. Buses will not arrive any earlier than five minutes before the school's morning off load time. Any exception to this policy will have to be granted by their coordinator. Any bus off loading at a school less than ten minutes before start time should contact their coordinator for a route adjustment.

Putting a student off the bus

Section 18 of KAR 5:080 (Enclosure F) provides guidelines and procedures concerning this action. If a student requests or demands to be let off the bus, drivers should attempt to defuse whatever situation is causing the problem and keep the student on the bus. If the student's demands or requests reach a point where it is unsafe for the bus to continue its route, then section 18 of the KAR 5:080 applies.

MISCELLANEOUS

Fuel Bid

Fuel Bids are done normally every three years. The bid includes diesel fuel, heating oil and gasoline. They are bid for one year with option for two additional years. The fuel bid is on file in the office of the Director of Transportation. Enclosure C lists all fuel tank locations, capacities and average annual usage. The Director will review monthly POL usage through the budget report.

State Reports

<u>Report</u>	<u>Due</u>	<u>Routing</u>
Inspection report	Monthly	Garage – TS - Dir – State
Budget Review	Monthly	TS – Dir
Alcohol and Drug Summary	January	S+T – TS – Dir – State
KSB/KSD – WKEC	May	SN Coord – TS – Dir - State
Bus usage report	June	Garage – TS – Dir – State
Trans adjustment form EOY	June	Stu Serv – TS – Dir – State
Annual accident summary	Aug 1	S+T – TS – Dir - State
Growth Factor Adjustment Report	Sept	Stu Serv – TS – Dir - State
Bus Inventory Report	October	Garage – TS – Dir – State
VT-1 (Vocational Schools)	October 1	TS – Dir – State

Bus Safety Training for Students

The state requires 30 minutes of Bus Safety Training annually for all students. We currently accomplish this through several methods. We use a puppet show for PS –3 grades. In addition we use a team of three drivers who run a program at the schools on a bus for 4th and 5th grade students. The middle schools go through a thirty minute overview of the rules and regulations and are taken through how to operate the roof hatches, emergency windows and how to stop the bus in case of an emergency. The high school students are briefed by their drivers on the first day of school about bus rules and are also required to sign along with their guardians a copy of the bus rules.

Booster Clubs

HCS will provide the following support to vehicles used by booster organizations:

- Maintenance support as required, only out of stock parts will be billed
- Insurance coverage
- Fuel support from HCS fuel sites. The expense for on-road fuel is borne by the booster club.

All booster vehicles will be transferred to and considered HCS property for board insurance coverage.

Booster members who drive equipment buses must be checked annually to ensure their CDL is up to date and their driving record is acceptable. This will be done by the school submitting a copy of the CDL and signed MVR check. The S/T coordinator will work with band directors to get these documents and then keep them on file.

The Transportation Specialist will ensure these volunteers are listed on HCS insurance as drivers. These volunteers do not have to have any kind of contract.

See Transportation Manual for instruments allowed to be carried by students on HCS buses. All others must be taken on equipment buses or put in cargo carriers.

No passengers are to ride band equipment vehicles.

Coaches/Sponsors

HCS allows coaches and sponsors to get a license if they so chose. Many choose to do so to save their school money and give them more control over departure times. They go through the same training and have the same requirements as regular bus drivers. Coaches who need to become a bus driver should contact the Safety/Training Coordinator at 769-8893.

Those that need to draw a bus out of the garage can do so by calling the Garage Secretary at 769-8890. She will set one aside for the coach to pick up during normal garage hours. If requested, a gate key will be issued so that the Coach can return the bus to the garage after normal hours or on weekends. If the trip requires fueling while on the road, the Garage Foreman can issue a credit card.

Coaches are expected to return the bus clean, swept out and refueled. They should report a bus issued to them that is not clean before leaving the garage.

Radio Usage:

The radio system used by the buses is like all other forms of open communication in that there are rules of courtesy. Listed below are two that we all are to be sensitive to:

"Stepping on" someone else's transmissions before they are complete. If you have an emergency or highly time sensitive situation, it is understandable, otherwise everyone should wait until the radio is free. On normal days this will probably, at most, be 15-30 seconds.

Keeping transmissions professional and to the point. The radio is a public device that is heard by at least 200 HCS employees. It is not the place to counsel, argue, belittle, or socialize. Please be sensitive to what is said and how it is said on the radio.

(For additional information on radio usage see the HCS Transportation manual.)

*The radio can be used for official business announcements such as KESPA meetings or morale building events affecting transportation personnel. Rule of thumb for making announcement such as these is that the meeting or event should pertain to a majority of transportation personnel and made during low traffic radio times.

Press Inquiries

Rule of thumb is to answer no press inquiries directly to any personnel in transportation. Refer all press inquiries to the Public Relations Officer, Dick Thornton, at 769-8867. If you are contacted by the press or know of an incident that has the possibility of ending up in the media, contact the director or the public relations officer.

Smoking Policy

HCAR 3.1327-- The use of any tobacco product is prohibited on Hardin County School grounds. This includes any Hardin County school owned vehicle. You can only smoke in private owned vehicles.

Activity Buses

Activity buses are run from schools that request them and show a need. Costs associated with activity buses are absorbed by HCS transportation and not charged to the individual schools. Activity buses use drop-off points rather than door-to-door delivery. They may do a home delivery if they are passing the address on their way to a drop-off point. Parents are responsible for the children from the drop-off point to home.

Prohibited Items on HCS Buses

As a rule of thumb, any item that impairs the driver's vision, impedes passage or takes another's space is prohibited on HCS buses. Students should be able to keep under their control what they bring on to the bus without expecting anyone else to give up their space or endanger others. For instance there have been times when students will bring on a book bag, large band instrument and large athletic bag on a crowded bus. We will transport guitars on HCS buses. Students transporting them will be handled like students transporting any other large band instrument (trombone). The instrument cannot block passage, vision and if seating requirements make it necessary, must be held in between the student's legs. Students transporting any large instrument should set as far forward as possible. The reason for this is so that they do not affect the other students with the item while walking down the aisle.

Kentucky Administrative Regulation 702 KAR 5:080 Section 16 states that:

The driver shall not transport adult employees of the board or any other person not employed by the Board unless he receives written permission from the superintendent or his designee.

Cell Phone Law

As of June 2007, it is unlawful to use a cell phone while driving a school bus and transporting one or more children. See Enclosure E. However, Hardin County Schools prohibits drivers from using a cell phone on a school bus with students on board or while

bus is in motion, except in the case of emergency. This policy also applies to texting and hands-free devices.

Dog Bites

Any dog bites that require medical attention must be reported to Hardin County Environmental 769-0312. At last contact, we spoke with Charlotte.

Floods

There are certain areas that flood consistently. Below is a list of roads that should be checked during flood situations:

Highway 62 overpass by I-65. (Detour to Tunnel Hill Rd)

Highway 210/Hawkins Drive – by Keyboard Carriage

Gaither Station Rd

Boone Rd/Wilson Rd

Lower Colesburg Rd

David Ct

Highway 86/Basham Ln

Highway 31/Bonnie Plant Farm in Sonora

Lincoln Parkway at Sportsman Lake

Cecilia Smith Mill Rd

Bacon Creek Rd

Miller Rd

Cave/Buckles Roads (Along Nolin River)

The following should be notified of high water:

- drivers on the radio from the garage (announce a list of closed/ high water roads and the need for caution)
- schools from the garage secretary (concerning possible delays)
- Central office (Superintendent's Office/Public Relations) for media notification, if necessary

Selling and transferring old buses

Step 1 – The Garage Foreman will recommend to the Director which buses and vehicles should be sold. The director sets a date for an auction of surplus vehicles. Request for auction will be presented to the board at a regular monthly meeting. The transportation specialist sends notices of the auction to those on the customer list and has the notice of auction put in the News Enterprise.

Step 2 – The auction is conducted at the bus garage. Buyers must pay in cash or by check that day. Money is to be delivered to the finance department as soon as possible.

Step 3 – The Transportation Specialist is responsible for completing the transfer paperwork at the conclusion of the auction. She also calls Curneal and Hignite to let them know to drop the vehicles from the insurance list.