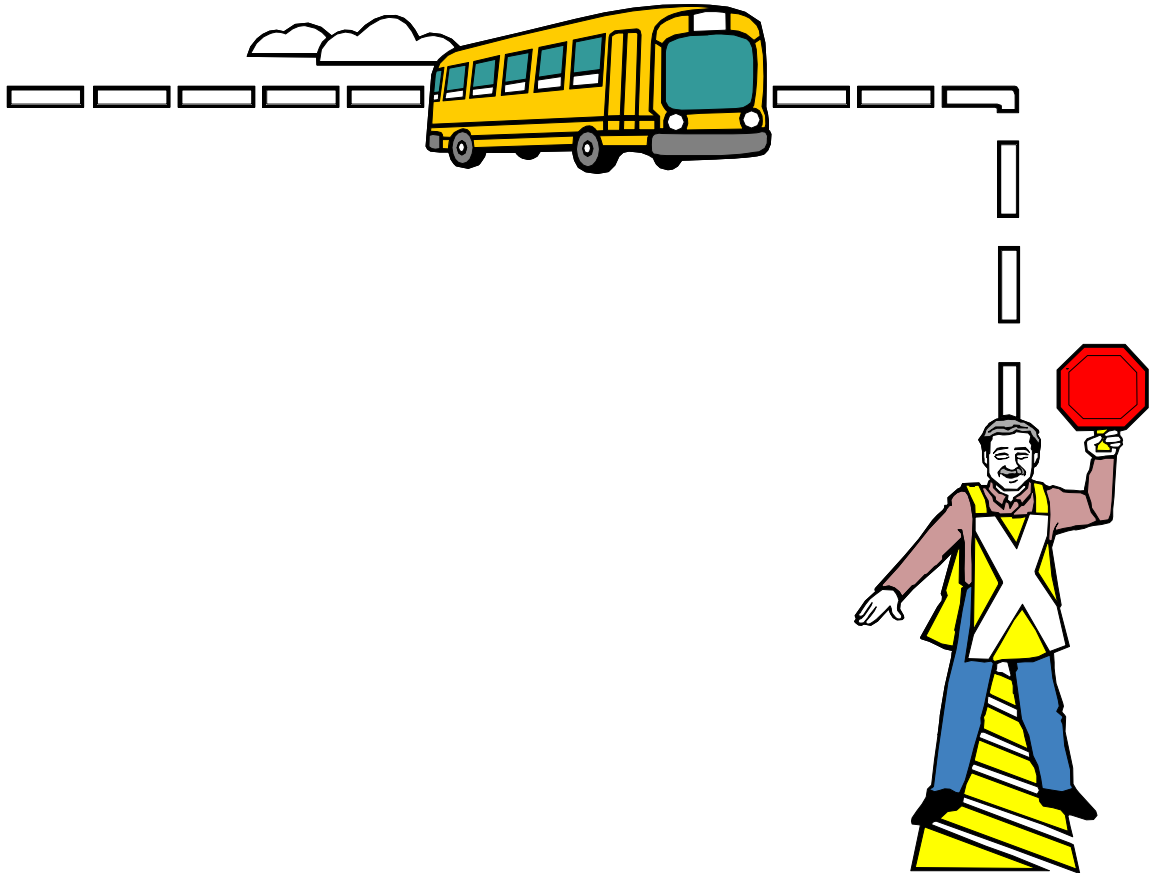


WARRICK COUNTY SCHOOL CORPORATION



SAFE AND ON TIME

EVERY BUS TRIP IS A LEARNING EXPERIENCE

2013-2014

TRANSPORTATION COMMITTEE

The Transportation Committee meets regularly to discuss transportation issues. The committee also reviews and updates the written Transportation Operations manual annually. The following members are on the committee:

Dorothy Kroeger

Tom Welch

Brenda Metzger

Tad Powless

Guy Gentry

CENTRAL OFFICE STAFF TRANSPORTATION PROGRAM AREAS OF RESPONSIBILITY

Serve as the final authority in all matters related to bus problems, parents, students, bus drivers, routing, etc. Normal chain of command will be followed first. Bus drivers report student problems to principals. Concerns about bus drivers and route procedures should be reported to the Manager of Transportation. Central Office personnel will eventually be involved for any problem not resolved in the normal chain of command.

DEMOGRAPHICS

Warrick County School Corporation comprises 100% of Warrick County which is 384 square miles. Student enrollment is slightly over 9600 students of which approximately 70% are transported by bus daily. The Corporation operates 112 routes covering a total of 4500 miles per day. Warrick County has very populated areas as well as sparsely rural. We service 10 Elementary Schools, 2 High Schools, 2 Junior High Schools, and 1 combination Junior/Senior High School. Some students may ride buses as much as 2.5 hours per day.

The budget of expenditures for transportation in 2013 is around \$6,000,000.00. This figure includes salaries, supplies, maintenance, and equipment.

TRANSPORTATION PROGRAM

The Transportation Program in Warrick County will always be in a constant state of change due to factors beyond the control of the local school district, such as: Department of Education requirements, changes in State and Federal Laws, Department guideline changes, Commercial Motor Vehicle License requirements, Drug & Alcohol Testing requirements, etc. Therefore, the Warrick County School Corporation Board of Trustees expects the Transportation Plan to be a living document that will change as required to meet the needs of our patrons.

The Board authorized the Superintendent along with the Manager of Transportation to plan bus routes within the policies of the Board, and to keep the Board informed of any changes needed in the Transportation Program. The position of Manager of Transportation was created to assist with this endeavor and to manage the budget of the Transportation Department.

This Transportation Plan cannot cover all areas of transportation in which a problem may arise over the course of a school year. Those problems not covered in the Transportation Plan will be dealt with on a case-by-case basis by the appropriate chain of command. Transportation Operation Manual will be reviewed and revised each year to stay in compliance with State and Federal laws, and to meet the changing needs of the students and parent of the Warrick County School Corporation.

The Transportation Department uses a computerized routing program. The Manager of Transportation will be responsible for ensuring the accuracy of the data and training personnel on the use of the program. The information contained in the database will only be used for transportation and planning purposes.

COMPONENTS OF THE WARRICK COUNTY SCHOOL CORPORATION TRANSPORTATION DEPARTMENT



The Manager of Transportation requires these eight components for a complete transportation department. All of these components revolve around the service and safety of the most precious cargo in the world, “Kids”. The following plan is an overview of the ongoing effort the Warrick County School Corporation is doing in each area.

Driver Recruitment and Retention

The Warrick County School Corporation has an ongoing project of recruitment and retention of bus drivers.

We recruit drivers through a multitude of ways, including advertisements in newspapers, flyers sent home with students, announcements at parent/teacher group meetings and word of mouth. The campaign runs year round.

On the retention side, we are setting the stage to assure drivers receive administrative support, are better informed, are provided additional safety programs, receive appropriate recognition, and are compensated in comparison with other districts. In general, we let them know how important they are and make them part of a professional transportation team.

Safety Training

The Department of Education requires all bus drivers to go through one safety training session during the summer of each year. State department personnel conduct this training session. Because of the number of students served and the mileage covered, the Warrick County School Corporation feels that additional safety training sessions need to be conducted during the school year. A minimum of two safety-training sessions will be conducted each year.

In addition, every new bus driver must attend a 3 day training session put on by the Department of Education and complete the required four (4) hours of on-bus observation and eight (8) hours of on-bus driving time, under the supervision of a certified school bus driver. Warrick County also conducts its own classes of training in areas of: mirrors and adjustments, backing and turning, loading and unloading, pre-trip and post-trip inspections, homeland security, overview of route procedures, daily maintenance and reporting maintenance to the mechanics, wheelchair skills, evacuations, student management, review of operation manual. Warrick County also requires the new driver complete and additional eight (8) hours of on-bus observation and four (4) hours of on-bus driving time with a certified school bus driver.

Drug and Alcohol Testing

In order to enhance highway transportation safety, Congress passed the Omnibus Transportation Employee Testing Act. The act required the FHWA to establish regulations requiring CMV (Commercial Motor Vehicle) drivers to be tested for use of controlled substances and the misuse of alcohol. We are required to perform the following tests:

Pre-employment testing
Random testing
Reasonable suspicion testing

Return to Duty testing
Follow-up testing
Post-accident testing

The Warrick County School Corporation is actively engaged in this process. Indiana Testing, Inc. is utilized for testing employees and record keeping of the results. All violations will be reported to the Manager of Transportation immediately. All drivers engaging in conduct prohibited by the Federal Highway Administration's Drug Use and Alcohol Misuse rules will be dealt with according to the procedures outlined by that act and the Warrick County School Corporation' Drug & Alcohol Policy.

For a more complete explanation of the drug and alcohol testing program refer to the Warrick County Drug & Alcohol Policy.

Maintenance

The Warrick County School Corporation transportation program addresses maintenance as encompassing the following three areas:

1. Vehicle maintenance; the head mechanic will be in charge of maintenance on all the school district's vehicles. He will provide a schedule of maintenance for each vehicle. This will include a program for daily inspection and repairs and preventative maintenance. Summer maintenance will consist of a bumper to bumper inspection of: tires, front and rear suspension, all steering parts, brakes, engines, transmissions, oil leaks, exterior conditions, body, glass, lights, interior conditions of seats, electrical components. Vehicle maintenance will also consist of a schedule that will include when buses are to be cleaned. Cost figures will also be included to individual bus maintenance records. The records will be analyzed at the end of each school year, or when necessary.
2. Bus shop and grounds maintenance; the head mechanic will be in charge of daily building and grounds cleaning and maintenance of the transportation garage. A clean working environment promotes safety among employees. A clean working environment also promotes a positive perception from the public we serve about the Warrick County School Corporation.
3. Records Maintenance is an important part of the Warrick County School Transportation division. The head mechanic will ensure that records are maintained on scheduled vehicle maintenance, daily maintenance operations, parts orders and inventories, required Corporation and State maintenance reports and any other type of reports deemed necessary by the Superintendent or the Board of Trustees of the Warrick County School Corporation.

TRANSPORTATION SCHEDULING AND ROUTING PROCEDURES

1. Buses shall be routed to provide the best service for the greatest number of students. However, routes shall be planned to provide the most economical operation of buses with distance and road conditions being the major criteria for economical routing.
2. The Board of Trustees authorizes the Superintendent to close the schools in the event of hazardous weather or other emergencies that present threats to the safety of students, school staff members, or school property.
3. In case of inclement weather, additional stops may be made to pick up and discharge a child at a point on the route nearest his/her home. Not all roads will be traveled.
4. The superintendent authorizes the Manager of Transportation to plan bus routes according to the policies of the board and to change routes at any time when, in his judgment, better service can be provided for a greater number of students by such change.
5. When possible, all bus stops should be located at points where the bus can be seen for a distance of at least 300 feet. The Manger of Transportation shall designate each bus stop. The bus route or bus stop is not to be changed without approval of the Manager of Transportation.
6. The principal should approve the use of school buses for field trips and extra curricular activities and each trip has to be authorized by the superintendent.
7. Request for an extension of a bus route will only be made by those who live on a county road and will not be considered until the Manager of Transportation has made an on site inspection. Things considered in this inspection are:
 - a. Road conditions,
 - b. Road obstructions,

- c. Safe turnarounds,
 - d. And the distance from an existing bus stop.
8. An extension of a bus route will be made if the student is required to walk more than one mile to an existing bus stop. Parents and students who require special services will be considered on a case-by-case basis.
 9. Warrick County School Corporation School buses will not travel on private roads or drives. Existing routes will not be changed, but new routes will not include private streets and drives. If a private road or drive on an existing route becomes a safety problem, the route will be permanently changed to remove the private road or drive from the route.

Transportation Rules for Students Riding School Buses

1. Be at the bus stop five (5) minutes before the scheduled time. Stand about ten (10) feet from the bus stop and wait until the door is opened and the driver signals you before moving closer to the bus.
2. Do not play on the highway or road.
3. If you miss the bus, do not attempt to hitchhike or walk to and from school.
4. While loading or unloading, enter or leave the bus orderly and quickly.
5. While riding the bus, students are under the supervision of the driver and must obey the driver at all times.
6. Students are expected to conduct themselves in such a manner that they will not distract the attention of their driver or disturb other riders on the bus (which includes keeping your hands to yourself, attend to your own matters, leave other pupils alone, and be reasonable quiet).
7. No knives, or sharp instruments, or weapons of any kind are allowed on the bus.
8. Fireworks, matches, lighters, or combustible items are not allowed on the bus.
9. Pets or other living animals are not allowed on the bus.
10. Do not tamper with any of the safety devices such as door latches, fire extinguishers, etc.
11. Pupils must stay seated while the bus is in motion and must not move while it is stopped except to exit the bus or as directed by the driver.
12. Students may not put their hands, arms, heads, or bodies out of the window.
13. Do not yell or throw anything at anyone outside the bus.
14. Students are not to deface the bus, any school property, or throw trash on the bus floor.

15. Students may bring water to drink on the bus, but no other type drink.
16. Eating on the bus is not allowed unless directed by the bus driver.
17. Smoking, or use of tobacco products is not allowed anywhere on school property. This includes all school buses, school vehicles and bus stops.
18. Keep aisle of the bus clear of books, lunches, coats, etc. Do not put feet in the aisle or the back of the seat in front of you.
19. Equipment may not be transported on the bus that would damage the bus, block the view of the driver, and block the aisles, entry or emergency exits.
20. Cell phones are allowed on the bus, but shall not be used except for emergency purposes and authorized by the bus driver.
21. Laser pointers and other similar electronic devices are not permitted on the bus.
22. Electronic games and headphones maybe permitted as long as they do not create a distraction or disruption for the bus driver, nor create an unsafe condition for other riders.
23. Band instruments will be permitted on the bus as long as there is sufficient room for all other riders and the student can hold the instrument in their lap or on their seat.
24. When requires to take large projects, musical instruments or other things, which takes a great deal of space to school, attempt to have someone take you to and from school.
25. Adults will not be allowed to remove students once the student has boarded the bus unless the driver knows the adult or the principal accepts the responsibility.
26. The bus shall transport items sold through the schools unless they are awkward for the student to carry or hold. This could cause a safety problem during boarding, seating or exiting the bus.
27. Do not ask the driver to let you off at town, at the store, at the mailbox, or any place except at your regular stop.

28. If you should arrive at the bus stop just as the bus approaches the bus stop, wait until the bus comes to a complete stop and the driver has signaled for you to cross in front of the bus.

29. Students who cross the road after unloading the bus must go to a point on the shoulder of the road ten (10) feet in front of the bus. Cross the road only after the driver has signaled you to do so. Look both ways while crossing.

30. Students must ride the bus to which they are assigned.

Visitors are not allowed except in case of emergency.

Permission to ride a bus other than the one assigned must be secured from the student's principal. All schools will use a standard school bus pass. The pass should be obtained from the principal's office as soon as the student arrives at school or learns of the need to ride a different bus.

31. School districts have broad authority to control student conduct and adopt all rules reasonably necessary to maintain proper discipline among their students. This list of bus rules is not all-inclusive.

If rules 15, 16, 20 & 22 are abused, they will be revoked.

Behaviors not covered will be dealt with on a case-by-case basis by the Manager of Transportation and will fall within the guidelines of each school's student handbook.

Transportation Bus Driver Procedures

1. Start your morning trip on time after performing daily maintenance checks. Stay on schedule and do not arrive at school before your designated time.
2. Buses shall stop only at scheduled stops that have been selected for safety and convenience.
3. Never allow children to extend their heads or arms out of the windows.
4. Never allow children to tamper with any of the safety devices.
5. No smoking or use of tobacco products on the bus.
6. The driver should not start the bus in motion until all students are seated.
7. State law requires school buses to stop before crossing all railroads when passengers are aboard.
8. Drivers must yield the right-of-way when entering any highway. Always stop the bus and check traffic before entering a highway unless crossing guard in place.
9. If possible, avoid backing school buses on school grounds or while loading or unloading.
10. In case of student misconduct, the driver should follow the Corporation's transportation disciplinary procedures.
11. In case of an accident or other delays en-route, the driver is to remain with the bus and the children and send for help.
12. The driver, while transporting students, shall not transport anything such as firearms, explosives, sharp or dangerous objects, or hazardous material.
13. Absolutely no adult riders will be permitted except on the authority of the Manager of Transportation.
14. Drivers should stay within posted legal speed limits while transporting students. In absence of posted speed limits,

speed should be based on road, weather, safety concerns and state law.

15. The driver is to clean the inside of the bus each day. The outside of the bus should be washed when necessary.
16. All school bus markings shall be kept clean.
17. The driver shall make daily checks for all safety factors, as well as fuel, oil, radiator, and tires. If a bus appears to be unsafe in any way, it is not to be used until repaired.
18. If a driver determines he/she cannot start or complete his/her route for any reason, he/she should notify the Manager of Transportation immediately.
19. At school bus stops where it is necessary for the children to cross the road, the crossing is to be a distance approximately 10 feet in front of the bus.
20. All drivers should encourage traffic to pass the bus between stops when possible. A traffic tie-up behind and in front of the bus is not good. A smart driver will try to keep traffic moving normally at all times.
21. It is important that drivers observe state and local traffic regulations for safety. Remember your cargo is priceless. Safety is not an accident but the result of an alert and safety-minded driver.
22. Children should be transported to school and home. They are to get off the bus only at the designated stop.
23. Bus drivers represent the Warrick County School Corporation. They are expected to be clean and neat in appearance. Drivers are not to leave the bus with students aboard unless it is an emergency.
24. Bus driver certification – An applicant, seeking employment as a driver or operator of a school bus, is required to take and pass a series of tests as prescribed by Indiana State Statute and the Department of Education to determine the physical fitness and driving ability to serve as a school bus driver.

25. Commercial Motor Vehicle License – All bus drivers are subject to the Omnibus Transportation Employee Testing Act passed by Congress in 1991. The act required FHWA to establish regulations requiring CMV drivers to be tested for use of controlled substances and the misuse of alcohol. All drivers engaging in conduct prohibited by the Federal Highway Administration’s Drug Use and Alcohol Misuse rules will be dealt with according to the procedures outlined by that act.
26. Warrick County School Corporation requires criminal background checks as a condition of initial employment for all school employees.

Driver Records

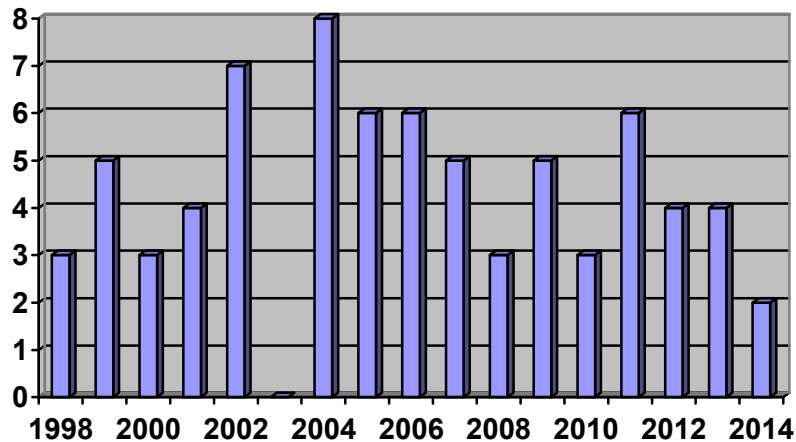
The Indiana Department of Education requires that each local school district maintain a file on each bus driver compiling the following information:

1. Physical
2. Driving Record
3. Copy of driver's license
4. Physical Fitness Certificate
5. Physical Performance Ability
6. Drug and Alcohol testing results
7. Criminal background check results
8. Application for employment
9. Training record
10. Copy of Standard Bus driver Certificate (yellow card)

In addition to these requirements State Law also requires driver records be obtained from the Bureau of Motor Vehicles. Records will be obtained at the inception of employment and each summer before the start of the new school year. This entire process will be kept on file in the Transportation Office located at 3455 S. Yankeetown Rd., Boonville, Indiana.

Bus Replacement Plan

The following chart is a current inventory of the bus fleet in the Warrick County School Corporation.



The Warrick County School Board of Trustees has made a commitment to establish a bus replacement program. The replacement program will be a ten year replacement plan. This will allow the fleet to be as modern as possible. The purchase of additional buses is possible due to effective management of our patron's tax dollars. The fleet has 75 buses and operates 57 routes for the corporation of which 24 are special need routes and 5 are pre-school routes. There are 5 white activity buses.

Transportation Discipline

Inappropriate behavior on a school bus jeopardizes the safety and well-being of all who ride. Therefore, Warrick County School Corporation will use the following disciplinary reporting form and procedures for all students who ride a bus.

WARRICK COUNTY SCHOOL CORPORATION			
SCHOOL BUS INCIDENT REPORT			
STUDENT NAME	SCHOOL	GRADE	DATE
BUS NO.	BUS DRIVER	AM	PM
1st Incident Date:	STUDENT WARNED BY DRIVER		
2nd Incident Date:	STUDENT TALKED TO BY DRIVER		
3rd Incident Date:	ASSIGNED DIFFERENT SEAT AND PARENTS NOTIFIED		
4th Incident Date:	REASON:		
5th Incident Date:	REASON:		
Severe Clause Date:	REASON:		
Comments:			
			11-1-01

1. verbal warning by the driver
2. one on one
3. write up, change seat, contact parent and notice to principal
4. one day off bus and notice to principal

The bus driver has the authority to put a student off the bus for one day for repeated misbehavior or any severe incidents. The disciplinary action taken by the principal will depend on the nature of the student's behavior and will fall within the guidelines of each school's student handbook. Continued acts of misbehavior on the bus by a student jeopardizing the safety and well being of all students may result in that student permanently loosing bus-riding privileges

Bus Driver Procedures

The only other information about the Warrick County School Corporation Transportation Program that is not included in this brochure is a packet of information given to bus drivers which covers bus driver procedures for the following areas: 1) list of students on their bus with phone number in case of an accident, 2) evacuation drill procedures, 3) emergency first aid procedures, 4) loading and unloading procedures, 5) inclement weather procedures, 6) reporting form for motorist who pass a stopped bus, 7) bus backing procedures, 8) procedure for reporting bus problems both mechanical or student discipline, 9) daily inspection check sheet for bus drivers, 10) vehicle inspection worksheet, 11) accident reporting form, 12) school calendar, 13) school bell schedules, 14) afternoon bus line up, 15) emergency phone numbers.

All of these operating procedures are reviewed and approved by the Warrick County School Board of Trustees. All of the operating procedures related to transporting students in the Warrick County School Corporation have been designed with the safety of the students in mind. Any student or parent who fails to comply with these procedures may be denied transportation privileges.

Manager of Transportation Areas of Responsibility

1. Develop and monitor all procedures related to transportation, drivers, students routing, etc.
2. Establish, monitor, and follow through with the Bus Replacement Plan.
3. Develop and monitor a drug and alcohol-testing program for Transportation personnel.
4. Plan and conduct safety training in-service for transportation personnel two times per year.
5. Maintain a file on each bus driver consisting of a physical, driver's record, copy of driver's license, drug and alcohol testing results, and applications for employment.
6. Develop and carry out a plan for participation in the National School Bus Safety Week each year.
7. Set up, monitor and communicate with a fire extinguisher company to provide and check all fire extinguishers related to transportation.
8. Develop an overall transportation planning team that meets each summer to evaluate, revise and update a written transportation plan for the Warrick County School Corporation.
9. Establish and carry through with an emergency preparedness plan related to all aspects of transportation, including inclement weather.
10. Be in charge of monitoring industry trends, recalls, and evolving guidelines that deals all aspects related to transportation.
11. Prepare and distribute newsletters to all transportation personnel.
12. Update transportation shop equipment and school bus insurance each year.
13. Initiate, supervise, and follow up on all yearly inspections that take place at the transportation shop over the course of a year. Conduct regularly scheduled walk-through inspections.

14. Monitor and appropriately spend the overall transportation budget.
15. Schedule all required maintenance procedures on school vehicles.
16. Maintain vehicle maintenance records in accordance with appropriate regulations.
17. Develop and monitor annual goals for the Transportation Department.
18. Ride a third of the Corporation owned fleet and complete bus driver evaluation forms yearly.
19. Resolve route extension questions and evaluate stops, turnarounds, # students, etc.
20. Develop and conduct an orientation process for all new drivers and substitute drivers.
21. Maintain accurate driver and student information in VersaTrans software.
22. Observe and document the loading and unloading process at each school.
23. Document fall and spring emergency evacuation drills of all routes.
24. Maintain all necessary records (maintenance, bids, personnel, service, PO's, etc) required to effectively operate the Transportation Department.
25. Develop a driver training program to address current safety issues over and above the state mandated training.
26. Schedule all transportation requirements for activity/field trips.
27. Serve on educational committees and special education IEP conferences concerning transportation related issues.
28. Be prepared to assume other related transportation duties as assigned by the superintendent.

Emergency Phone Numbers

Police, Fire, and Medical Emergencies		911
Guy Gentry	Manager of Transportation	897-0495
Chris Titzer	Head Mechanic	897-0495
Guy Kroeger	Mechanic	897-0495
Tim Daugherty	Mechanic	897-0495
Cindy Blackford	Routing Supervisor	897-0495
Michelle Kroeger	Transportation Secretary	897-0495
Central Office		897-0400
Warrick county Sheriff		897-6180
Central Dispatch		897-1200