

NOTE: Procedures will be followed, as applicable, for all transportation department employees. Failure to meet requirements listed below will result in disciplinary action taken, either reprimand and/or suspension.

A. General

Violation of any law, regulation, policy or procedure related to the operation and maintenance of school buses, and the transportation of pupils.

B. Accidents

Failure to report any accident regardless of the presence or absence of property damage and/or bodily injury.

Failure to properly obtain and/or exchange information with appropriate persons at any accident scene.

Failure to report a "near miss" that resulted in an accident to another vehicle.

Failure to place warning signs at accident or breakdown scene, as required by law.

Failure to clean debris from traffic lanes when involved in an accident.

Failure to notify supervisor and/or transportation office from accident scene when possible.

Failure to submit legible, complete and understandable written report within 24 hours.

Accident without tire chains on, when conditions warrant.

Leaving scene of an accident without authorization.

C. Equipment

Unauthorized use of vehicle(s).

Failure to complete pretrip inspection as required.

Vehicle not available for use because maintenance needs were not properly reported.

Defects and/or service needs not properly and promptly reported as required.

DISCIPLINARY RULES AND REGULATIONS

C. Equipment (continued)

Breakdown on route because maintenance needs not properly reported and/or bus not properly serviced (fuel, oil, etc.).

Failure to keep vehicle clean, inside and/or outside as prescribed.

Unnecessary idling of engine.

Tire chains not available and/or in full repair.

Chains not in use when conditions warrant such as snow, ice, etc.

Damage to engine, or components, due to lack of coolant, oil, etc.

Safety equipment (fire extinguisher, etc.) not available and in proper condition.

Accumulation of water and/or sludge in air tanks.

Failure to maintain adequate coolant solution for all operating conditions.

Abusive handling of facilities and/or equipment.

Damage to vehicle because of faulty workmanship or uncompleted repair.

D. Personal Conduct

Consumption of, or under the influence of, alcohol or drugs while on duty. Any time employee is not in readiness for duty.

Failure to report off sick when taking a prescription, or non-prescription medication, that adversely affects alertness and/or ability for safe performance.

Rudeness or discourtesy to anyone.

Abuse of authority, physically mishandling passengers, fellow employees, altercation or fighting on duty.

Proof of theft or dishonesty.

Insubordination

Failure to keep person clean and neatly groomed.

Use of tobacco on bus or smoking in restricted or hazardous areas.

Parking in no parking areas.

D. Personal Conduct (continued)

Passengers smoking on bus and not reported to supervisor or principal.

Unreported suspicion of drug use.

Any horseplay or practical joke that could result in bodily injury or property damage.

Loitering in "work areas", or any interference with the work of others.

Negligence in completion of assignments within a reasonable time.

E. Assignment and Operation

Police or traffic ticket - nonmoving.

Moving violation.

NOTE: First offense subject to termination if serious and involving undue exposure to hazard or bodily injury.

Failure to submit any report when due.

Failure to follow routing instruction on any trip, regular or extra.

Failure to report to work at scheduled time.

NOTE: This includes failure to report to work early when necessitated by inclement weather, etc.

Failure to notify supervisor at least two hours before scheduled time when unable to report for duty.

Late on any part of any scheduled run or tip without sufficient justification.

Failure to post in bus, and keep up-to-date, required operating schedule, rules and regulations.

Failure to maintain required daily operating records and/or keep passenger list current.

Failure to advise supervisor of changes in passenger enrollment.

Failure to complete run, or other assignment for any reason, unless authorized by supervisor.

Switching or changing assignments, runs or any part thereof without supervisory permission.

1207.00

DISCIPLINARY RULES AND REGULATIONS

E. Assignment and Operation (continued)

Failure to make proper stop at railroad grade crossing

NOTE: Degree of hazard may render first offense subject to termination.

Failure to properly use flashing warning lights and/or stop arm.

Transporting unauthorized persons and/or objects.

Operator's seat occupied and/or controls tampered with by unauthorized persons.

Leaving bus with engine running and/or parking brake released or leaving key in bus when unauthorized.

Operation of a bus known to be unsafe.

Refusal to operate a bus determined safe by competent authority.

Refusing to provide assistance to another operator in case of breakdown and/or as needed.

Failure to report known route hazards.

Failure to conduct emergency exit drills as required.

Failure to notify supervisor, school and key parents of route delay.

Failure to wear safety belt when operating bus.