



TRANSPORTATION DEPARTMENT

When everyone works together....
Amazing Happens



2022-2023 Transportation Bus Driver Handbook
Dispatch (910)678-2580

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To TEAM Transportation:

Welcome Back to the 2022-2023 School Year! We know that when everyone works together.....AMAZING happens. We are looking forward to AMAZING this year! Our transportation handbook theme this year was designed with you in mind. We recognize and appreciate the work that you do each day for our students and families. I enjoyed working with everyone last school year, and I am ready for what this year will bring.

This year, a major priority for us will continue to be maintaining safe operating conditions for all of our bus drivers, transportation staff, and the students we serve. We are looking forward to our back-to-school training sessions so we have an opportunity to learn more about ways to maximize our service levels. My ask of everyone will be to always consider the big picture and all of the “pieces of the puzzle” needed to make us successful.

As the opening of school draws near, it is my hope that you reflect on last year and what things went well, and what things we can work on TOGETHER to make better. It’s important to know that we have one of the most important roles in a school system - transporting our students for their education. I value each member of our TEAM and I promise to work as hard as I can to continue moving us all forward. I need all of you to be ready to roll and remember how important you are to our department and to each child we serve.

Looking forward to an *AMAZING* year!

Kristi Harden

Executive Director of Transportation

Section 1 - Introduction



INTRODUCTION TO THE TRANSPORTATION HANDBOOK

Purpose

The purpose of this handbook is to provide all CCS bus drivers with a source of information, which will address the duties, responsibilities and procedures for transporting students. This manual is not intended to be all inclusive, but rather an attempt to provide valuable information to assist bus drivers and substitute bus drivers in understanding their roles and providing the best care, safety, and security for our students.

The handbook is a comprehensive reference guide; however, it is not all inclusive of the processes, procedures, activities and/or events you may encounter in the day to day transportation operations and delivery of services. For those issues, concerns or questions that may not be addressed, you should contact your transportation supervisor and/or transportation management team for guidance.

Please read this carefully and keep it in a safe place to reference.

The Highest Standards

As a member of TEAM Transportation it is important that each employee recognize what an important and challenging job you have. Cumberland County Schools Transportation maintains extremely high safety standards for student transportation. It is your responsibility to be aware of all current safety requirements and guidelines outlined in this handbook. Student transportation is constantly changing the world and new safety procedures are being developed to address new safety challenges.

Ask Questions!

Ask your supervisor about anything in this handbook that seems unclear or confusing. If you have a suggestion for improving safety, please speak up!

Cumberland County Schools Transportation Department

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2022-2023
CUMBERLAND COUNTY SCHOOLS
YEAR-ROUND CALENDAR

DATES	DAYS	EXPLANATION	TEACHER PLANNING DAYS	REQUIRED ANNUAL LEAVE DAYS	HOLIDAYS
July 8, 11, 15	Friday, Monday & Friday	Workdays	3		
July 12 - 14	Tuesday - Thursday	Required Workdays	3		
July 18	Monday	First Day for Students			
August 16	Tuesday	Student Holiday/Required Workday	1		
September 5	Monday	Student/All Staff Holiday			1
September 16	Friday	End of Grading Period			
September 19 – October 7	Monday – Friday	Intersession			
October 17	Monday	Student Holiday/Workday	1		
October 18	Tuesday	Student Holiday/Required Workday	1		
November 8	Tuesday	Student Holiday/Workday	1		
November 11	Friday	Student/All Staff Holiday			1
November 23	Wednesday	Student Holiday/Workday	1		
November 24 - 25	Thursday – Friday	Student/All Staff Holidays			2
December 16	Friday	Student Early Release/End of Grading Period			
December 19	Monday	Student Holiday/Workday	1		
December 20 – January 6	Monday - Friday	Winter Holidays (Student/Teacher) Required Annual Leave		10	4
January 16	Monday	Student/All Staff Holiday			1
February 21	Tuesday	Student Holiday/Required Workday	1		
March 10	Friday	End of Grading Period			
March 13	Monday	Student Holiday/Workday	1		
March 14 – March 31	Tuesday – Friday	Intersession			
April 7	Friday	Student/All Staff Holiday			1
April 10	Monday	Student Holiday/10 Month Required Annual Leave/11 & 12 Month Optional Annual Leave		1	
May 29	Monday	Student/All Staff Holiday			1
June 6	Tuesday	Last Day for Student/End of Grading Period/2 Hour Early Release			
June 7 - 9, 12 - 13	Wednesday – Friday, Monday & Tuesday	Required Workdays	5		
June 14	Wednesday	Workday	1		
TOTALS			20	11	11

Schedule of Required Teacher Workdays:

July 12, July 13, July 14, August 16, October 18, February 21, June 7, June 8, June 9, June 12, June 13

Additional Teacher Workdays:

July 8, July 11, July 15, October 17, November 8, November 23, December 19, March 13, June 14

Make-Up Days if Needed:

October 17, November 23

2022-2023
CUMBERLAND COUNTY SCHOOLS
CROSS CREEK, AND CUMBERLAND INTERNATIONAL CALENDAR

DATES	DAYS	EXPLANATION	TEACHER PLANNING DAYS	REQUIRED ANNUAL LEAVE DAYS	HOLIDAYS
August 1, 5, 8	Monday & Friday & Monday	Workdays	3		
August 2 - 4	Tuesday - Thursday	Required Workdays	3		
August 9	Tuesday	First Day for Students			
September 5	Monday	Student/All Staff Holiday			1
October 13	Thursday	End of Grading Period			
October 14	Friday	Student Holiday/Workday	1		
October 17	Monday	Student Holiday/Workday	1		
October 18	Tuesday	Student Holiday/Required Workday	1		
November 8	Tuesday	Student Holiday/Workday	1		
November 11	Friday	Student/All Staff Holiday			1
November 23	Wednesday	Student Holiday/Workday	1		
November 24 – 25	Thursday - Friday	Student/All Staff Holidays			2
December 20	Tuesday	Student Two Hour Early Release/End of Grading Period			
December 21 – December 30	Monday - Friday	Winter Holidays (Student/Teacher)/ Required Annual Leave		5	3
January 2	Monday	Student/All Staff Holiday			1
January 3 - 4	Tuesday - Wednesday	Student Holidays/Workdays	2		
January 16	Monday	Student/All Staff Holiday			1
February 20	Monday	Student Holiday/Workday	1		
February 21	Tuesday	Student Holiday/Required Workday	1		
March 3	Friday	End of Grading Period			
March 13 - 17	Monday - Friday	Student Holidays/10 Month Required Annual Leave/11 & 12 Month Optional Annual Leave		5	
April 6	Thursday	Student Holidays/10 Month Required Annual Leave/11 & 12 Month Optional Annual Leave		1	
April 7	Friday	Student/All Staff Holiday			1
April 10	Monday	Student Holiday/Workday	1		
May 18	Thursday	Last Day for Student/End of Grading Period/2 Hour Early Release			
May 19, 22 - 25	Friday, Monday - Thursday	Required Workdays	5		
May 26	Friday	Workday	1		
TOTALS			22	11	10

Schedule of Required Teacher Workdays:

August 2, August 3, August 4, October 18, February 21, May 19, May 22, May 23, May 24, May 25

Additional Teacher Workdays:

August 1, August 5, August 8, October 14, October 17, November 8, November 23, January 3, January 4, February 20, April 10, May 26

Make-Up Days if Needed:

November 23, January 3, February 20

2022 – 2023
CUMBERLAND COUNTY SCHOOLS
TRADITIONAL 10-MONTH CALENDAR

DATES	DAYS	EXPLANATION	TEACHER PLANNING DAYS	REQUIRED ANNUAL LEAVE DAYS	HOLIDAYS
August 15 & 22 - 26	Monday Monday – Friday,	Workdays	6		
August 16, 17, 18, 19	Tuesday - Friday	Required Workdays	4		
August 29	Monday	First Day for Student			
September 5	Monday	Student/All Staff Holiday			1
October 14	Friday	End of Grading Period			
October 17	Monday	Student Holiday/Workday	1		
October 18	Tuesday	Student Holiday/Required Workday	1		
November 8	Tuesday	Student Holiday/Workday	1		
November 11	Friday	Student/All Staff Holiday			1
November 23	Wednesday	Student Holiday/Workday	1		
November 24 - 25	Thursday - Friday	Student/All Staff Holidays			2
December 20	Tuesday	Student Two Hour Early Release/End of Grading Period			
December 21 – December 30	Wednesday - Friday	Winter Holidays (Student/Teacher) Required Annual Leave		5	3
January 2	Monday	Student/All Staff Holiday			1
January 3 - 4	Tuesday - Wednesday	Student Holidays/Workdays	2		
January 16	Monday	Student/All Staff Holiday			1
February 20	Monday	Student Holiday/Workday	1		
February 21	Tuesday	Student Holiday/Required Workday	1		
March 10	Friday	End of Grading Period			
March 13	Monday	Student Holiday/Workday	1		
April 7	Friday	Student/All Staff Holiday			1
April 10 - 14	Monday – Friday	Student Holidays/10 Month Required Annual Leave/11 & 12 Month Optional Annual Leave		5	
May 26	Friday	Last Day for Student/Student Two Hour Early Release/End of Grading Period			
May 29	Monday	All Staff Holiday			1
May 30 – June 2	Tuesday - Friday	Required Workdays	4		
June 5 - 9	Monday – Friday,	Workdays	5		
Totals			28	10	11

Schedule of Required Teacher Workdays:

August 16, August 17, August 18, August 19, October 18, February 21, May 30, May 31, June 1, June 2

Additional Teacher Workdays:

August 15, August 22, August 23, August 24, August 25, August 26, October 17, November 8, November 23, January 3, January 4, February 20, March 13, June 5, June 6, June 7, June 8, June 9

Make-Up Days if Needed:

November 23, January 4, February 20

Section 2 - Policy and Procedures



Appropriate attire in the workplace

Premier Professionals

As a premier professional it is important that employees dress in a professional manner that is consistent with their job duties. Cumberland County Schools bus drivers are the first introduction that most parents, students and the motoring public get of our school district. School Bus Drivers are entrusted with the responsibility to safely transport their assigned students to and from school daily. Because school bus drivers are so visible throughout our communities, it is important that you use good judgment and make wise choices when dressing for work. As a transportation staff member, your attire should reflect your sense of responsibility and professionalism.

The following standards are REQUIRED of all school bus drivers:

- **No dirty, torn, provocative or revealing clothing is allowed.**
- **No heels, clogs, opened-toed shoes, sandals, or bedroom shoes should be worn while driving the bus.**
- **Avoid clothing or hats with slogans, pictures, or logos that may be offensive to others.**
- **School Bus Drivers are required to wear their name badge at all times while driving the bus and on all school campuses and buildings.**
- **Please be aware that strong perfume, lotions, cologne, after-shave, and /or the smell of tobacco smoke can trigger an allergic reaction in some children and adults.**

CDL Procedures

CDL REGULATIONS

The Division of Motor Vehicles requires you to report all moving traffic violations, in any type of vehicle, to your employer and the School Bus Traffic and Safety Office at (910) 483-2331 within 30 calendar days for advice on how a conviction would impact your school bus certification. If you receive any letters from NCDMV asking for any information, please respond to them promptly as much of the information needed is time sensitive. If you have any questions, you should contact your DMV Trainer. Failure to comply will result in the loss of your school bus certification and may result in disciplinary action up to and including termination from Cumberland County Schools.

DOT CARDS

The Commissioner of the Division of Motor Vehicles has signed rules requiring that all new and renewing school bus drivers meet the requirements of NC G.S. 20-37.13 beginning January 1, 2018. A bus driver has to obtain a medical card. This requirement applies to new and renewing bus drivers only. This will be phased in over the three (3) year CDL renewal period.

DOT cards are typically issued for 1 to 2 years depending on your current health conditions. DOT cards expire on the date of issuance and do not expire with your license. You will need to keep track of that expiration date. DMV and the Simple Clinic will send you a reminder ahead of time. DOT cards can be renewed 2 weeks before the expiration date. You will need to obtain an authorization form from transportation to take to the clinic for renewal. Once you obtain your new card, you will need to take it to the DMV office so it can be scanned into their system.

CCS Transportation will pay for current employees DOT medical cards once every 12 months. If a driver requires follow up with the medical examiner, the employee will be responsible for any costs associated with those visits.

License Procedures

Learner's Permit - A commercial learner's permit must be obtained after successful completion of the classwork portion of the CDL. The cost of the commercial learner's permit (CLP) is \$73.25 and the employee will be reimbursed for the cost of the permit. The permit must be held for 14 days before a person can be tested on the behind the wheel phase of the course. A drug screening/test must be completed at this time.

Renewals - CDL card holders must have their DOT medical card to renew and have their license in hand by their expiration date. Your DMV trainer will contact you to schedule your road test to renew your bus certification. CCS will reimburse for the cost of the renewal. As of 07/01/2017, if the CDL card holder waits until after their expiration date to renew, they will be responsible for any additional costs. CCS will only reimburse an employee for the three (3) year license at the cost of \$90.00.

All current/active school employees are eligible for reimbursement for the cost of the CDL. Once you have been out on the road with DMV, you will need to go to the DMV office to purchase your new CDL. Make sure to request a receipt. Bring your receipt and license to the Transportation Office. It is at this point that your receipt will go to finance for reimbursement. You will receive a reimbursement via direct deposit within 7-10 days.

Drug and Alcohol Screening

Cumberland County Schools follow the federally mandated DOT Drug and Alcohol Testing Program. All Cumberland County Schools employees involved in the transportation of students (to include all school bus drivers, activity bus drivers, and Transportation Department employees) are included in this Drug and Alcohol Testing Program.

Please be reminded that Cumberland County Schools is a Drug Free Environment. Tobacco use is not allowed on Cumberland County School grounds or vehicles.

Reasons for Testing -

- Pre-employment - this includes all new hires, transfers, current employees new to the bus, and current employees who have been inactive for more than twelve (12) months.
- Post-Accident - post-accident testing may occur anytime an accident happens.
- Random - unannounced random testing is required on a certain percentage of drivers each year. The random selection process used must ensure that each driver has an equal chance of being tested each time selections are made. Cumberland County Schools uses a computer-generated system using Employee ID numbers.
- Random testing must be done throughout the year.
 - 10% of the total number of drivers must be randomly tested for alcohol during the year.
 - 50% of the total number of drivers must be randomly tested for controlled substances during the year.

Reasonable suspicion - testing for reasonable suspicion must be based on:

- The observation by a supervisor.
- Specific, clearly stated observations concerning appearance, behavior, speech or body odor.
- Observations for alcohol testing must be made just before, during, or immediately after the job performance.

In certain situations, transportation to the testing facility will be provided by a Transportation Supervisor.

A refusal to be drug or alcohol tested will be considered the same as a confirmed positive alcohol/drug test which will result in the loss of your CDL license and termination from CCS.

Accidents/Incidents Procedures

In the event of an accident, the driver must know and take steps to avoid further confusion, injury and/or property damage. Remember that school bus accidents are traumatic experiences. Students and parents are usually very concerned and sometimes emotional. Please be patient and mindful of the stress that may be present during these situations.

- STOP.....Do not move the bus except by permission of the investigating officer or Transportation Supervisor.
- Make sure all students are safe.
- Call the Transportation dispatch office to report all accidents you will be directed to call 911 if needed, but if medical treatment is necessary call 911, and then call dispatch.
- Wait for the transportation supervisor and mechanic to arrive. DO NOT leave the scene of the accident or incident (example, hitting a stop sign, basketball goal, mailbox, etc) until a Transportation Supervisor has released you, unless immediate medical attention is necessary.
- Prepare a driver's statement to include: date, time, location, bus number, driver's license number, printed name, and signature.
- Complete the seating chart. It should specify exactly where each student was sitting when the accident occurred.
- Any statement you make about the accident can be used in court. Do not discuss causes of the crash with others involved. Do not admit guilt; let the case be handled by proper authorities.
- If a drug test is necessary, the driver will not be allowed to drive until the results of the drug test have been received by Transportation.
- Do not release any students unless directed by a School Administrator.

Many accidents occur in school parking lots. Primarily for two reasons:

1. Speed
2. Poor judgment

The maximum speed for a school bus in a parking lot is 10 mph. The driver should monitor this closely. This is the maximum speed, not the minimum. The bus driver frequently encounters cars which are illegally parked. As a result, the bus driver often will not be permitted to park in the proper location. Therefore, extreme caution should always be used when parking the bus in a school parking lot. If you need help in parking, do not hesitate to seek help from a school official.

Cumberland County Schools

Student Bus Stop Release Procedure

Effective October 11, 2010
Amended: July 1, 2013, November 27, 2017

The safety of all students is of primary importance to the Cumberland County School System. All elementary schools will use the following guidelines for releasing students from the bus at the end of the school day.

1. Pre-kindergarten must be met at the bus stop by a parent or parent designee (parent designee being defined as a responsible adult).
2. Kindergarten, 1st and 2nd grade students must be met at the bus stop by a parent or parent designee. (Parent designee being defined as a middle school/high school student or other responsible adult). If there is no parent/parent designee at the bus stop to receive the student the driver must return the student to school at the conclusion of their route.
3. Parents/guardians may provide written permission to allow their children in grades First (1st) and Second (2nd) to be released at the bus stop unsupervised. If parental/guardian consent has not been given and there is no parent/parent designee at the bus stop to receive the student the driver must return the student to school at the conclusion of their route.
4. Students in grades 3, 4, and 5 may be released at the bus stop without an adult present.
5. Bus drivers have the discretion to return any student to school if conditions at the bus stop look unfavorable.

If a student is retained on the bus to be returned to the school, the driver shall notify the transportation department dispatcher who will inform the school.

An administrator must remain at the school 15 minutes after the conclusion of your school's last bus route. An administrator shall be available by cell phone in the event buses experience delays in completing routes for any reason.

Students may be suspended from the bus as a result of a parent/guardian's chronic failure to comply with the above guidelines, as determined by the principal.

Cumberland County Schools
Student Release Authorization
School Year 2022-2023

The safety of all students is of primary importance to the Cumberland County School System. With this in mind, Cumberland County Schools is adopting a new procedure to ensure that all our students are safe in their travels home after school.

Pre-kindergarten must be met at the bus stop by a parent or parent designee (parent designee being defined as a responsible adult). Kindergarten, 1st and 2nd grade students must be met at the bus stop by a parent or parent designee. (Parent designee being defined as a middle school/high school student or other responsible adult). Parents / guardians may provide written permission to allow their children in grades First (1st) and Second (2nd) to walk home unsupervised. **If parental consent has not been given and there is no parent/parent designee at the bus stop to receive the student the driver must return the student to school at the conclusion of their route.** Students in grades 3, 4 and 5 may be discharged at the bus stop without an adult present.

Cumberland County Schools ask that you discuss this with your family, complete the requested information below and return to your child's school. We appreciate your understanding and assistance as we strive to ensure all our students are safe in their travels home from school each and every day.

I/We give authorization for my/our first (1st) or second (2nd) grade child to walk home from their designated bus stop. Our children are capable of exiting the bus at their stop without supervision.

School

Student's Name

Grade

Parent/Guardian Signature

Date

Crossing Procedure FOR NC SCHOOL BUS DRIVERS

MORNING PICK-UP

- 1 Activate amber warning lights 300 feet in advance of the passenger stop.
- 2 Come to a complete stop. Set parking brake.
- 3 Activate red lights (using middle position if there is a 3 position switch).
- 4 If students have to cross, hold left palm up to signal the students to wait.



- 5 When safe, with door open, give "thumbs up", signaling students it's okay to cross and then point in the direction they are walking to cross the street.

Make sure THEY also check for traffic.



- 6 Complete the Process:
 - Count, watch and recount students.
 - When students are safe, close the door.
 - Check all mirrors from left to right for students and traffic.
 - Proceed slowly while checking for students.

SOUND HORN if students are in danger

AFTERNOON DROP-OFF

- 1 Activate amber warning lights 300 feet in advance of the passenger stop.
- 2 Come to a complete stop. Set parking brake.
- 3 Activate red lights (using middle position if there is a 3 position switch).
- 4 With door open, remind students to look both ways while exiting the bus and to look for your signal if crossing.
- 5 If students have to cross, hold right palm up for students to wait.



- 6 When safe give “thumbs up”, signaling students it’s okay to cross and then point in the direction they are walking to cross the street.

Make sure THEY also check for traffic.



- 7 Complete the Process:
 - Count, watch and recount the students that have exited your bus.
 - Close door (when students are in a safe area).
 - Check all mirrors for students and traffic.
 - Proceed slowly while checking for students.

SOUND HORN if students are in danger

Paid for by the NC Department of Public Instruction with funding from the Governor's Highway Safety Program.
For more information: www.ncbussafety.org/safety



Seating Charts

Seating Charts are required on all buses. It is important that each driver has a current and accurate seating chart for each of their assigned routes. Law enforcement, school officials, and medics will need to know where each student was sitting in the event of an emergency. It is the drivers responsibility to ensure that all of their assigned students are sitting in an assigned seat and the seating chart is kept up to date and accurate at all times.

If you have students that refuse to sit in their assigned seat the Administrator responsible for buses should be made aware of non compliant students.

Bus Cell Phones

CCS assigned bus cell phones will remain on at all times during your AM and PM route. Failure to comply will result in a consequence.

Cell phone/texting and bluetooth usage is prohibited on the bus according to State law. No bluetooth devices or earbuds should be in the ear while driving. Failure to comply will result in a consequence.

If you receive a call during your route; DO NOT answer the phone. Call Dispatch once you can safely pull the bus over. Check your phone between routes for any missed calls.

Idling Guidelines

The Cumberland County School Board of Education endorses and implements the following NC Department of Public Instruction, No-Idle recommendations:

- Buses should not idle longer than (5) minutes. Additional idling does not help the school bus get warmer.
- Buses should not park “nose to tail” when it can be avoided.
- Buses should not idle while loading or unloading students on school grounds AM and PM.
- Buses should not park on school grounds near building air intake systems.

Regulation Code: **6315/7400-R** Classified Personnel Requirement to Drive a School Bus

A. It is the intent of Cumberland County Schools to follow board policy in insuring that all school-based classified employees are holding an active Commercial Driver License (CDL) with P (passenger) and S (school bus) endorsements.

1. Effective July 1, 2013, persons hired into a school-based classified position will be listed as “conditional” and have Ninety (90) days to complete all the requirements for and hold a valid NC CDL, with P and S endorsement once the process has been started. After completing these requirements, the employee’s job status will be lifted. Any persons not completing all the requirements within the ninety (90) day time period will have his/her employment with CCS terminated.

2. School-based classified employees (hired after July 1, 2013) must have registered for and be actively pursuing the completion of CDL requirements to ensure the continuation of their employment. They have ninety (90) days from notification of class scheduling to complete this requirement. This includes obtaining the federally required DOT medical card.

a. As per board policy **7400**, school-based classified employees hired prior to July 1, 1988 are exempt from being required to obtain a NC CDL.

b. School-based classified employees that are employed less than 20 hours per week are exempt from the CDL requirement.

c. The following classifications are exempt from holding a Commercial Driver’s License (CDL): Head Custodians, Cafeteria Managers, Cafeteria Assistant Managers, Bookkeepers, Special Needs Students One-on-One Assistants, Nurses, Physical Therapists, Physical Therapist Assistants, Occupational Therapists, Occupational Therapist Assistants, Speech Assistants, and Safe Schools Coordinators.

d. The following classifications are exempt from driving on a daily basis but are required to hold a Commercial Driver’s License (CDL) and drive on a rotational basis: Pre-K Teacher Assistants, Exceptional Children Crisis Assistants, EC Teacher Assistants and one designated Data Manager per school.

3. Any person who fails the class on the first attempt will be immediately rescheduled for the next available class.

4. Any person who fails the class on their second attempt will have his/her employment with CCS terminated.

B. It is the intent of CCS to ensure that all CDL holders can safely operate the school bus as needed. Therefore,

1. All schools will establish and use a rotation schedule for all substitute drivers ensuring all licensed drivers are used.

2. All classified employees are expected to drive a route once a semester for substitute driver refresher training if not already used as a sub that semester.

Cross References: Drivers (Policy [6315](#)); Job Descriptions (Policy [7400](#))

Approved by the Superintendent on April 8, 2013.

Revised: March 13, 2014; July 24, 2018

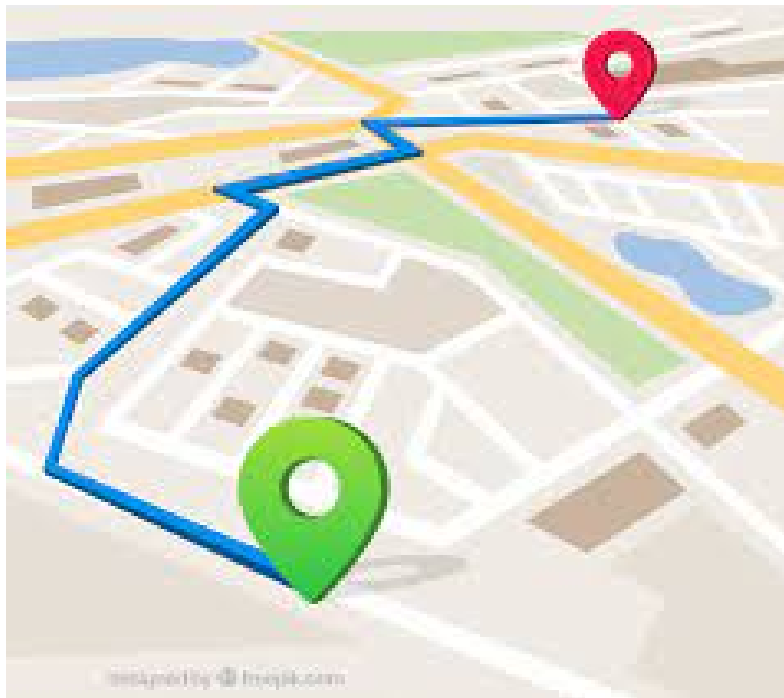
SCHOOL BUS SEATING CHART

DRIVER

DOOR

ROW	WINDOW	MIDDLE	AISLE		AISLE	MIDDLE	WINDOW
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Section 3 - Routing



The First Ten Days of School

Once bus routes are distributed to each school the TIMS (Routing) Office will request that all bus routes are updated by each driver by the tenth day of school. Once drivers have had the opportunity to make changes and updates to their assigned bus routes by the tenth day of school all Administrators responsible for buses will need to submit all route updates to the TIMS (Routing) Office at Transportation so that updates and corrections can be made to any route that needs to be adjusted. Once updates and corrections have been made to bus routes the TIMS (Routing) Office will forward updated route information to the schools.

ROUTING AND BUS STOPS

The Cumberland County School Board subscribes to state statutes and guidelines regarding the location of bus stops. The Transportation staff will use TIMS to create routes for implementation.

- **Bus stops are placed no closer than two-tenths of a mile apart.**
- **Established routes will not be altered unless authorized by the Transportation Supervisor or TIMS.**
- **Concerns/complaints regarding routes or stops will be addressed by the Assistant Principal and Transportation Supervisor.**
- **Do not stop along the bus route (for example-stores, gas stations, restaurants, or banks).**
- **Buses are routed on state maintained roads unless otherwise determined by Transportation. Do not travel on private roads without contacting your supervisor.**
- **Buses are prohibited from traveling into cul-de-sacs. If your TIMS route has you stopping in a cul-de-sac, speak with your supervisor to be sure that it is safe.**
- **Generally, bus stops are placed on corners.**
- **Bus stops follow the following guidelines for walking distance from home to stop:**

Student	Distance
Elementary	2/10 of a mile
Middle	3/10 of a mile
High	4/10 of a mile

Route Updates

**Please use the recommendations outlined below to ensure your updates are added to the system correctly.

#1 - VERY IMPORTANT - Please print clearly.

#2 - Place a number by each stop in the order you wish to pick up and drop off, ex.

1. Eagle Nest
2. Green Street & Red Street
3. Rosehill Rd & Sunset Ave
4. 1234 Country Club Drive

#3 - If adding a new stop, write a complete and valid address and the new number over the stop.

#4 - To update a student no longer riding the bus, place an "X" by their name. This is so important as we can not add students to buses that are fully assigned at capacity.

#5 - If you add a new student, write the name next to the other students at the bus stop.

#6 - If relocating an existing house stops, cross through the old address and write in the new one.

#7 - If deleting a stop, place an (X) next to the stop name and write delete.

#8 - If the routing instructions are incorrect, place the new ones on the report, also add the reason for the change as the software will route the fastest and safest way possible including making right turns vs left turns.

#9 - We suggest you have the school make a copy of your update when you see the Assistant Principal and submit the ORIGINALS to us. Some copiers tend to cut off edges and we need to see everything.

#10 - If you are a morning or afternoon driver only, please make sure the AP has another driver to update the same form.

Here Comes The Bus

Cumberland County Schools Transportation Department will be rolling out the Here Comes the Bus APP for the 2022-2023 school year.

What is Here Comes The Bus?

Here Comes the Bus allows you to view the real-time location of your child's school bus on your smartphone or computer. With it, you will have the information you need to send your children to the bus stop at the right time, helping to protect them from inclement weather and other roadside dangers. What's more, you'll have the comfort of knowing your children have not missed the bus.

What will parents see with Here Comes the Bus?

- Real-time location of your child's bus on a map
- Scheduled and actual bus arrival times at home and school
- Confirmation that your child's bus has arrived at the bus stop, at school or both
- Push notification* and email alert when:
- Confirm that your child's bus has arrived at the bus stop, at school or both
- Receive a push notification or email message when the bus is near your stop, has been substituted, or when we have important updates to relay

How does Here Comes the Bus Impact ME as the bus driver?

- Here Comes the Bus is powered by Synovia Solutions, makers of GPS tracking technology used by Cumberland County Schools.
- This means bus routes must be driven as they are printed on the TIMS routes. IF there are discrepancies on the route, bus drivers will need to submit that information to the routing department ASAP so corrections can be made. ALL information will be reflected on Here Comes the Bus.

Section 4 - SAFETY



Student Management

Student Conduct and Discipline - Students must adhere to the Student Code of Conduct at all times. All violations, incidents and concerns must be reported to the school

Student Expectations

- Enter the bus orderly and quietly.
- Sit in the assigned seat; face the front, feet flat on the floor with a bookbag in your lap.
- No bullying on the school bus.
- Keep hands, arms, heads, or any other objects in the bus at all times.
- Students should not throw items out of the bus window. Students will be held accountable for any damages caused by items that are thrown out of the window.
- No weapons of any kind are allowed on the school bus.
- No pictures or videos should be taken on the school bus.
- Be respectful to your bus driver and others at all times.
- Be cooperative and follow all school rules and regulations.
- Food and drink should not be on the bus.
- Help keep the bus clean and free of any inside damage. Students can be held accountable for inside damages.
- Be at your designated bus stop prior to the scheduled arrival time.

FIGHTS ON THE BUS

If students become unruly, or two or more students become involved in a fight or disturbance, you should use the following instructions:

1. Stop the bus in a safe location.
2. Speak in a firm, calm voice and tell the offenders to stop the disturbance and sit in their seats.
3. Do not attempt to take weapons or threatening objects away.
4. If you have a physical altercation, call Transportation Dispatch. In the event of a medical emergency, call 911 immediately.
5. Move uninvolved students to a safe location on the bus.

School Expectations

Transportation partners with our schools to ensure safe and timely transportation for our students. Below is a list of ways we rely on our schools to support us.

- Unload / Load students in a timely and orderly fashion. (Buses are scheduled to arrive on campus 30 minutes prior to the AM bell time).
- Address referrals in a timely manner and report back to the driver.
- Notify drivers and transportation if students are suspended from the bus.
- Signal drivers to exit campus in a safe and orderly fashion.
- Submit AM and PM head counts for all buses on the TD-28 form to your Area Supervisor. Report any mechanical issues to Dispatch 910-678-2580 by 9:00 AM.
- A School Administrator must remain on campus until ALL yellow school buses have completed all of their routes.
- A School Administrator must be present at the scene of an accident/incident.
- Communicate effectively to all drivers regarding the Cumberland County Schools Student Bus Stop Release Procedure.

SCHOOL BUS TRANSPORTATION--GENERAL POLICIES

Each student will be assigned to ride a specific bus according to state guidelines and within load limits listed below.

If your bus is over the student limit in the AM continue your route letting students know the bus will be back for them. Please call CCS Dispatch and report this with your location. Dispatch will notify your school. If the student limit is over in the PM do not leave the bus lot. Contact the Administrator on campus so additional arrangements can be made.

Band instruments, projects, and other objects cannot take up student seating space or block the aisle. If this is a concern for your bus, contact your school administrator for instruction.

Bus Load Limits				
Bus Size	# of Students Elementary	# of Students Middle	# of Students High	# of Students Middle & High
20	60	50	40	45
22	66	55	44	50
24	72	60	48	54

Safe Driving Procedures

Backing

Even under the most favorable conditions, backing a school bus is an extremely dangerous maneuver. Backing has been and continues to be the cause of many accidents. Please follow the below procedures.

In order to ensure maximum safety when backing:

1. Never back the school bus unless absolutely necessary.
2. Turn on hazard lights.
3. Always use a monitor or helper.
4. Communicate verbally with the monitor before and as you back.
5. Sound horn, back slowly with no acceleration.
6. Check the front, rear and sides while backing, using the side rear-view mirrors as necessary. Do not use the passenger mirrors to back.
7. Never back the bus to pick up passengers.

Turning Around

Using an unsafe place to turn around will eventually lead to an accident. You should report unsafe conditions at the turn-around point to the Transportation Supervisor. The following points should be kept in mind when turning around:

1. Turn around only at places designated by TIMS.
2. Observe all the precautions pertaining to backing.
3. If you are loading passengers at the turnaround point, load them on the bus before you begin backing. If you are unloading passengers at the turnaround point, back the bus before passengers are unloaded.

Speed Limits (By North Carolina Law)

Basic speed regulations require every driver: maintain a speed that is ***“reasonable and prudent”*** under the existing conditions. When weather, road, and vehicle conditions are hazardous, reduce speed.

Except when the posted speed limit is lower, the speed limit for a school bus is 45 mph.

On school grounds, the speed limit is 10 mph.

Drive at safe speed when traveling in neighborhoods-even though the posted speed limit may be 25 mph-you may need to drive at a lower limit.

Observe speed limits in school zones as posted.

Railroad Crossing

The bus driver should:

- Check traffic and turn on hazard lights.
- Stop at least 15 feet, but no more than 50 feet from the track.
- Turn off heaters and defrosters. Open the window and door, look and listen.
- Close the door, recheck track and proceed if safe.
- After crossing tracks, turn off hazard lights, close windows, and turn on heaters and defrosters.
- If you see or hear a train approaching, do not cross the track, shift to neutral, set the parking brake, and keep firm pressure on the foot brake.
- Be sure to look carefully in both directions. Look carefully at the double track. One train might hide another.
- Never drive onto a track until you can drive all the way across.
- Accelerate enough so that the bus does not stall on the tracks.
- Never stop the bus on the track for any reason.
- When turning near a track, a turn signal should be used instead of the hazard lights.
- For railroad crossings equipped with warning devices such as lights, bells and/or gates, always obey the signals. Never ignore railroad crossing signals.
- If a police officer or flagman is present at the crossing, obey their directions, but be sure to make your own visual check.
- If the bus stalls while crossing the tracks, evacuate the students to a safe area as quickly as possible. Notify the dispatch office of the situation. If a train is approaching, have everyone walk in the direction of the train at a 45 degree angle away from the tracks.

EVACUATION PROCEDURES

If you are involved in an accident, your first and primary responsibility is the safety and emotional well being of the students. The driver must quickly evaluate any emergency situation and determine the immediate steps to be taken. In some instances, it may be best to keep passengers on the bus.

Drivers should be familiar with the performance of Bus Evacuation Procedures. To prevent injury or lessen the chances of further injuries, every rider of a school bus must be trained in emergency evacuation procedures. The emergency door should be used only in an emergency.

Evacuation drills should be conducted during the first 10 days of each semester under direction of school or transportation personnel.

The bus is secondary to the safety of the passengers. No attempt to save property will be made until all of the children are removed from the bus.

Pupils should usually be kept on the bus during an emergency. However, there are some situations when it would be safer to evacuate the bus.

1. Remain calm.
2. Park the bus as close to the shoulder of the road as possible.
3. Turn hazard lights on.
4. Set the parking brake.
5. Call dispatch for assistance.
6. Turn the engine off.
7. Stand facing the rear of the bus.
8. Reassure students. Use a calm voice.
9. Give the command: "Remain seated; prepare to evacuate."
10. Turn toward the front of the bus.
11. The driver will instruct the students to move to a designated area at least 100 feet away from the side of the school bus: however, the students should not cross the roadway unless absolutely necessary.
12. Move backwards to the first occupied seats.
13. Starting with either the left or the right seat.
14. Touch the shoulder of the person nearest to the aisle to indicate that the passengers in that seat are to move off.
15. Keep passengers in the opposite seat seated by holding the hand, palm out in a restraining gesture, until the aisle is clear.

16. Move out the passengers in the opposite seat, using the same signal.
17. Move backwards up the aisle repeating this procedure at each seat until the bus is empty.

In any accident/incident situation that involves possible injury to students or other bus-riding passengers, law enforcement, emergency medical personnel or the Transportation Office will determine if, when and where passengers will be taken for medical assistance. This decision will not be the responsibility of the driver.

FIRST AID SITUATIONS

In a first aid situation, drivers will ensure the safety of the students. If you have a medical emergency please contact 911 and Dispatch. Dispatch will notify their School and their Transportation Supervisor.

Bus Operations in Adverse Weather Conditions

In the event Adverse Weather Conditions should suddenly appear while you are driving your route, utmost care should be taken to ensure the safety of you and your passengers. The following are recommendations for each of you to implement, but be mindful that each situation is different and use safety as your primary objective.

High Winds- Reduce speed and keep both hands on the steering wheel.

High-profile vehicles such as a bus may be pushed out of their lane in a high wind event. If you need to, pull the bus off the road but do so in a safe location and wait for the wind to decrease and then proceed safely.

In the event of a **tornado warning**, proceed with extreme caution to the nearest safe location. In the event that a tornado is sighted, drivers should not try to outrun the storm but look for a ditch or other shallow area and immediately evacuate the bus.

Heavy Rain- Reduce speed and keep both hands on the steering wheel. Large amounts of water on the road may cause the tires to float or drift across the lane. If you need to, stop the bus in a safe location until it is safe to proceed. Never drive into a flooded area or on a flooded street.

Hail / Ice / Snow- Reduce speed and keep both hands on the steering wheel. Do not drive the bus in areas where hail, ice, or snow has accumulated upon the road surface. Return to the school as safely as possible and seek assistance.

Debris on the Roadway- Reduce speed and keep both hands on the steering wheel. Slowly maneuver around any objects in the road and proceed with caution.

******In all circumstances contact Transportation Dispatch immediately for support and assistance.******

Red Light Camera Program

Red-Light Safety Camera Program Overview

- Program resulted from a proposal created by the Joint City of Fayetteville and Cumberland County Liaison Committee in 2014.
- Funding for the program is provided by the violators that receive citations. The first Notice of Violation is \$100.00, of which, \$35.00 is the cost of the program. All funding is remitted to the Cumberland County School System through an interlocal agreement with the City of Fayetteville.
- Four (4) cameras were activated July 1, 2015, followed by six (6) on October 1, 2015. These comprised the initial group of ten (10) cameras.
- City Council resolved to expand the program as part of their FY 2017 strategic plan, by adding five (5) cameras. These cameras were activated August 1, 2017, bringing the total to 15 cameras at 13 intersections. Since that time the camera at the intersection of US 401 (Raeford Road) and Hope Mills Rd/Glensford Drive was removed due to a conflict with the adjacent development's driveway location, reducing the number to 14 cameras at 12 intersections.
- Most red-light running violations occur on a Friday.
- Most red-light running violations occur between 4 p.m. & 5 p.m.
- The program has issued 167,350 citations as of October 31, 2021.

Citations Per Location (July 1, 2015 - October 31, 2021)

Citations Per Location	# of Citations
NORTHBOUND RAMSEY ST @ LAW RD	10,527
NORTHBOUND REILLY RD @ KIMRIDGE RD	12,433
SOUTHBOUND REILLY RD @ KIMRIDGE RD	7,093
SOUTHBOUND SKIBO RD @ MORGANTON RD	15,583
NORTHBOUND REILLY RD @ MORGANTON RD	7,813
NORTHBOUND SKIBO RD @ YADKIN RD	4,264
SOUTHBOUND SKIBO RD @ YADKIN RD	14,031
NORTHBOUND YADKIN RD @ SANTE FE DR	8,487
EASTBOUND RAEFORD RD @ BUNCE RD	15,107
NORTHBOUND BRAGG BLVD @ CAIN RD	15,325
WESTBOUND GROVE ST @ RAMSEY ST	11,318
WESTBOUND RAEFORD RD @HOPE MILLS RD (Deactivated)	816
EASTBOUND GROVE ST @ B ST	27,187
NORTHBOUND OWEN DR @ VILLAGE DR	8,657
NORTHBOUND SKIBO RD @ REDTIP RD	8,709
Total Issued	167,350

HOW TO USE A FIRE EXTINGUISHER

It's easy to remember how to use a fire extinguisher if you can remember the acronym PASS, which stands for Pull, Aim, Squeeze, and Sweep.

Pull the pin. This will allow you to discharge the extinguisher.

1. Aim at the base of the fire.
 - a. If you aim at the flames (which is frequently the temptation), the extinguishing agent will fly right through and do no good. You want to hit the fuel.
2. Squeeze the top handle or lever.
 - a. This depresses a button that releases the pressurized extinguishing agent in the extinguisher.
3. Sweep from side to side until the fire is completely out. Start using the extinguisher from a safe distance away, then move forward. Once the fire is out, keep an eye on the area in case it re-ignites.

Service Animals in the schools

- A service animal is defined as an animal that has been individually trained to perform tasks that benefit an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.
- The Americans with Disabilities Act (ADA), requires schools to be accessible to all individuals with disabilities. In 2010, the US Department of Justice (DOJ) revised regulations under the ADA to clarify that service animals must be dogs, unless a miniature horse can be shown to meet the same guidelines as a dog.
- The ADA may require school districts to modify policy, practice, or procedures to permit the use of a service animal by a student with a disability. With careful planning and discussion, school nurses and staff can help successfully integrate service animals into the school setting.
- If the service animal causes disruption or a direct threat to others that cannot be eliminated by modifying policies, the service animal may be removed from school.
- The rights of students with disabilities is further supported by G.S. 168-4.2(a) which states, "Every person with a disability has the right to be accompanied by a service animal trained to assist the person with his or her specific disability in any of the places listed in G.S. 168-3."
- A school district may ask if the animal is required because of a disability and what tasks it is specifically trained to perform. Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the animal or ask that the animal demonstrate its ability to perform the work or tasks.

***North Carolina School Health Program Manual Section E, Students at Risk, Chapter 10,
Service Animals***

Section 5 - Operations



Pre/Post Trip Inspections

- A driver must complete a pre-trip inspection any time they get on a school or activity bus that has been secured for parking; brakes bled and driver has left the area of the bus.
- If any safety equipment or lights are found to be inoperative, the bus must be secured without moving it.
- Request a mechanic and log the problem on the Bus Driver Sign-In Sheet.
- A post-trip inspection must be completed at the conclusion of the bus route prior to the driver exiting the bus.

Front of Vehicle

- Leaks: Puddles of fluid
- Lights: No cracks, clean, operational
- Windshield: No cracks, clean, no obstructions
- Crossing Gate: Not damaged, operates when stop sign is out
- Passenger and traffic mirrors: Present, no cracks, clean, adjusted properly.

Front of Wheels

- Tires: 4/32" of tread, no recaps or damage, inflation.
- Rims: No cracks or bends, no re-welds, no slippage.
- Lug Nuts: Tightness, all present
- Drums: No cracks
- Hub Oil Seals: No leaks, tightness

Passenger Entrance

- Door: No cracks, clean, operates freely
- Handrail: Secured
- Steps: No loose matting, clear
- Safety equipment: Location, present

Interior of Vehicle:

- Amber Warning Lights: Activated, operational
- Emergency Door(s): Buzzer, secure
- Emergency Exits: Buzzer, secure
- Seats: Secured, no broken frames, damage

Driver Area

- SMS: Seat adjusted, mirrors adjusted, seat belt adjusted
- Start Vehicle: Foot brake, park brake, neutral gear.
- Front dash: Oil, water, volts, fuel, headlights
- Left Panel: Wipers, windshield, stop-sign, heaters/defroster.
- Steering Column: Play-in-wheel, horn, signals, hazards

Air Brake Check (LAB)

- Listen for leaks
- 120 PSI
- Air alarm:
- before 60 PSI

- Park brake pop-out
- before 30 PSI
- Park brake:
- 100 PSI

Light Check

- Headlights:
- ON
- Hazard Lights:
- ON
- Brake Lights:
- ON
- Ignition Key:
- ON position
- Stop-sign:
- (ON)

Rear Wheels

- Tires: 2/32" of tread, inflation, no separation, no cuts
- Rims: No cracks or bends, no re-welds, no slippage.
- Spacers: Present
- Lug Nuts: Tightness, all present
- Drums: No cracks.
- Axle Seals: No leaks, tightness

Rear of Vehicle

- Lights and reflectors: No cracks, clean, and operational.
- Signal and Brake lights: No cracks, clean, and operational.
- Windows: No cracks, clean.
- Lettering: Clean, visible
- Emergency Door: Opens freely

Post-Trip Parking

- Select neutral, Set Parking Brake
- Turn off ALL electrical switches
- Bleed down air pressure to 30 PSI or lower with park brake button Control valve
- Walk to the rear of the bus checking seats for sleeping children as well as any seat damage.
- Close window, roof vents, and door
- At the end of the PM route, the fire extinguisher, bodily fluid kit, and first aid kit are to be removed from the bus if it cannot be locked in a compartment on the bus.

North Carolina School Bus Specifications

The Three Position Door Switch

All North Carolina yellow school buses delivered in the 2014-2015 school year and beyond are equipped with a Three Position Door Switch. This enhanced feature is designed to offer students additional protection from motorists that may not stop for the flashing red lights and stop sign.

The following is now listed in the requirements for all new North Carolina school buses and is therefore eligible for retrofits. However, retrofitting of older buses is not required.

DOOR SWITCH

The door switch shall include three positions:

1. Closed position
2. Eight light system reds and stop sign are activated
3. Eight light system reds, stop sign, crossing arm and entrance door are activated

1. As the bus driver approaches the stop, the eight light system amber lights are activated and the three position switch is in the closed position.
2. After the bus comes to a stop (not before the bus comes to a stop), the Driver activates the eight light system red lights and stop sign by placing the switch in the middle position.
3. Before students are signaled to cross, the Driver makes sure all traffic is stopped and then places the switch in the third position; activating the eight light system red lights, stop sign, crossing arm and entrance door.

This provides the school bus Driver with an opportunity to make sure traffic is stopped - by using the middle switch activating the reds and the stop sign - before signaling the students to cross.

The National School Transportation Specifications and Procedures (2010) recommends that a signal be established so that school bus Drivers can let children know when it is safe to cross. In addition to a hand signal, children can be trained to cross - only after looking both ways - when the crossing arm is extended and the door is opened. Using the three position switch gives the school bus Driver time to ensure traffic is stopped before opening the door.

North Carolina
State Highway Patrol

**REPORT OF VIOLATION OF
SCHOOL BUS LAW (G.S. 20-217)**

To: First Sergeant _____

Violation occurred on mm/dd/yyyy at _____ am pm in _____ County
on Highway _____

School Bus No. _____ from _____ School
was driven by _____ Phone Number: _____

It was headed E W N S and was stopped loading / unloading school children. The mechanical stop
arm was / was not displayed. The flashing red stoplight was / was not activated.

Vehicle: _____ Color: _____ License Number: _____ State: _____

Driven By: _____ Sex: Male Female Race: _____ Age: _____

Going E W N S passed unlawfully.

Witnesses available for prosecution:

(Name) (Phone Number)

(Name) (Phone Number)

Reported By: _____ Phone Number: _____

Same as Bus Driver? Yes No Is violator identifiable by witness for court? Yes No

Received By: _____ on mm/dd/yyyy

Assigned To: _____ Call No.: _____ on mm/dd/yyyy

Was the registered owner of the violator vehicle contacted? Yes No (provide reason) _____

Action Taken (to include dates and times): _____

Charge(s) Preferred: _____

Citation Number (if applicable) _____ Court Date: mm/dd/yyyy

Returned: _____
(Date) (Signature) (Call No.)

NOTE: Prepared in duplicate. Original delivered to Trooper, duplicate retained in District File. When assignment is completed, the original is returned to the District First Sergeant for filing for one year. Duplicate may then be destroyed.

BUS DRIVER DUTIES AND RESPONSIBILITIES

This is not a comprehensive list; it is intended to provide clear and specific information on duties that have been determined to be pertinent to ensuring the safety of our students and employees. The list also identifies some of the major responsibilities. This list is not intended to be all inclusive.

- Log in on the Synovia tablet for accurate time keeping
- Be professional at all times with parents, students, and school officials. Never argue with a parent at a passenger stop; ask the parent to contact the school or a Transportation Supervisor.
- Be mentally alert. Stay focused and be prepared for any emergency.
- Ensure you have a fire extinguisher, First Aid kit, and Body Fluid kit on your bus.
- Drivers should securely store or fasten any loose items such as tools or brooms etc.
- Drivers should use caution when carrying personal items/belongings on the bus. (ex. purse, wallet, etc)
- Transport students to and from school safely and on time.
- Buses should arrive on campus no more than 30 minutes prior to AM bell time.
- Upon arriving on campus, wait for permission from school personnel before unloading students in the AM.
- Wait for a signal from school personnel before leaving the campus in the afternoon.
- Make sure students are seated, facing forward, and orderly before leaving campus.
- Drivers will not permit any passengers to occupy any area in front of the passenger seating area while driving.
- Drivers will not permit the transportation of drugs, weapons, explosives, breakable glass, or other dangerous objects
- Use School Bus Incident Report to write up inappropriate student behavior and turn in to school administrator. (Please request this form from your school administrator.)
- Drivers are not permitted to have any inappropriate contact with students, verbally or physically.
- Drivers will only transport students that are assigned by Transportation and /or the school.
- Drivers should not allow students to get off at non-designated stops. If this occurs, notify Dispatch as soon as possible.
- Do not leave students on the bus unattended at any time.
- Turn the motor off when loading and unloading students at the school. Exceptions will be made when using the wheelchair lift.
- Make sure to “bleed” the air supply from the brakes to 30 pounds or less after your am route and your pm route is completed.
- Seating charts are required for each bus route/school you drive for and should be posted or easily accessible.
- Have a copy of your TIMS route/routes on your bus.
- CCS assigned bus cell phone will remain on at all times during your am and pm route. Failure to comply could result in a write up.
- Cell phone/texting and bluetooth usage is prohibited on the bus according to State law. No bluetooth devices or earbuds should be in ear while driving.
- If you receive a call during your route; DO NOT answer the phone. Call Dispatch once

you can safely pull the bus over. Check your phone between routes for any missed calls.

- At the end of each route, the driver will walk the entire length of the bus, checking each seat and floor area to ensure that no child remains on the bus. The driver will sweep the bus and empty the trash. Both AM and PM drivers are responsible for cleaning the bus.
- Drivers will check for any seat damage during pre-trip inspection and between routes. If any damage is found, the driver should report these damages immediately to Dispatch.
- “Lost and Found” items should be turned into the school at the conclusion of your route.
- Ensure you follow the speed limit at all times.
 - a. School campus 10 mph
 - b. School zones as posted
 - c. Subdivisions 25 mph or less
- Report all mechanical issues to Dispatch at 678-2580 by 9:00 am.
- Other duties assigned and listed on the Bus Driver Agreement.
- All accidents/incidents should be reported to Dispatch or the Supervisor immediately. Do not leave the scene until instructed to do so by Transportation or a Supervisor.

WAIT TO START - Allowing the Bus to Cycle

Before cranking the bus please give the bus an opportunity to cycle.

Put your key in the ignition and turn the key to the Run/Auxiliary feature.



Once this step is complete you will see "wait to start" lit up in the dashboard.



Once "wait to start" is no longer lit up in the dashboard it is ok to crank the bus.



Some buses do not have this feature however please allow all the lights to clear before cranking the bus.



Cumberland County Schools Transportation Department Bus Driver Agreement 2022-2023

I will comply with all Division of Motor Vehicles (DMV) requirements and requests and must adhere to state and local policies. I will remain in compliance with the CDL training received and completed by the Division of Motor Vehicles.

I will observe all State and Local traffic rules, regulations and laws governing school bus operation and will participate in all training classes which may be held by the CCS Transportation Department.

I will never let my bus idle longer than five minutes in accordance with Board Policy. I will not allow my bus to idle while students are loading and unloading on school grounds. I will never leave the bus idling and unattended while students are on the bus.

I will not use or allow the use of the bus for any purpose other than that of transporting children to school, unless authorized by the CCS Transportation Department. I will not permit any person to ride on the bus except as assigned by Transportation or school designee.

I will not allow any student to ride a bus which they are not assigned to without proper authorization from the principal or a designee prior to leaving the school campus.

I will refrain from cell phone/texting use during the operation of the bus according to General Statute 20-137.4F (unlawful use of a mobile phone), except for emergency purposes.

I will keep my bus in compliance with the Cumberland County Schools bus inspection report by performing my pre and post trip inspection and cleaning on a daily basis.

I will keep the bus phone charged and turned on daily while the bus is in transit.

I will refrain from deviating from the TIMS route. I will not stop my bus at stores, service stations, restaurants etc. for students or drivers to run errands and/or make purchases.

I will report daily headcounts, damages, repairs needed, mechanical concerns and any other bus performances on TD 28. My signature is required on a daily basis. If performance or noises are severe, I will stop and call Dispatch and wait for the mechanic to arrive.

I will report any of the following to Dispatch/Supervisor immediately for instruction: a. any dangerous situation, including discipline problems that may cause route delays b. all traffic violations, citations, and charges issued against me c. vandalism, such as damaged seats, markings on the bus-interior or exterior, broken glass and/or windows etc. d. mailbox/personal property damages. Any damages incurred will be the drivers' responsibility

All accidents/incidents should be reported to Dispatch/Supervisor immediately. I will wait at the scene and will not leave until I have received instructions from the Transportation Supervisor.

I will protect to the best of my ability every passenger assigned to the bus. I will check my bus for any remaining passengers before and after each run AM and PM.

I will never tamper with, remove or abuse any of the safety or electronic equipment on the bus.

I will bring the bus to a complete stop at all stop signs and all railroad crossings. I will make sure the road is clear of traffic before entering the highway. I will not make a right hand turn on red.

I will never leave the bus without setting the parking brake. I will always manually bleed the air pressure down to 0-30 pounds of pressure before leaving the bus under any circumstances.

I will refrain from the use of drugs, alcohol and tobacco products according to Cumberland County Schools Policy.

I will refrain from having any inappropriate contact with students verbally or physically.

I will always observe the speed limit on school grounds (10 mph), school zones as posted, and the speed limit in subdivisions (25 mph or less).

I will meet all deadlines and criteria requested by Transportation or School Administrator.

I will wear my seat belt properly at all times.

I will use proper hand signals when performing a left hand passenger stop. I will engage the parking brake at ALL PASSENGER STOPS.

I will not let a Pre-K off the bus without a parent or parent designee present. (Parent designee being defined as a responsible adult), Kindergartener off the bus without a parent or parent designee present (Parent designee being defined as a middle or high school age student or responsible adult). I will not let a 1st or 2nd grader off the bus without a parent or parent designee (parent designee defined as a middle/high school age student or responsible adult) unless I have a signed waiver. If a parent is not at the stop, I will notify Transportation Dispatch and return the student to school at the conclusion of the route.

_____ I understand and agree that any violation of the above may result in disciplinary action, up to and including termination.

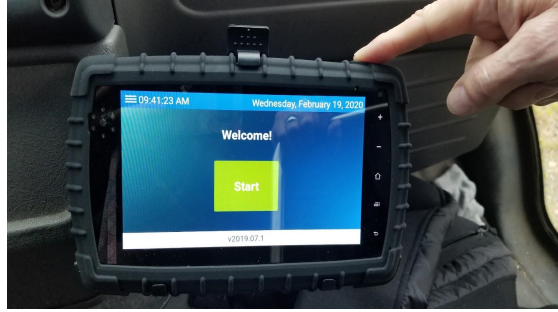

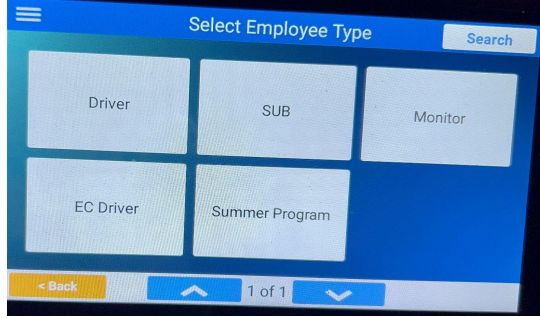
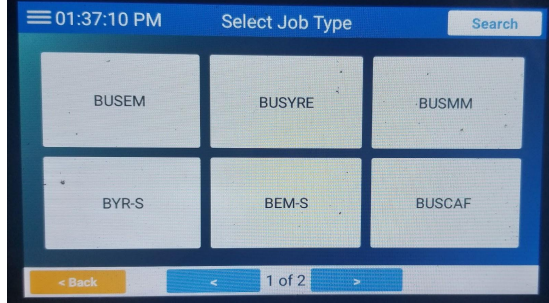
_____ I have received, read, and understand the Cumberland County Schools Transportation Handbook.

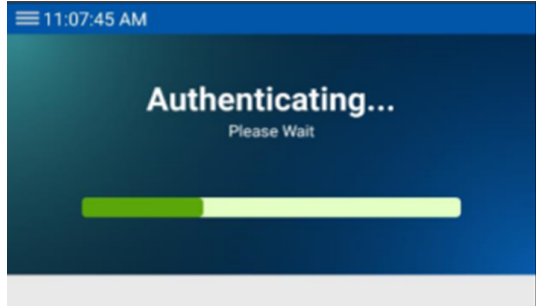
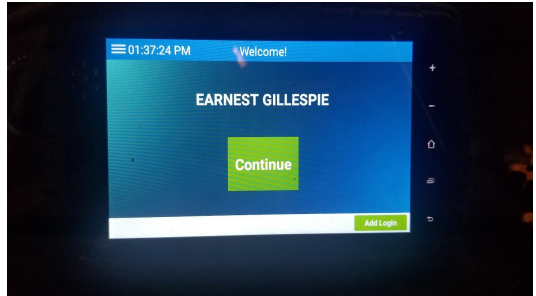
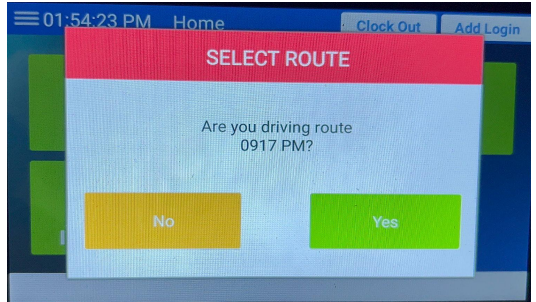
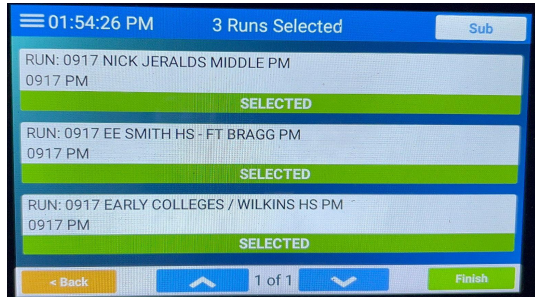
Driver Name (print) _____

Driver Signature _____

Date _____

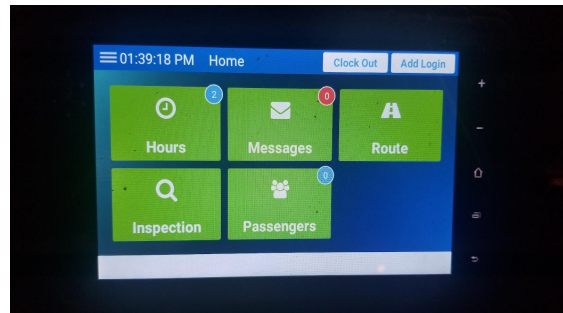
Synovia MDT Tablet (Logging IN and OUT)

<p style="text-align: center;">To log in tap START</p>	
<p style="text-align: center;">Enter your employee # Tap NEXT</p>	
<p>Choose your employee TYPE: Driver, EC Driver, Monitor, or Sub Use the next arrows for more options</p> <p>**EC Drivers should make sure they select EC DRIVER</p>	
<p>Select your job type:</p> <p>Job type is the time of month (mid/end of month). If you are a sub driver select the time of month you are paid (e.g., BEM-S).</p> <p>Select the next tabs for more options</p> <p>**EC Drivers should select (BUSEM)</p>	

<p>Authenticating Screen should appear -</p> <p>If authentication fails you may tap try again.</p> <p>If you tap continue you will be logged in as unknown.</p>	
<p>Your name should appear -</p> <p><i>**EC Drivers with a monitor should now select (ADD LOGIN) and have your bus monitor complete the process to log in.</i></p>	
<p>Select Route / Route ID</p> <p>On the Select Route Screen, select Yes to confirm you are driving the correct route/bus number.</p>	
<p>Route ID</p> <p>The available routes will be listed. Routes should be automatically selected. If routes listed aren't selected, tap the route(s) you're about to run, and then tap finish</p> <p><i>**This is going to be VERY important for Here Comes the Bus**</i></p>	
<p>YOU ARE NOW LOGGED IN</p>	

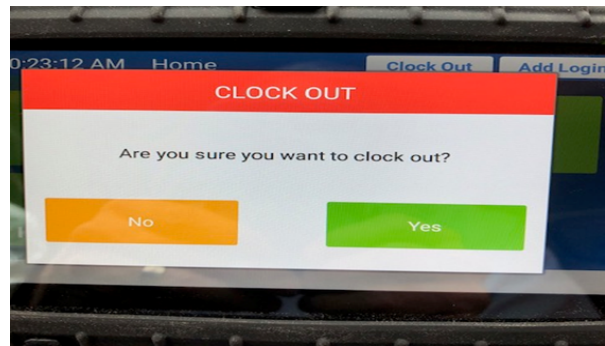
LOGGING OUT -

Select Clock OUT



LOGGING OUT -

- 1) Are you sure you want to log out? Select **YES**
- 2) Do the same if there is more than one employee logged in.



***Special Needs Require Special Care -
A Toolkit designed for EC Bus Drivers***

WHEELCHAIR EVACUATION PROCEDURES

Students who ride to and from school in wheelchairs or other mobile seating devices must be given special consideration when it is necessary to evacuate them from a school bus. It is recommended that all students be evacuated in their wheelchairs (including motorized wheelchairs) whenever time and situation permit.

- Lift assisted-if the lift on the bus is operational and time and the situation permit, students should be evacuated in their wheelchairs. The safety assistant will be in the bus and the driver will be stationed on the ground to assist the passenger off the lift.
- Non-lift Assisted-In an emergency, if the lift is not operational, or the situation prevents the use of the wheelchairs, the bus driver and safety assistant must remove the students from their chair as quickly and safely as possible. The students must then be removed from the bus by the most convenient and safest exit. A blanket or coat can be used to assist in moving these students to safety. Students may be lifted from their chair, placed on the blanket and dragged down the aisle to the front or rear exit and then safely removed from the bus. Since this procedure may cause injuries to very fragile students, this type of procedure should only be used in real emergencies when there is no alternative method of evacuation. Remember: Keep your composure at all times. This is the most important thing in a crisis situation. If you are calm, your actions will reassure the student.

TRANSPORTATION OF STUDENTS IN WHEELCHAIRS ON LIFT BUSES

- Assure that all wheelchair locks are in the locked position before operating the lift.
- Lap restraints on wheelchairs are to be properly attached to the frame of all wheelchairs and securely fastened when transporting students.
- The “up” button must be raised prior to operating the lift.
- Proper loading procedures include carefully pulling the wheelchair onto the lift with student’s back to the bus.
- Prior to activating the lift be sure there is adequate clearance on all sides of the wheelchair and both hand locks on the wheelchair are locked.
- The bus driver and safety assistant must act as a team when loading/unloading wheelchairs. They are both responsible for the loading and unloading of students in wheelchairs. The driver handles things on the outside of the bus, the assistant lowers and raises the lift. Both help with securement of the chair on the bus.
- A student in a wheelchair should never be left unattended on the bus or at the school. Keep your hands on the chair while loading and unloading.
- Other than the student in the wheelchair, no one rides the lift at any time.
- Only the bus driver, safety assistant, floater, lead driver or EC transportation Staff may operate the control panel.
- To prevent slipping on the metal lift platform, bus drivers and assistants should wear slip resistant shoes at all times.

Procedure for Using Wheelchair Tie Down Straps

- Wheelchair is placed forward facing inside the bus.
- Manual wheelchair-lock the brakes
- Power wheelchair-make sure power is turned off at the joystick control box and flip levers to re-engage gears on motors to activate internal locking mechanism. Lock wheelchair brakes if available.

Attaching the Front and Rear Tie Down Straps

- Depress release lever and pull strap out retractor. Both front tie down straps must have the same type of buckle. Both rear tie down straps must have the same type of buckles.
- Release latch hook from buckle-loop around solid structural frame.
- Snap latch hook into buckle.
- Depress release lever again to eliminate slack.
- Turn the tensioning crank to tighten. After attaching front and rear tie downs to the wheelchair, the angles between the straps and floor should be approximately 45 degrees.

Attaching the Lap Belt

- Bring the triangular fitting across the chest area.
- Attach the buckle of the lap belt.
- Adjust to a comfortable fitting Do not wear across neck or face area Check to be sure that: All tie down straps are properly attached to the bus floor track and to the wheelchair. All straps are tightened. The wheelchair should be secure and does not have any movement from front to rear or side to side.

Guidelines for Transporting Wheelchairs

- Every wheelchair must be equipped with footrests and appropriate straps.
- All wheelchairs must have a lap restraint with an auto-type buckle (no Velcro fasteners), and the lap restraint must be attached to the frame of the wheelchair. Do Not transport without a proper lap restraint.
- The backrest and seat must be secured to the frame of the wheelchair.
- All wheelchair brakes (locks) must be in working conditions. The locks should be applied before transporting the chair. If the wheel locks are not in working order notify the parent/guardian and the Transportation Office.
- Wheelchairs of students, who lack head control. Must be equipped with headrests. It is strongly recommended that headrests be used on all wheelchairs.
- If the students lack sufficient trunk control to keep him or herself in an upright position, the wheelchair must have armrests and some type of functional chest control restraint system. (Lap trays will not be considered a substitute for a chest control restraint system.)
- The wheelchair must be the appropriate size for the height and weight of the student. If you are unsure the wheelchair meets this requirement, please contact the EC Transportation Office.
- If a wheelchair is equipped with anti-tip bars, they should be in the down position when on the bus and when on level ground.
- If a child travels with a lap tray, it must be securely fastened to the frame of the wheelchair by clamping, sliding or buckling in a locked position.
- Rubber gloves are supplied for you to use when cleaning body fluid so please make sure you wear them.

Procedure for Loading/Unloading Students Using Wheelchairs

Loading

1. Bus driver sets the parking brake and activates bus warning lights.
2. Safety assistant locks the lift door in an open position.
3. Student's seat belt needs to be fastened appropriately before placing the wheelchair on the lift.
4. Wheelchair is positioned on the bus lift with the student facing out. Be sure to place the wheelchair on the lift back far enough for footrests to clear the raised safety guard on the front of the lift:

Securing the wheelchair on the lift:

- Manual wheelchair – brakes are locked and remain locked during lift operation.
- Power wheelchair - power is switched off at the joystick before operating the lift.
- Lock wheelchair brakes if available. If the gears on the motors were disengaged to allow an adult to manually place the power wheelchair on the lift, they should re-engage to set the internal locking mechanism.

***In the absence of a bus monitor please make sure a school employee is present and able to assist.*

- Driver/monitor stands beside the lift on the ground.
- Driver/monitor grips the wheelchair frame.

- While the lift is being raised, the driver/monitor maintains a grip on the wheelchair frame. The driver/monitor should grasp the push handle as soon as they can safely reach it.
- Unlock wheelchair brakes. (Power wheelchair – disengage gears on motors and manually pull the power chair into the bus).
- Driver/monitor guides the wheelchair into the bus making sure there is adequate clearance for the student.
- Place the wheelchair in a forward facing position for securement.

Unloading

- Press the down switch until the platform reaches floor level.
- Load the student onto the platform with the chair facing outward. Lock the wheels.
- Press the down switch until the entire platform reaches ground level. Release the switch when the platform is fully on the ground.
- Press the down switch until the outboard roll stop fully unloads.
- Unlock the wheels and unload the student.

PARENTS NOT AT HOME (EC BUS Drivers)

When you arrive at the drop off destination and the parent or designee is not there to receive the student please do the following:

- Contact the EC Transportation Office for instructions.
- Complete the Parent Not at Home Form.
- Leave a copy of the form on the door of the home.
- Recurring incidents need to be reported to the EC Office for follow up.

CAR SEATS AND SAFETY VESTS

Rules for using safety vest, car seats and lap restraints (Child Safety Restraint System - CSRS):

- The type of CSRS to be used has to be in writing on the student's IEP.
- Once the student has been placed in a CSRS, he/she must be transported in the assigned CSRS at all times.

Safety Vests are to be used with EC students only. The following examples will explain how and why the safety vests are used.

- Support Systems-holds the student with physical disabilities upright.
- Safety Support-restrains the students in the event of a collision or sudden stop.
- Restrain System-used for students who have behavioral or emotional disabilities.

TRANSPORTATION GUIDELINES FOR PRESCHOOL STUDENTS

- Bus Driver/Safety Assistant will assist students getting on and off the bus, placing students in their seats and securing them in a safety vest.
- Bus Driver/Safety Assistant will ensure that each child's name is recorded on an attendance log daily.
- Upon arrival at each school, the Safety Assistant will move the rear of the bus and assist students exiting the bus, ensuring that each student is at his/her designated site.

COMMON ACRONYMS FOR EXCEPTIONALITIES

- AIG-Academically/Intellectually Gifted
- AU or ASD-Autism Spectrum Disorder
- CP-Cerebral Palsy
- DB-Deaf-Blindness
- DD-Developmental Delay
- DF-Deafness
- DS-Downs Syndrome
- ESSA-Every Student Succeeds Act
- HI-Hearing Impairment
- ID Mild-Intellectual Disability-Mild
- ID Mod-Intellectual Disability-Moderate
- ID Sev-Intellectual Disability-Severe
- MU-Multiple Disabilities
- MVA-McKinney Vento Act
- OI-Orthopedic Impairment
- OHI-Other Health Impairment
- SED-Serious Emotional Disability
- LD or SLD-Specific Learning Disability
- SI-Speech Impairment
- TBI-Traumatic Brain Injury
- VI-Visual Impairment including Blindness

