

Carroll County Board Of Developmental Disabilities

I. ADMINISTRATION PROCEDURES FOR TRANSPORTATION SERVICES

- A. The nature and extent of transportation services provided to each individual enrolled shall be in accordance with an individual's ISP or IEP, as applicable, and shall incorporate within the ISP or IEP and specific transportation supports (i.e, travel training and safety issues). To meet an individual's transportation needs the Board may provide specialized transportation or assist the individual in accessing non-specialized transportation. The determination shall be reviewed at least annually.
- B. The Transportation Manager shall be notified when transportation assistance is needed and ensure that assistance is provided to individuals while being transported on Board vehicles when the individual's plan indicates a need for such assistance.
- C. The Board completes a self-audit using the Department's designated format (self review) to evaluate its compliance with Department standards.

II. TRANSPORTATION PERSONNEL QUALIFICATIONS

- A. All bus drivers shall have an understanding of the role of individual transportation in the program and meet all requirements established by state laws and regulations and Board policies and procedures. The Transportation Manager shall ensure drivers meet the following qualifications:
 - 1. An annual driver's record check as required by Section 3301-83-07 of the Administrative Code with no more than **five (5)** points within the last **twenty-four** (24) months as verified by an Abstract Driver's Record obtained from the Bureau of Motor Vehicles;
 - 2. Physical capability of appropriately lifting and managing individuals with DD when necessary;
 - 3. A minimum of five years consecutive licensed driving experience for new applicants; Must be at least 21 years of age with a good driving record.
 - 4. Passing annual physical examination meeting the requirements of OAC 3301-83-07 as designated by the employer, documented by licensed physician upon entry and annually thereafter;
 - 5. Able to cope with stressful situations;

6. Commercial Ohio Driver's License (CDL) with proper endorsements;
7. Current and valid American Red Cross First Aid (or equivalent) and CPR certificates;
8. Criminal background check and every six years thereafter;
9. Must maintain a status of insurability; and
10. Pre-employment drug and alcohol testing. Random drug and alcohol testing will be conducted thereafter.
11. Attend all safety workshops, staff meetings and inservices as requested.
12. Hold a school bus certification by the County Board of DD.

B. Van Driver Qualifications and other personnel who are not required to meet CDL or ODE licensure requirements who may transport individuals must meet the following qualifications:

1. Must be at least 18 years of age;
2. No minimum driver experience required;
3. Annual driver abstract indicating a good driver record defined as less than five points over a 24 month period;
4. Valid Ohio Driver's license;
5. Must maintain a status of insurability;
6. Successful criminal background check as a condition of employment;
7. Required pre-employment Drug testing as required as a condition of employment;
8. Current and valid American Red Cross First Aid (or equivalent) and CPR certificates;
9. In-service training defined as completion of required van training and attendance at safety workshops and staff meetings as requested.

- C. Adult services providers shall adhere to transportation requirements outlined in draft rule 5123:2-9-10 specific to HCBS Waiver Day Habilitation.
- D. Evidence of meeting minimum qualifications shall be maintained in personnel records of all drivers located in the Administration Offices.
- E. No one will be permitted to transport individuals to any activity sponsored by the program in a vehicle owned and/or operated by the program without the appropriate driver's license.
 - 1) No employee will be permitted to operate any vehicle if his/her CDL or other appropriate license is suspended. All employees who possess a CDL or other license for transporting individuals are required to report any point violation procedure to the Transportation Manager within forty-eight (48) hours of the occurrence or the next working day, whichever is sooner.
 - 2) Any employee whose CDL is suspended will be immediately suspended from the position of vehicle operator. This may lead to disciplinary action up to and including termination.

III. TRANSPORTATION MANUAL

- A. The Transportation Manager shall develop and maintain and update a written Transportation Procedure Manual that outlines the Board policies and procedures.
- B. The manual shall be updated annually to reflect current practices.
- C. The Transportation Manual shall be a reference for drivers and aides to review safety practices.
- D. All drivers and aides shall be afforded copies of the Manual.

IV. SCHEDULING OF REGULAR TRANSPORTATION ROUTES

- A. Scheduling Regular Routes:
 - 1. Scheduling of regular routes shall occur at a reasonable time before September 1st of each year and as needed throughout the year. Scheduling information shall be provided to individuals enrolled, or the parent of a minor or guardian and to appropriate personnel.
 - 2. The schedule shall include the actual place of pick up and approximate time. This schedule may be amended as the program begins operation.

3. Individuals shall be picked up and returned to their residences unless the program and the individual or responsible parent or guardian has agreed upon other arrangements in writing.
4. An individual enrolled in a Board program shall not travel in a vehicle on a regularly scheduled route for more than ninety minutes one way on any day or one hundred eighty minutes on any day on a regularly scheduled round trip.

B. Routes and Stops:

1. After three consecutive missed days without calling off, the individual is responsible for contacting the Transportation Manager or appropriate program to resume transportation. The Transportation Manager shall contact the appropriate program director after an individual has missed three consecutive days.
2. The bus driver should NEVER leave an individual off the bus at any place other than his home without written permission or reasonable notice.
3. All individuals must be picked up and discharged as close to their homes as possible.
4. Bus drivers should maintain their schedule at all times - Individuals should be ready at designated pick-up/drop-off time. Times may vary 15 minutes before and after pick-up/drop-off times. (i.e.: Individual pick-up time is 8:00 a.m., the individual should be ready at 7:45 a.m.)

C. A copy of all routes and designated stops is on file in the Transportation Manager's office. Copies of updated route sheets will also be maintained at Carroll Hills Industries.

V. NON-ROUTINE USE OF SCHOOL BUSES

A. Non-routine uses of school buses" procedures are defined as transportation of passengers for purposes other than regularly scheduled routes to and from the program. School buses may be used for non-routine trips only when such trips will not interfere with routine transportation services. Approved non-routine uses of buses include:

1. Trips that are extensions of the instructional program as determined by program Administration. Buses shall not be used for pleasure trips;
2. Trips for the transportation of enrolled individuals directly participating in program-sponsored events. A "program-sponsored event" is defined as any activity in which students/individuals are participating and are under

the direct supervision and control of a certified staff member or any advisor as designated by the Program Director;

3. Transporting individuals taking part in summer recreation programs when a recreation commission sponsors such programs and there is an agreement between the Board and the recreation commission (OAG 76081);
 4. Trips for transportation of the aged when contracting with a municipal corporation or a public or nonprofit private agency or organization delivering services to the aged shall be transported in accordance with (O.R.C. 3327.14);
 5. Trips for transportation of individuals, as approved by the Board to and from events within the local community, which are program or community sponsored;
 6. Emergency evacuation and/or emergency evacuation drills when such emergencies are declared by state or local directors of emergency disaster services;
 7. A civil emergency as declared by the Governor. Questionable use should be clarified with the assistance of the Ohio Department of 112R/DD;
 8. Transporting program staff engaged in Board-Approved employee improvement programs.
- B. Bus trips are to be made only when there is written authorization (field trip permit form) signed by the Program Director or his/her designee and the Transportation Manager.
- C. The trip permit shall accompany the driver on any non-routine trip. The trip permit shall provide information as provided in Ohio Administrative Code Regulation 3301-83-16. The permit should be turned in upon completion of the trip for pay purposes.
- D. One or more adult chaperones, as approved by the Program Director or designee, may accompany each school bus required for non-routine trips involving preschool age individuals.
- E. Any out-of-state trip when school buses are used shall remain within two hundred forty miles round trip distance from point of exit from the state to the point of entry to the state.

- F. School buses may be used for trips outside the state but this shall require a Resolution of the Carroll County Board of DD in accordance with Ohio Administrative Code Regulation 3301.83.

VI. NON-ROUTINE TRIP

- A. All drivers should know the location and the selected route to the location.
- B. The Lead driver will keep check that other buses are following - if at all possible. Buses should not separate.
- C. If any bus behind the lead bus has trouble, use the radio to contact the other units. At this time, all vehicles may pull off the roadway to check the trouble and make any necessary changes.
- D. All drivers shall observe the speed limits.

VII. VEHICLE INSPECTION

- A. The Transportation Manager shall be responsible for presenting all school buses for annual vehicle safety inspections including Ohio State Highway patrol inspection. This Administrator will be responsible for the pre-inspection, repair and preparation of each school bus inspection. A school bus used to transport individuals of County programs must show evidence of a current, annual vehicle safety inspection by the Ohio State Highway patrol, which indicates that it meets the Ohio School Bus Minimum Standards.
- B. It is the responsibility of each school bus driver to make a daily pre-trip inspection of the school bus before leaving storage.
- C. Daily post-trip inspection for remaining passengers and belongings.
- D. Systematic prevention maintenance program inspections.
- E. The Board encourages and fully supports the provision of school bus mechanic training for school bus maintenance personnel.

VIII. RECORDS AND REPORTS

- A. The Transportation Manager shall maintain required records and reports in accordance with applicable laws including, but not limited to, the following records:
 - 1. Maintenance and repair;

2. An accounting system for fuel consumption and costs for routine and non-routine uses of buses and annual operating costs by vehicle and by fleet;
3. An accounting system that details the assigned bus, the bus stop, school or workshop of attendance address and telephone number;
4. A record of routine and non-routine daily and annual miles driven by vehicles and by fleet;
5. A record of the number of regular and substitute school bus drivers and supervisors;
6. A file of the "School Bus Driver Medical Examination Reports";
7. A file of "School Bus Driver Accident Reports" for each accident defined in Ohio Administrative Code Regulation 3301-83-14;
8. Records to document that the correction of mechanical deficiencies discovered during annual inspections have occurred;
9. Current emergency medical information and authorization.

IX. EMERGENCY AND EVACUATION

The Board shall have a preliminary emergency plan for routine and non-routine operations. This plan shall be developed in cooperation with those whose services would be required in the event of emergencies. The Transportation Manager, Drivers, Maintenance and Board staff shall be provided instruction in the procedures to be followed in the event of:

1. Accident;
2. Illness or disability of driver;
3. School bus failure;
4. Inclement weather conditions, and
5. Tornado. A. ACCIDENTS In the event of a bus accident, procedures to be followed include:
 6. Protect the accident scene;
 7. Evaluate and assist individuals;

8. Evaluate the need for Medical assistance;
9. Notify the responsible law enforcement agency, county board officials, emergency services, or care givers;
10. Collect and record data essential to the preparation of required reports including names and ages of passengers.

a) School Bus Accident Reporting:

- 1.) The bus driver shall immediately report any accident involving a school bus to the Transportation Manager.
- 2.) The Transportation Manager, when a bus has been involved in an accident, shall report such accident on Department of Education Form T10 within fifteen (15) days from the time of the accident.
- 3.) A copy of each report shall be retained in Program file for a period of five (5) years.
- 4.) Definition of motor vehicle accident:
 - a. Any incident or occurrence involving a school bus operated by or under contract to the Board which results in a fatality, an injury, or damage to any motor vehicle or property.

B. SERIOUS ILLNESS, DISABILITY OR OTHER EMERGENCY INVOLVING A DRIVER

1. In the event a vehicle driver is injured or becomes ill prior to a normal route or trip, he/she shall contact the Transportation Manager and/or designee and not start the route/trip.
2. If the injury or illness occurs while the driver is on duty, he/she shall remove the vehicle from the roadway as quickly and safely as possible.
3. The driver shall immediately contact the Transportation Manager and/or designee and request assistance, or flag a passing motorist.
4. If the driver is on a non-routine trip, a staff member shall go to request help if the radio is disabled.

5. At all times, safety shall be the primary consideration in evaluating the situation.

C. BUS FAILURE

1. In the event of a bus failure, procedures to be followed include:
 - a) Remain calm;
 - b) Stop the vehicle activate hazard lights, shut off ignition key, set parking brake and remove seat belt;
 - c) Reassure passengers and
 - d) Notify Program officials;
 - e) Ensure the repair and recovery of the bus.
2. Mechanical trouble, regardless of whether it was repaired while on a trip or needs to be repaired, shall be reported as follows:

During working hours;

- | | | |
|----|--------------------------|----------------|
| a. | Carroll Hills Industries | (330)627-5524 |
| b. | Carroll Hills School | (330)627-7651 |
| c. | Administration Office | (330) 627-6555 |

Drivers will be responsible to place warning devices, signaling that the bus has broken down.

D. INCLEMENT WEATHER.

1. When inclement weather conditions would justify closing, delaying the opening, or early dismissal of Carroll Hills Early Education Center and/or Carroll Hills industries, or if one or more County school districts close, the Transportation Manager will contact the Superintendent as early as possible for a final decision. In the event the Superintendent is unavailable, the Transportation Manager shall make the decision.
 - a) The Transportation Manager will notify all drivers of the decision by implementing the **Program One Call Now system**.
 - b) Vehicle operators are instructed to used their best judgment when road conditions are hazardous so it is possible that if some road(s), lane(s) are dangerous, not all student or adults will be picked up. This decision is based on the safety and welfare of students and adults being transported. When weather conditions make it impossible to travel some roads, the vehicle operator should be sure to call the parents, guardians or others as appropriate as soon as

possible to let them know it was not-possible to get through, If excessive delays occur in the morning or afternoon (twenty (20) minutes or more), the Transportation Manager shall make arrangements for notifying staff and/or parents, guardians or others as appropriate

c) Broadcasting stations to be notified of the decision:

WTOV TV 9, WQXK FM105, WSOM AM 600, WHBC FM 94.1, WHBC 1480, WJER FM 101.7, WJER AM 1450, WKZL FM 92.5, WFAH AM 1300, WJW FOX TV 8, WKYC TV 3, WEWS TV 5.

If all staff in a program(s) are to report to work, the announcement will indicate they should report to work. Program Directors may require individual staff to report to work as scheduled.

- d) If a program(s) or program component(s) is open and transportation is not being provided to enrollees, enrollees may still report as scheduled, provided that they have transportation arranged for their return trip home.
- e) Early dismissal due to impending worsening weather conditions or other conditions that may pose a threat to the safety of enrollees may be necessary. Parents, guardians, residential providers will be notified by Program Directors and/or their designee.

Program Directors will notify parents, guardians, and residential providers by letter, on or before November 1" of each year, advising them to use their discretion for attendance of enrollees during periods of severe low temperatures.

- f) When malfunction of heating system, plumbing problems, etc. may necessitate closing Carroll Hills School or Carroll Hills Industries, the Principal or Adult Services Director will contact the Superintendent for final decision. The Superintendent or Maintenance and Transportation Manager will notify broadcasting stations of the closing.
- h) Announcements of various closing may vary due to each unique situation. Examples of announcement may be, but not be limited to, as follows:

"Carroll Hills Bus Number _____ on the _____ route is on a one (1) hour delay."

"Carroll Hills School/Carroll Hills Industries is open and no transportation will be provided. All staff at Carroll Hills Industries should report for work and enrollees of Carroll Hills Industries may report to work as scheduled."

"Carroll Hills School and Carroll Hills Industries is closed. Staff may pick up paychecks between the hours of _____ and _____ at _____"

E. CHANGES IN BUS SCHEDULES BECAUSE OF WEATHER CONDITIONS

This procedure is to be followed when parents/guardians/custodians and individuals need to be notified that changes are being made in the bus time schedules.

1. Any change in schedule, because of weather conditions, will be reported to local radio stations by Transportation Manager or designee.
2. The driver's judgment as to when it is safe to operate a school bus on snow covered and/or icy roads will be respected.
3. If a driver is in route and has a breakdown, personnel at the Transportation Manager's office should be notified as soon as possible regarding the problem. If the Director cannot be reached contact CHS, CHI, or the administration office.
4. Parents/guardians/custodians and individuals will also be notified about a late bus; it will be the Transportation Manager's responsibility to report to radio and TV stations noted in Procedure E. 1) c, any changes in the time schedule.
5. Drivers will identify their bus by giving the driver's name, bus number, location of breakdown, (route identification), and approximately how late the bus will be.
 - f) Individuals and parents/guardians/custodians shall be notified of change in schedules, which might cause individuals to stand unnecessarily in the cold while waiting for a late bus.

X. PROCEDURES FOR TORNADO

A. Transporting individuals in rural areas:

1. Try to pull the bus off the roadway away from large trees, electrical lines, telephone poles, or buildings;
2. Evacuate bus. Make sure to take along first-aid kit;

3. Move away from the side of bus without crossing the road;
4. Try to find a ditch, ravine, or embankment and use it for protection. Beware of high or swift water;
- 5) When danger is over, check individuals for any injury or shock, and administer first aid, if needed; and
- 6) Contact transportation office for further instructions.

B. Transporting individuals in urban areas:

1. Park bus immediately;
2. Evacuate bus and take first aid kit;
3. Send individuals to nearest homes or buildings;
4. When danger is over, check individuals for any injury or shock, and administer first aid, if needed; and
5. Contract transportation office for further instructions.

C. Bus in transit (no individuals):

1. Park bus and seek shelter; and
2. When danger is over, contact transportation office for further instructions.

XI. INSTRUCTIONS AND TRAINING FOR BEGINNING DRIVERS

- A. The Transportation Manager shall assure that on the bus instruction of beginning school bus drivers is done by an On Bus Instructor chosen by the Manager and/or Superintendent. Each beginning driver, in compliance with Section 3301-83-10 of the Administrative Code, shall complete a school bus driver-training program.
- B. All regular and substitute bus drivers are required to attend an annual safety training workshop which includes a minimum of four (4) hours of classroom instruction or at least four hours total of training sessions throughout the year.
- C. The Board encourages and supports Administrators and Supervisors to attend local, regional, state and national workshops devoted to management, supervision, organization and technical components of transportation.

- D. Bus drivers and substitutes in the program are required to study and review regularly the "Ohio Pre-service School Bus Driver Training Manual" chapter 10 entitled "Transporting Children with Disabilities", to provide information regarding characteristics and needs of individuals to be served. Specific needs of individuals assigned to vehicles will be revised with drivers as part of the annual safety workshop.
- E. All new bus drivers and substitutes and assistants shall attend, prior to their assignment to a bus with passengers on board, an orientation, which includes a review of the Vehicle Operator Manual.
- F. Transportation personnel shall be trained in the use of restraints equipped with quick release mechanisms, securing wheelchairs and car seats.
- G. Training for vehicle drivers and substitutes and assistants prior to their assignment to a vehicle with passengers on board shall, at a minimum, address:
1. Review and distribution of appropriate transportation procedure manual(s);
 2. General characteristics and needs of individuals;
 3. Familiarization with proper use, operation and safety inspection of adaptive equipment and securement systems (i.e. wheelchairs, vests and car seats); and
 4. Familiarization with safe operation of wheelchair lift systems and the safe loading and unloading of individuals.
- H. Vehicle drivers, substitutes and assistants shall have access to appropriate information about individuals to the degree that such information might affect safe transportation and medical well-being while being transported. This information shall be available in the vehicle, or readily accessible in the transportation provider office, or county board transportation office. If the information is not carried on the vehicle, drivers, substitutes and assistants shall be instructed on how to access the information in the event of an emergency. This information shall be maintained in a confidential manner and, at a minimum, include the following:
1. Identify all authorized passengers, which in addition to the individuals being transported may include family members, caregivers and volunteers.
 2. ISP interventions, including behavior support plans that apply to the individual with mental retardation or developmental disabilities being transported. This information shall include specifics concerning how

as non-violent- crisis intervention strategies identified in the ISP/Behavior Plan.

XII. SCHOOL BUS REGULATIONS

- A. Bus drivers are in full charge of individuals while they are riding the bus. It is expected that drivers will be firm and courteous in their control. Where individuals do not respond, the driver will identify the individuals to the Transportation Manager.
- B. In case of injury on the bus, the driver will immediately make a report to the Transportation Manager. He/she will make a written report on every accident, using the Carroll County Board of DD Accident/Incident Report Form for Individuals and Employees.
- C. After a period of two weeks, when the school year begins each driver will report base times to the Transportation Manager. Weather, mechanical failures, etc. may cause unavoidable variances in the time of stops.
- D. It is expected that individuals will be waiting at their loading point when the bus arrives. The driver is instructed to move on as soon as the last individual at the stop has been seated on the bus. Even in bad weather individuals are expected to be ready - if the driver waits for the individuals at one stop, individuals at the next stop are forced to stand out longer.
- E. The bus driver, by law, is in charge of the individuals on his/her bus. Individuals must follow bus safety rules. Infractions of discipline will be reported to the Transportation Manager.
- F. Drivers shall be familiar with the written Annual Safety Instructions provided to individuals.
- G. **Bus Drivers should continually remind all individuals that they must cross at least 10 feet in front of the bus when going to the opposite side of the road.**
- H. Other rules that must be observed by individuals are:
 - 1. Individuals must remain behind the driver's seat until bus has stopped.
 - 2. Individuals must not be allowed to operate door controls; and
 - 3. All adult passengers, including volunteer's and staff, riding buses equipped with seat belts shall be required to wear them.
 - 4. **Individuals must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.**
 - 5. **Individuals must refrain from eating and drinking on the bus.**
 - 6. **Individuals must sit in their assigned seats.**
 - 7. **There must be absolute quiet at railroad crossings and other places of danger as specified by driver.**

8. **The State Highway Patrol encourages us to minimize the possibility of airborne objects in the event of an accident or sudden stop. Therefore, individuals may be asked to put lunches, book bags, etc, in a designated area on the bus where they can properly be secured.**
 9. **Individuals may carry a student sized backpack which is to include their lunchbox and anything else they choose to bring on the bus. These items must be contained inside the backpack and held on their lap.**
 10. **Individuals are not permitted to transport animals, glass material, weapons, or anything that could be considered dangerous.**
 11. **Individuals must not hand any object or part of their bodies outside the bus window.**
 12. **Individuals must not throw or pass objects on, from, or into the bus.**
 13. **Noise on the bus should be kept to a minimum. Individuals may talk quietly if the driver permits.**
 14. **Positively no use of tobacco products allowed on the bus.**
- I. The Bus Driver should report individuals who do not observe these instructions to the Transportation Manager.

XIII. LOADING AND UNLOADING SAFETY PROCEDURES

A. Medications and Emergency Medications

1. **All emergency medications including but not limited to Epi-pens, Diastat, Glucagon, Vagal Nerve Stimulator magnets, inhalers, etc. shall be transported and easily accessible to the transportation aid or delegated unlicensed certified medication administration transportation staff if applicable.**
2. **The individual/parent/guardian/residential provider will hand all medications to the transportation aid prior to boarding the bus.**
3. **If the individual requires an emergency medication and does not have it, that individual will not board the bus and the driver will advise them as such and allow them to get the emergency medication. (student or adult can only enter the bus with proper emergency medication or needed equipment)**
4. **If the individual is unable to locate the proper medication then they will not be transported. Driver or aide will contact dispatch and request the guardian or assigned person to be contacted and told the individual did not proceed to school or workshop.**
5. **That medication will be kept with the aid or delegated certified staff for easy access if needed in an emergency situation.**
6. **When transporting home, the transportation aid will hand the individual/parent/guardian/residential provider the emergency**

medication.

- 7. All medications will be in a current ,updated container labeled with the individual's name, medication, dosage and when to be administered.**
- 8. All other medications shall be handled in the same manner except that they shall be locked in the lock box provided on the bus.**

B. Bus Drivers shall assist at the bus while passengers are loading and unloading.
(i.e., To operate the Wheelchair lift)

• Loading at Home Bus

Drivers shall:

1. Check traffic - oncoming;
2. Check traffic - behind - using mirrors;
3. Activate flasher lights approximately 300 feet before the stop to warn traffic in front and to the rear of the bus in sufficient time; this will vary depending upon conditions;
4. Bring bus to stop using proper procedure and set parking brake;
5. Do not stop where visibility to front and rear is less than 500 feet;
6. Put gearshift level into neutral (same procedure with automatic transmission);
7. Re-check traffic to front and rear of the bus and make certain traffic has come to a stop;
8. Open entrance door and signal passengers it is safe to enter the bus. (Or cross in front of the bus to enter, if approved by the Transportation Manager);
9. Do not allow passengers to stand in step well or forward of the driver station;
10. Proceed when all passengers are seated:
 - a. Shift into starting gear;
 - b. Close the door and release the parking brake; and
 - c. Check to see that all passengers are seated check traffic and move out slowly and smoothly;

11. The following procedure for loading in the morning will be given to individuals, parents/guardians/custodians and must be clearly followed by bus drivers:

- a. "The bus will STOP - SOUND THE HORN - and will WAIT approximately ONE (1) MINUTE. If you or your son/daughter have not made an appearance by that time, the bus will drive on and will not return until you notify the program to do so. In emergency situations, the driver is permitted to remain stopped for up to two (2) minutes. It is the parent's/guardian's/custodian's responsibility to help the individual on/off the bus if he/she is unable to do so without assistance. The driver may also assist if needed to.

12, State law requires that the "Driver shall wait for passengers if running ahead of schedule."

C. Unloading at Home:

1. Check traffic - oncoming;
2. Check traffic - behind - using mirrors;
3. Activate flasher lights approximately 300 feet before the stop to warn traffic in front and to the rear of the bus in sufficient time; this will vary depending upon conditions.
4. Bring bus to stop using proper procedure and set parking brake;
5. Do not stop where visibility to front and rear is less than 500 feet;
6. Put gearshift level into neutral (same procedure with automatic transmission);
7. Re-check traffic to front and rear of the bus and make certain traffic has come to a stop;
8. Open entrance door and signal passengers it is safe to enter the bus. (Or cross in front of the bus to enter, if approved by the Transportation Manager.)
9. Proceed when, passengers are in complete safety on their residence side of the road;
10. Parents/guardians/custodians are asked to be home at the proper time when the bus arrives at their home with the individual.
11. If the individual is not responsible to leave the bus on his/her own and there is no parent/guardian/custodian or other responsible person available, the driver should contact the Transportation Manager for instructions; and

12. The driver should not leave an individual in an unsupervised situation, unless the individual does not require supervision at home.
13. It is the parent's/guardian's/custodian's responsibility to help the individual from the bus if he/she is unable to do so without assistance. The driver may assist if help is needed.

XIV. ANNUAL SAFETY INSTRUCTIONS FOR INDIVIDUALS

- A. Transportation of the individual is a serious job. To perform this service safely and efficiently, the cooperation of all concerned is necessary. Annually, at the beginning of the program year, the Board shall provide safety instructions for all individuals being transported.
- B. Safety instruction shall be provided to all individuals who use specialized transportation and/or annually communicated safety information to appropriate family members, as applicable, and caregivers. The safety instruction program shall also include information related to written procedures to be followed by individuals and families in case of inclement weather.
- C. Written Annual Safety Instructions shall include the following:
 1. Safe walking practices to and from the vehicle pick up and drop off site;
 2. How and where to wait safely for the vehicle;
 3. What to do if the bus is late or does not arrive;
 4. How to safely approach, board or depart the vehicle;
 5. Safe riding practices;
 6. Procedures to follow in emergencies, including evacuation of the bus;
 7. Proper respect for the rights and privileges of others; and
 8. Wearing of light or colored or reflective clothing when going to and from the bus in darkness.
 9. Written procedures to follow in the event of an emergency including participation in evacuation drills.
 10. Transportation rules include:

- a. Individuals must wait in a location clear of traffic and away from the bus stops;
- b. Behavior at the bus stop shall not threaten life, limb, or property of any individual;
- c. Individuals must remain seated, keeping aisles and exits clear;
- d. Individuals must observe proper conduct and obey the driver promptly and respectfully;
- e. Individuals may not use profane language;
- f. Individuals shall refrain from eating and drinking on the bus except as required for medical reasons;
- g. Individuals may not use tobacco on the bus;
- h. Individuals may not have alcohol in his/her possession on the bus;
- i. Individuals may not throw or pass objects on, from, or into the bus;
- j. Individuals may only carry on the bus objects which can be held on their laps;
- k. Individuals must leave or board the bus at locations to which he/she has been assigned unless he/she has parental or administrative authorization to do otherwise;
- l. Individuals may not put head or arms out of the bus windows, or sit in the aisle;
- m. Annual safety instruction is reviewed at least annually; and
- n. After three consecutive missed days without calling off, the individual is responsible for contacting the Transportation office to resume transportation.

D. Emergency evacuation drills will be held at least three times per program year. Strategies will be developed to enable the safe evacuation of all individuals.

XV. EMERGENCY EVACUATION

- A. The Transportation Manager /Designee shall organize and conduct emergency exit drills for all individuals who ride school buses. At least three drills shall be conducted annually employing these procedures. Strategies will be developed to enable the safe evacuation of all individuals. The Transportation Manager/Designee shall complete a report regarding the effectiveness of each emergency exit drill and any recommendations for improvement or further training.
- B. Drivers shall conduct an emergency evacuation drill each year. (The Transportation Manager or his/her designee may assist.) One rear exit, and a front exit shall be conducted. Drills shall be conducted on program grounds or at the county fairgrounds whichever is more appropriate. The bus driver may complete a report regarding the effectiveness of each emergency exit drill and any recommendations for improvement or further training.
 - 1. In the event of a planned emergency evacuation drill, drivers should notify the Transportation Manager or his/her designee.
 - 2. Drivers should have a definite plan of evacuation in mind.
 - 3. Drivers should keep emergency medical cards updated for accurate and quick reference.
 - 4. All Drivers should be thoroughly familiar with emergency equipment and its uses.
 - 5. Drivers shall stay in the bus during the evacuation drills. The parking brake must be set, ignition shall be turned off and transmission be in gear or park during the drill.
 - 6. Individuals shall not take lunch boxes, books when leaving the bus.
 - 7. Individuals shall assemble at a distance of at least 100 feet from the bus in an emergency drill and remain there until further directions.
 - 8. Strategies will be developed to enable the safe evacuation of all individuals.
 - 9. The bus driver shall complete a report regarding the effectiveness of each emergency exit drill and any recommendations for improvement or further training.

XVI. EMERGENCY EQUIPMENT ON BUS

- A. So that drivers can properly use the emergency equipment on the bus, it is extremely important that the drivers know what equipment is on the bus and how

to use it. All drivers must familiarize themselves with where the equipment is located in the bus (usually the driver's compartment), and the following guidelines on the uses of this equipment should be learned:

- 1., Flares are used as warning devices when a bus is disabled and when required by state law.
2. Three Red Triangle Reflectors should be used in the same way as Flares.
3. The Fire Extinguisher has approximately thirty (30) seconds of use and must be checked periodically and after every use to see if properly charged.
4. The First Aid Kit must meet federal standards and must be well marked. The Transportation Manager shall direct all personnel to ensure that a First Aid Kit is available at all times during field trips and/or other activities away from program facilities.

- B. Wherever emergency equipment is used, stolen, or lost, it must be replaced immediately. It is the driver's responsibility to make sure all used products are reported to the Transportation Manager immediately.

Bus Radios:

The units shall be used to ensure safe and efficient transportation of the enrollees including emergency situations. The radios are not for chit chat. An emergency may include, but not be limited to the following definitions:

- a. Accident;
 - b. Weather or road conditions;
 - c. Health problems;
 - d. Mechanical breakdown;
 - e. Major delay (thirty (30) minutes or more).
2. The discretion of the driver shall prevail in determining the nature of an emergency, and the driver will take the proper action to resolve such emergency. Depending upon the circumstances, contact should be made to the following:
- a. Transportation Manager, Program Director, and/or Superintendent;

Ambulance (phone if possible). + **General Regulations:**

1. Transportation of Special Equipment. When it is necessary to transport special equipment, each passenger on the bus must be seated.
2. Forbidden Cargo. While individuals are riding on the bus, animals, firearms, ammunition, explosives, or other dangerous materials or objects, which may interfere with safe operation of the vehicle, shall not be transported.
3. Unauthorized Passenger. No unauthorized passengers shall be transported on a program vehicle.

XVII. FUEL USED BY CARROLL COUNTY BOARD OF DD

Any vehicle owned by the Carroll Hills Industries, Inc. and/or the Carroll County Board of DD and fuels at the designated fuel pumps must ensure that its staff follow these procedures:

1. No smoking while fueling vehicles
2. Turn engine off while fueling vehicles
3. Training will be given to all drivers on the various paperwork to be done upon fueling of the vehicles.
4. **Individuals who receive services shall not be present in vehicles during fueling.**

Recommended by: Jan Clayborn, Director of Services & Supports Approved by: Thomas

Shearer, Superintendent Effective Date: 10/12/05

Revised by: Mathual J. Campbell, Superintendent Effective Date: 4-8-2011

Revised by: Mathual J. Campbell, Superintendent Effective Date: 5-26-2011

