# Helpful Phone Numbers

**Executive Branch: Staff:**
- Director, Assistant Director, and Executive Secretary ........................................ 397-0939
- Vehicle Maintenance Manager ................................................................. 397-0880
- Routing Manager: ........................................................................... 397-0874
  - Assistant Special Needs Routing .................................................... 397-0872
  - Assistant Regular Routing ............................................................. 397-0876
- Routing Secretary/ALE ................................................................. 397-0859/0870
- Transportation IT Systems ................................................................. 397-0885
- Staffing Specialist ......................................................................... 397-0878
- Training & Safety ........................................................................ 397-0858/0861

**McClung Station:**
- Manager, Secretary, Receptionist .................................................. 398-1550
- Assistant Managers ......................................................................... 398-1564/1565
- Payroll Clerk .................................................................................. 398-1557
- Field Trip Clerk ............................................................................... 398-1558
- Regular Router ................................................................................ 398-1568
- Special Needs Router ........................................................................ 398-1567
- Dispatch ........................................................................................ 398-1567/1571
- Maintenance Shop Foreman .......................................................... 398-1577

**Rhodes Station:**
- Manager, Secretary, Receptionist .................................................. 397-0900
- Assistant Managers ......................................................................... 397-0924/0926
- Payroll Clerk .................................................................................. 397-0933
- Field Trip Clerk ............................................................................... 397-0905
- Regular Router ................................................................................ 397-0946
- Special Needs Router ........................................................................ 397-0941
- Dispatch ........................................................................................ 397-0925/0930
- Maintenance Shop Foreman .......................................................... 397-0936

**North Station:**
- Manager, Secretary, Receptionist .................................................. 397-0850
- Assistant Managers ......................................................................... 397-0866/0865
- Payroll Clerk .................................................................................. 397-0857
- Field Trip Clerk ............................................................................... 397-0856
- Regular Router ................................................................................ 397-0867
- Special Needs Router ........................................................................ 397-0871
- Dispatch ........................................................................................ 397-0884
- Maintenance Shop Foreman .......................................................... 397-0864

**South Station:**
- Manager, Secretary, Receptionist .................................................. 397-0250
- Assistant Managers ......................................................................... 397-0258/0259
- Payroll Clerk .................................................................................. 397-0255
- Field Trip Clerk ............................................................................... 397-0257
- Regular Router ................................................................................ 397-0261
- Special Needs Router ........................................................................ 397-0262
- Dispatch ........................................................................................ 397-0271/0272
- Maintenance Shop Foreman .......................................................... 397-0266

**Culebra Station:**
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- Assistant Managers ......................................................................... 397-0281/0292
- Payroll Clerk .................................................................................. 397-0279
- Field Trip Clerk ............................................................................... 397-0290
- Regular Router ................................................................................ 397-0282
- Special Needs Router ........................................................................ 397-0291
- Dispatch ........................................................................................ 397-0289
- Maintenance Shop Foreman .......................................................... 397-0284
Receipt of 2017-2018 NISD Transportation Department Employee Handbook

This is to acknowledge that I have received a copy of the Transportation department’s policies and procedures.

I acknowledge that I am responsible for complying with Transportation policies and procedures in the performance of my duties as an employee.

Employee’s Full Name: __________________________________________________________
(Please Print)

Employee Number: ____________________________________________________________

Date: ____________________________________________________________

Signature: ________________________________________________________________
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TO ALL TRANSPORTATION EMPLOYEES:

The Transportation Department is the most visible entity of the Northside Independent School District. You have been entrusted with the proud reputation of one of the top four school districts in Texas and the fastest growing school district in Bexar County. Your positive attitude and excellent dependable performance are significant factors in the success of our premier education system.

The purpose of this handbook is to provide you and all Transportation Department personnel, with supplemental guidelines of the District. This will ensure efficient management and supervision of certain departmental programs and objectives. These provisional stipulations may be revised to comply with any changes to the Northside ISD Employee Handbook or departmental modifications of policies and procedures after the initial and subsequent publication changes.

This handbook applies to hourly employees who serve in the capacity of a driver, bus assistant, substitute driver and technicians assigned to the Transportation Department.

Our relationship, employee to employer and vice-versa, constitutes At-Will employment. This means that each employee has entered into employment with the District on a voluntary basis. Accordingly, they are free to resign at any time, without cause or reason. Similarly, the department and District may recommend, approve, and terminate employment of an employee at any time, with or without cause or reason. This mutual relationship is termed “employment at-will.” By accepting or continuing your employment with the department or district, you agree that the relationship between the two parties is strictly voluntary and mutually at-will. Nothing in this handbook or in any other document issued by the department and/or District will alter this at-will relationship.

Management has full authority to ensure that the station’s service delivery system is fully operational in the most efficient, timely, and safest manner possible. This includes performing on site bus inspections, and observing employee’s performance capabilities as deemed necessary. Management also has the responsibility, where necessary, to point out areas of improvement with transportation employees.

Please bear in mind that our goal and our mission is to provide the best service possible to our students. Periodically, this may require working additional hours as an emergency assignment as outlined in the Northside ISD Employee Handbook “Work Hours/Duty.” Examples include, but are not limited to, temporarily supplementing a route due to delays or late buses, lack of driver availability, field trips, etc.

It is the responsibility of each Transportation Department employee to read and comply with the provisions and stipulations as outlined in this Handbook. This Handbook is the property of the Transportation Department under the auspices of Northside Independent School District. Please keep it in your possession and refer back to it for clarification of our policies and your responsibilities. Additionally, your immediate supervisor is available at your convenience for guidance.

On behalf of the entire staff and management team, we look forward to a long-lasting relationship with you.

Sincerely,

Rafael Salazar Jr.
Director of Transportation Division
Mission Statement:

The goal of the Transportation Department is to provide safe transportation between school and home and also extra curricular activities for the students of Northside Independent School District.
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## Transportation Handbook

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# Chapter One

## General Policies and Procedures

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General Policies and Procedures

These policies reinforce guidelines of the Northside ISD Employee Handbook to provide certain provisions and stipulations for the effective management and supervision of personnel assigned to the department.

ACCIDENTS / INCIDENTS

On the Job Injuries: An employee who sustains any type of injury while on the job must immediately report it to their supervisor.

Reporting of all Motor Vehicle Accidents/Incidents: A bus driver or assistant will immediately report any and all bus accidents/incidents to a Manager no matter how minor. This person should give the exact location of the accident/incident to the Department and/or police, also the extent of the injuries to the passengers and damage to the bus. The driver/assistant/technician, unless injured, is not to leave the scene of the accident/incident until a Northside Transportation Manager or representative, thereof grants permission.

Unless impending danger exists, students should remain on the bus. If evacuation is necessary follow recommended procedures in DPS School Bus Driver Certification Course. Students are not to be released from the scene of an accident/incident until the investigating law enforcement officer releases the students.

The driver, if able, will complete and provide a list of passengers to responding police officers and NISD supervisor. (See sample School Bus Passenger List at end of chapter.)

In case of injuries to students, Department personnel will notify campus administration and parents via telephone or personal contact.

Failure to Report an Accident/Incident may result in the Driver/Assistant/Technician being Assessed Penalty Points or Recommendation for Termination.

Investigation of Accident/Incident: A Northside ISD Transportation Manager or District representative will conduct an investigation at the time of the accident/incident and/or at any time, thereafter.

The Manager or district representative will inspect the condition of the bus, and then determine whether the bus and the driver will proceed on the run after a release is received from the appropriate law enforcement officer.

The Manager or representative will fill out an accident/incident report and place a copy in the driver’s file and submit a report to the Risk Management Department.

The driver/assistant/technician will complete a Transportation Incident Report and should be prepared to give further information or clarification upon request. (See sample form at end of chapter.)

Courses of Action Regarding Accidents/Incidents with Minor and Major Damage and Serious Bodily Injury:

If Safety/Training Coordinator, Police Officer input, Station Manager, Transportation Directors, and Risk Management determines that a driver was involved in a “accident/incident", it will result in the loss of the driver receiving Safe Driving Recognition for the driver’s anniversary year and become disqualified for certain field trips. Immediately, complete a Transportation Incident Report form and submit it to the Assistant Station Manager or Station Manager, where applicable.

NOTE: The District’s insurance carrier will determine driver insurability. An employee that is considered “ uninsurable”, as defined by the District’s insurance carrier, will not be permitted to drive a school bus.

BUS/VEHICLE PARKING LOT

• All district and personal vehicle speed limit in the parking lot is ten (10) MPH.
• Each bus has an assigned parking space. Buses are to be parked in the assigned space with chocks.
• Parking lot layout sheets are posted in various locations in the lounge and office. This sheet shows the location number of each bus.
• When parking a bus, make sure it is parallel to, and between, the yellow lines. The rear tires should be very close to or just touching the wheel block.
• The parking lot is equipped with receptacles for trash, water buckets, and squeegees for proper care of buses. Please sweep trash off the bus into receptacles and not onto the parking lot.
• No personal vehicles are allowed in the bus parking area for any reason.
• Personal vehicles are permitted to park in designated areas on a first-come, first-serve basis with limited handicapped parking availability at each facility. Handicap parking placards utilized for parking must be issued to the employee using the parking space.

BUS LOADING ZONES

Proper operation of the vehicle and keen observation are paramount to ensure adequate safety measures are taken when a bus is entering, parked, loading/unloading, and departing bus loading zones at the schools. All loading zones are very hazardous areas. The speed limit is 10 (ten) MPH regardless of what a situation presents. Always set the brakes to load and unload and only move the bus when all students are seated. Regular buses (other than special needs) should always move to the front of the loading zone (position one) for loading/unloading of students.

School Bus drivers must use their stop arm and red loading/unloading lights whenever they are loading or unloading students at athletic events and facilities, anywhere on NISD property including school bus loops, field trips, and when dropping off students at work sites even if these sites are on private property. A school bus WILL NOT pass another school bus with its STOP ARM extended under any circumstances, unless directed by a supervisor, campus administrator or emergency personnel (fire, EMS, police).

NOTE: During the PM runs at some elementary schools, buses are lined up in numerical order (ascending from front to back) to facilitate an easy, expeditious method of boarding students for departure.

If you arrive late to the school due to a field trip, traffic, or a late departure from the station, park your bus at the back end of the line. DO NOT attempt to parallel park your bus in an open space in the bus loop. Drivers are not to leave open areas in the line up for late arriving buses.
ALL DRIVERS MUST GET APPROVAL FROM MANAGEMENT PRIOR TO GOING AROUND A SCHOOL BUS IN THE LOADING ZONE.

UNLESS, BUSES ARE PRE-POSITIONED OR STAGED WHILE ENTERING THE LOADING ZONE PRIOR TO YOU STAGING YOUR BUS IN THE LOADING ZONE. “NO PRIOR APPROVAL IS REQUIRED”.

DO NOT BACK UP IN LOADING ZONES UNLESS YOU HAVE A SPOTTER AND HAVE BEEN DIRECTED TO DO SO BY AN ADMINISTRATOR.

DO NOT BACK UP IN LOADING ZONES WHEN STUDENTS ARE IN OR NEAR THE ZONE.

Buses arriving in the loading zone should be positioned behind the lead bus during the initial line-up.

Never pass loading/unloading buses, except when buses have been loaded or unloaded WITH THE HAZARD LIGHTS ON or as directed by driver or campus administration. Intermittent stops within the loading zone are prohibited. Should there be a requirement to pull the bus over other than to load/unload, hazard lights must be turned on to permit/indicate to other buses that they may pass. Never move the bus until everyone is seated.

ALWAYS COMPLY WITH DIRECTIONS GIVEN BY CAMPUS ADMINISTRATORS, POLICE, AND DISPATCH STAFF. Their instructions supersede the above general guidelines. Should a situation occur that might cause a safety concern, report it immediately to the respective station management for assessment and advisement.

BUS IDLING POLICY

In order to protect the health of students and employees and reduce operating costs, school bus drivers will prevent excessive idling of school buses. Excessive idling is the operation of the engine for more than 5 minutes while the bus is motionless with either the parking brake set or the driver using the foot brake to keep the vehicle in place. Drivers will not park on Northside ISD property, on streets, in public parking areas, or at field trip sites and allow the bus to idle for more than 5 minutes. Buses will not idle while students load at campus bus loops, athletic events, or field trips sites. Drivers will only start engines in the bus loop when all students are loaded and school administrators indicate that buses are clear to depart the campus. Buses will never be left unattended with the engine running.

Field Trips: If the outside temperature is below 40°F, and drivers are waiting for students at an athletic event or field trip site, one bus may idle to provide warmth for the drivers as they wait. If more than one bus is waiting, the first bus in line will be permitted to idle until students begin to arrive. Once students start to arrive to board the bus, all bus engines will be shut down. Drivers for athletic events and on field trips will not start engines until all students are loaded and buses are ready to depart the location.

Special Needs Buses: The only two exceptions to the rules above are for Special Needs buses. The first exception is those Special Needs buses with a student rider(s) that has a written requirement on the student’s ESTARR for pre-cooling or pre-heating of the bus. In this instance, and this instance only, the driver may start the bus and turn on the air conditioner or heater five minutes before the student is scheduled to arrive at the bus and idle the bus until cleared to depart the campus or field trip site. The second exception is for Special Needs buses that must wait in the bus loop or next to the bus loop to depart the campus once special needs children are loaded because the bus loop is blocked by other buses or vehicles. Once the special needs children are loaded, the special needs bus may idle the engine to run the heater or air conditioner while waiting for the other vehicles to clear the bus loop. Special needs drivers need to take into consideration the effect their exhaust gases have on all students, and keep idling to an absolute minimum.

BASIC DRIVING RULES

- All buses will travel 5 MPH below the posted speed limit in residential areas.
- All school zones are to be strictly observed.
- Speed limit on all School District property, unless otherwise posted, is 10 MPH. The maximum speed limit for a Northside Independent School District school bus is 50 MPH.
- The minimum limit on the expressway is 45 MPH.
- DO NOT make “U-turns” with a school bus. This includes multi-lane divided roadways. If this creates special routing problems, solicit management approval.
- Do not drive side-by-side with another school bus.
- Always maintain at least a four (4) second following distance.
- Parking or stopping a bus behind vehicles, in loading zones or on streets:
  ➢ When pulling into a school loading zone and other buses are unloading, Do not pull too close to the back of the vehicle in front of you. Leave room for the emergency door of the bus in front of you to open.
  ➢ When stopping or parking behind a bus/vehicle, stay far enough away so that you can see the rear tires of the vehicle in front of you touching the pavement/roadway.
  ➢ If you cannot see the rear tires of the vehicle in front of you touching the pavement/roadway, you are too close.
  ➢ School bus horn should be used only for emergency purposes.

ROAD HAZARDS

Drivers should be aware of road conditions and adjust speeds accordingly to avoid bodily injury of passengers/students and/or damage to district vehicles.

Backing a School Bus

You should never back a school bus unless it is absolutely necessary. Only under the most extreme conditions must backing be considered. If you must back the bus, get someone (another driver, an aide, and adult) to guide you, or go behind the bus yourself and check for children, cars, objects, overlying obstructions, etc.

BUS DOORS

Emergency Door

Students are not allowed to enter or exit from the emergency door except during an emergency. Loading or unloading band and/or athletic equipment through the emergency door is permitted with driver supervision. The emergency door must not be blocked at anytime.

Entrance/Exit Door

It is unlawful to drive a school bus with the door open or with anyone in the stairwell.

Inclement Weather

Slow down during inclement weather.
Engine Inspection
Do not open hoods while it is raining.

Bus Stalls Out During A Heavy Rain
Your bus may have a tendency to stall out during heavy rain, or when going through deep water. Sometimes the problem will correct itself if the bus is allowed to sit for five (5) or ten (10) minutes. During that time, the engine heat may dry out the wet wires. If your bus should stall out during those conditions, execute the following procedures:

- Keep all students on the bus.
- Activate the Emergency Flashers.
- Turn off all other lights/heaters.
- Wait five (5) minutes and try starting the engine. (Do not overload the starter by continuously running it more than a few seconds at a time).
- If the engine will not start, wait another five (5) minutes and try again, being careful not to flood the engine.
- If the engine still will not start, call the respective Transportation Office and give your route number, exact location, and situation for further assistance.

Once the engine is re-started, drive slowly. If you feel the engine starting to miss – stop, shift into neutral, and keep the engine at a fast idle to dry the engine.

When going through standing water, GO SLOWLY – it will save some trouble and may be appreciated by the people in other cars. Avoid, as best you can, continuous driving next to the curb in standing water.

Bad Weather Develops While You Are Off Duty
The weather in San Antonio can change very fast. If very bad weather (cold, rain, ice, snow, and high winds) moves in, you will have start up problems. These problems are generally worse in the morning.

Based on the weather conditions and the recommendations of the Transportation Administration, the management, or assistant Manager(s) may order 10-minute early start-up. This means you would punch in ten (10) minutes earlier than your normal time and the extra time would be spent getting the bus started and warmed-up before you leave the parking lot. Proper warm-up is extremely important.

Low Water Crossings
Each driver/assistant should be familiar enough with their route so that they can plot an alternate route in the event inclement weather or other hazards makes the road impassable. It will take additional time, including the time that would be spent getting the bus started and warmed-up before you leave the parking lot. Proper warm-up is extremely important.

When going through standing water, GO SLOWLY – it will save some trouble and may be appreciated by the people in other cars. Avoid, as best you can, continuous driving next to the curb in standing water.

Low Water Crossings
Each driver/assistant should be familiar enough with their route so that they can plot an alternate route in the event inclement weather or other hazards makes the road impassable. It will take additional time, including the time that would be spent getting the bus started and warmed-up before you leave the parking lot. Proper warm-up is extremely important.

Route Management
The Routing Office will publish all routes. The computerized routing software currently in use will be the standard medium for publication of route sheets. This will enable the Routing Office to maintain a central database for various uses to build and maintain routes.

NOTE: The route is subject to change at any time and may increase or decrease in hours and/or area, or may be eliminated according to the requirements of the respective route.

Regular School Year/Summer Program Driver/Assistant Route Policies:

a. Route assignments/changes will be made from new and current routes. The criteria utilized for assignments in order of importance will include: route hours, logistics of the bus location, and route location. These provisions apply to Regular, Special Needs, Extension/Mid-day Runs and Summer Route Assignments.

NOTE: Morning/afternoon route assignment and proximity to 40 hours also will be utilized in Extension/Midday Run assignments.

b. Each employee will be allowed one (1) route reassignment during the school year unless an administrative assignment is necessary.

c. Administrative transfers may occur if in the best interest of the driver crew, students, program, and/or if extenuating circumstances exist. The final decision rests with the Manager.

d. When an employee is awarded a route after posting, that route will officially close when the employee actually performs duty on that route.

Due to fairness, Fall routes that come open or materialize during the summer can not be posted. Sign up lists will be available near the end of the school year for employees interested in midday routes, transferring from regular to special needs routes or vice-versa. Routes that become available over the summer will be filled from these sign up lists.

Route Bidding Policies and Procedures:

- When Station Management determines that a route/position is open, a Route/Position Vacancy form is posted with details of the route/position in a common area at all facilities. The route/position remains posted for three (3) full working days.

- Drivers and/or Assistants may submit a Route/Position Application to the Assistant Station Manager during the posting
COMPUTERIZED ROUTING SYSTEM

The NISD Transportation Department uses a computerized transportation route management system (Transfinder) which optimizes the creation and maintenance of bus routes and schedules for pupil transportation. Transfinder has three basic components.

Transfinder Pro – Provides the software to build routes/schedules.

Transfinder Ie – Provides a sub-system (web based software) accessed through the District intranet. It enables certain District administrators and designated campus support staff to access transportation related information about bus routes and certain restricted student data and the capability to generate certain related transient/student reports.

Transfinder I - Provides a District link via the internet, connecting parents and students to the route management computer to ascertain certain bus information relative to the location of bus stops; pick-up/drop-off times; bus numbers; schools/campuses serving specific home addresses and transportation station servicing that address.

OPERATIONAL MANAGEMENT: After an employee (driver/bus assistant) has been selected (following the bid process) or assigned a route, they are required to follow and assist in the maintenance of a current/accurate operational route sheet.

The operational route sheet is a computerized description of the bus route. It provides the route times, stops, turns and street names the route follows. Driver shall not make or implement any changes that will affect Pick-up/Drop-Off times and stop locations without pre-coordination and authorization from the Station Router or Station Management. A current copy of the route sheet will be maintained in the transportation dispatcher’s office.

MAKING CHANGES TO THE OPERATIONAL ROUTE SHEET: Route sheets may require periodic updates. However, any change(s) that will alter Pick-Up/Drop-Off times and stop locations must not be implemented until final updates are made in the routing system and received at the station from the routing office. These actions are imperative to allow revision of the Transfinder I system to ensure correct bus routes/schedule information is provided to the public at all times.

➢ The driver will submit the existing route sheet with the details of the proposed change(s) to the Station Router for review and approval. Continue to follow the original route sheet until an approved, updated route sheet is received from the Station Router or Station Management.

➢ Requests for route change(s) or actions required to change a route, as received from parents or school officials will be handled by Station Management in conjunction with the Station Router. Unless immediate changes are needed for safety, the original route sheet must be followed until an approved, updated route sheet has been published.

➢ Initial maintenance and supervision of the routes will remain with the respective stations.

BUS ROUTE SCHEDULES: If you are arriving too early or too late, report it to the Station Router or Station Management immediately. If a school has been dismissed when you get there, the waiting time should be minimal. The students will quickly learn that they must go to the bus loading area immediately following dismissal. Don’t wait any longer than is expected because the students will keep you waiting for an extended period of time. Do not make multiple stops to pick up or discharge students in loading zones. Do not pick up or discharge students outside the loading zones.

In the morning, NEVER run your route ahead of schedule. The route sheet will have the times of student pick-ups and those pick-up times should be maintained to keep the route on schedule. If you get ahead of schedule, wait at bus stop or other safe location until the proper time comes to continue the route. Do not get into the habit of blowing your horn at the stops or waiting on students who are always late.

If for any reason you should get behind schedule on the route or on a field trip, DO NOT speed up and try to make up time. A driver may tend to be careless, take more chances, and concentrate less on driving, thereby increasing the possibility of being involved in an accident. Notify the office, if possible, and proceed on your scheduled trip at a normal rate of speed. The respective station must be contacted immediately if the route or field trip runs more than 15 minutes late.

BUS STOPS: Drivers must not unload students at any place other than their regular stops. Stop only at the authorized and designated places on your route sheet. Do not make unauthorized stops (convenience stores, restaurants, etc.) at any time, or make special deals with student/parents. Be aware of correct stop locations for the first time riders. If a student should get on or off at an unauthorized stop, a Bus Safety Report should be submitted to the appropriate school administrator for appropriate disciplinary action of student.

DEVIAION FROM ROUTE: All NISD bus routes are registered with the Texas Education Agency. It is imperative that there be no deviation from established routes unless an emergency occurs. (See BUS STOPS above). Always make contact with station management prior to deviating from your route. Consistently deviating from route may result in appropriate disciplinary action.

REGISTER OF ELIGIBLE RIDERS (STUDENT MASTER ROSTER) / SEATING CHARTS: At the beginning of the school year the routing office will provide the Register of Eligible Riders to each driver for their respective route. This roster must be kept on the bus at all times. Drivers are required to conduct a student roll check on the first Wednesday of October, November, December, January, February and March as instructed by the Routing Office. (See sample form at end of chapter.)

Mandatory seating charts will be used to assign students to certain seats to maintain proper bus safety and student conduct. (See sample form at end of chapter.)

New students can arrive at bus stops in the morning or be placed on the bus at the campus in the afternoon. For a.m. pick-ups, accept the student(s) on the bus; take the student(s) to school and get the student name and address for referral to the station router to determine eligibility and placement on the route. For p.m. routes, drivers should have the name and address of the student(s) before leaving campus to ensure proper delivery and referral to routing. Immediately refer any questions or concerns to station management. These procedures also apply to mid-day routes.
Bus Maintenance Guidelines

Alteration to the Bus: No personal items (i.e., decorations) are to be placed on the bus. No stickers are to be placed on the windows or on any part of the inside or outside of the bus. The bus is NOT to be altered in any manner by anyone other than Maintenance staff. Bus should be kept in a professional manner and meet safety standards.

NOTE: District policy prohibits duplication of any District issued keys by anyone other than authorized personnel. This policy includes duplication of bus keys by anyone other than Transportation maintenance staff. Drivers are prohibited from possessing any personal (duplicated) keys to buses.

Bus Maintenance Shop Area: Employees other than assigned personnel are not to go into the shop area. The maintenance crew has a large amount of work to do and constant interruptions will keep them from doing their jobs. For safety purposes, employees, other than shop personnel are prohibited from entering the maintenance area. Do not leave your bus parked at the shop or in unauthorized areas unless instructed to do so.

Fueling Area

A bus must not be left unattended at gas pumps and/or propane pumps. No one, drivers or passengers, will remain in a bus while it is being fueled. Driver must remain with their bus if being refueled. Bus must be returned to its designated parking space if not placed in use.

The Driver / Bus Assistant Daily Bus Safety Inspection Sheet is to be completed before the start of the A.M. run and at the conclusion of the P.M. run or after each trip. (See sample form at end of chapter.)

Vehicle Condition Report: Should you determine that any bus (regular/reserve fleet) on a route, field trip, etc., is in need of repairs, complete a Vehicle Condition Report and submit it to the Maintenance Staff at the station where the bus is assigned. In order to ensure that all buses are in good working order to perform any route service at any given time, Vehicle Condition Reports must be submitted in a timely manner to insure proper maintenance of the bus.

Exterior Body Report: At the beginning of each school year, or when you have been assigned to a different route/bus, complete an Exterior Body Report and submit it to the Assistant Manager(s) at your station. The Exterior Body Report affords opportunity for you to annotate any existing body damage on the bus for future reference.

MAGNATAG: The Maintenance Staff attaches a magnetized tag to the dash or above the windshield of each bus. The bus number will appear on it and be followed by a mileage reading. When the odometer on the speedometer reaches within 500 miles on the Magnatag, it should be turned in to the Maintenance Department for “Preventive Maintenance” (oil change, etc.).

Reserve Fleet Bus Checkout: When a driver must use a reserve fleet bus for any purpose, the use of that bus must be authorized and recorded in the proper sign-out sheets before and after such use. A pre-trip inspection sheet must also be maintained, along with a “Field Trip Responsibility Form” on which mileage and other data are recorded.

Maintaining Proper Fuel Tank Levels: Some of the later model bi-fuel buses require that some fuel remain in the gasoline tank in order for the bus to start on propane due to the design of the propane system, therefore, these type of buses must have gasoline in order to start the bus on propane.

If the bus runs out of fuel, the driver will be held accountable.

Diesel Engine Shutdown Procedure: To prevent premature failure or damage to diesel engine components, the manufacturer recommends that the engine be allowed to idle for one (1) to three (3) minutes after the vehicle has been driven. This allows a cool down period and ensures all components and provides adequate lubrication to components during the cool down.

SENIORITY

When assigning route duties, field trips, supplemental duties, etc., the total hours garnered by the employee in the standard work week will be considered first in order to avoid an overtime situation. Seniority will be a secondary consideration. The most recent date of initial employment/re-employment within the Transportation Department will be utilized in the following situations:

A transportation employee who terminates or transfers to another department within the District and at a later date is re-employed within the Transportation Department, the most recent re-employment date of return is utilized as the seniority date.

• A transportation employee, who separates or transfers to another department within the District, and at a later date is re-employed within the Transportation Department, must utilize the most recent re-employment date of return as the seniority date.
• If an assistant transfers to driver status or vice-versa, the initial date of employment is used as the seniority date.
• If a part-time Substitute driver transfers to regular status, the most recent date of regular status is used for seniority purposes.
• In determining seniority, the most recent re-employment date of return is utilized as the seniority date. If all have the same date then using employee ID number could be the tie breaker along with other factors.

DRESS/UNIFORMS (NISD Provided Garments)

Employees must remember they represent both the District and Department and set an example for the students. Therefore, each employee shall endeavor to maintain a clean, neat appearance at all times.

All employees shall be fully dressed for duty at all times while on district property. Working without shirts, etc. is not acceptable. Each year many workers throughout the nation are seriously injured or killed by being caught and drawn into power tools, equipment, and machinery. Therefore, for safety purposes the following dress standards are required at all work sites and while on duty appropriate dress attire will be at the discretion of management.

a. Significantly oversized clothing is not to be worn. Specifically, “bagging” or “sagging” pants are prohibited. All pants are to be worn at the waist. Tight fitting pants (tights, bicycle pants and leggings) are also prohibited. Jeans are acceptable. Jeans that are frayed or ripped are not permitted. Loose clothing is prohibited for safety reasons.

b. Appropriate footwear must be worn. The best driving shoe is
one that has a flat sole, covers the entire foot, and fastens securely. Platform shoes, sandals, open toe/heel, heel (more than two inches) should not be worn. The type of shoe you wear could affect your ability to perform in a safe manner during an emergency situation and therefore appropriate shoe wear will be enforced.

c. Employee’s hair and nails should be clean, neatly trimmed and well groomed.
   • Unconventional colored or multicolored hair is not permitted.
   • Men must be clean-shaven or have mustaches and beards that are neatly trimmed.
   • Finger nails not to exceed tips of fingers.

d. Visible body piercing is prohibited except for rings, studs or other traditional jewelry worn in the ear.

e. Inappropriate tattoos must be covered while on duty.

f. Indecent or inappropriate patches, writings, drawings, company advertising, group names, or suggestive logos on clothing are prohibited. Some “inappropriate” examples include, but are not limited to the following:
   • Apparel that advertises or depicts drugs, alcohol, tobacco products or gang affiliation is not permitted.
   • To avoid substantial disruption of the educational program, apparel that contains inflammatory writing or graphics such as nudity, satanic themes, or obscene language will not be permitted.

g. Clothes that may cause distraction are not acceptable. Specifically, tank tops, muscle shirts, sleeveless T-shirts, halter tops, exposed backs or midriffs and see-through garments are not permitted.

h. Shorts will be acceptable attire year round except for Technicians. Please remember, they must be “dress” shorts, and no shorter than approximately 1” above the knee (no cutoffs, spandex or any other similar styles).

i. Caps and hats should be worn with the brim facing forward. Skullcaps and bandanas worn in the style of skullcaps and bandanas rolled into sweatbands are inappropriate.

j. District provided garments must be worn at all times while on duty and District property. (See sample form at end of chapter.) All garments must be worn in an appropriate manner (polo shirts may be worn tucked or untucked). Other provisions are as follows:
   • During cold or rainy weather, outerwear (jackets, coats, sweaters, not pullovers, etc.) may be worn on top of the uniform garment. However, sweatshirts, thermal underwear or garments with sleeves/turtleneck, etc., must be worn underneath the uniform garment.
   • Employees are responsible for the accountability and proper care of the NISD provided garments as outlined in the Northside Auxiliary uniform Policy Agreement as signed by each employee.

Failure to comply with the dress code provisions warrants appropriate disciplinary action.

USE OF PERSONAL ELECTRONIC DEVICES

Driver’s and Bus Assistant’s personal electronic devices such as music players, radios, Bluetooth® capable devices, devices with headphones or ear buds, video players, gaming devices, ebook readers, ipods ©, laptops/netbooks and pagers, will not be permitted on the bus.

Personal cell phones may only be used as an emergency backup to the district’s provided communication device and then only when the bus is stopped and the parking brake is set.

DISTRICT-ISSUED COMMUNICATIONS DEVICE

Since the Transportation Department is the largest operational and visible unit of the district, proper, and adequate communications within the department are vitally important to help ensure a safe and secure environment in transportation of students. Therefore, each driver (regular, special needs and/or substitute) must use/maintain proper care of the equipment assigned according to the following guidelines and stipulations/provisions, as outlined in the acceptance form signed by any employee issued a District-issued communications device instrument. Equipment that is lost, missing; or damaged intentionally or accidentally, will be replaced in accordance with the following district policy: (See sample forms at end of chapter.)

REPLACEMENT OF CELLULAR TELEPHONE/PAGING DEVICES (PUR-03 IN PART)

- If a cellular telephone/paging device or a District-issued communications device is stolen, it is the responsibility of the user to report theft the next working day after the theft to the Purchasing Department, or to the User’s Manager. In addition, a copy of a police report must be submitted within two weeks of the theft to the Purchasing Department or to the User’s Manager. With appropriate documentation of the theft, the cellular telephone/paging device or the District-issued communications device will be replaced by the district at no charge to the employee.
- If a cellular telephone/paging device or District-issued communications device is accidentally damaged by an employee, the damage must be reported the next working day after the damage occurs to the Purchasing Department or to the user’s Manager. If it is the first incident of damage, the district will repair the cellular telephone/paging device or the District-issued communications device. If it is the second incident of damage, the employee will be required to pay for one-half of the replacement/repair cost of the cellular telephone/paging device or the District-issued communications device. For any subsequent incidents, the employee will be required to pay the entire replacement/repair cost of the cellular telephone/paging device or the District-issued communications device.
- If a cellular telephone/paging device or a District-issued communications device is lost by the employee, the loss must be reported the next working day after the theft occurs to the Purchasing Department or to the user’s Manager. It will be the responsibility of the employee to pay for the cellular telephone/paging device or the District-issued communications device.

a. Use of District-issued communications device equipment for reasons other than district business is considered misuse and may subject employees to disciplinary action up to and including termination.

b. District-issued communications device equipment must be charged and turned on while on duty (on the clock).

c. If an employee intentionally damages a District-issued communications device, it will be the responsibility of the employee to pay for the repair/replacement of the
d. Those employees who reflect sixty (60) minutes or more usage in a monthly billing period will be monitored. If a department Manager feels the usage may be unjustified, the employee will be asked to justify the phone usage. If an employee is unable to substantiate the reason for the phone usage, appropriate disciplinary action may result. (See Penalty Point System section - Abuse of a District-issued communications device Equipment.)

MISCELLANEOUS DUTIES
(COLD WEATHER START-UP, BUS CLEANING, ETC.)

These guidelines provide measures for managing and supervising activities to perform supplemental duties relative to Bus Start-up during cold weather; Bus Clean-up’s when buses are returned from field trips dirty and driven by drivers other than the Transportation Department; and Bus Transfers between stations. The following information, therefore, will outline general (basic) criteria for guidelines in managing and supervising the above supplemental duties.

SUMMER PROGRAM SELECTION GUIDELINES

• All employees will be allowed to sign-up for a summer route and miscellaneous duty, or for either a summer route or either a miscellaneous duty.
• Once all employees have signed the Summer Program selection form stating their desire to work or not to work for the summer, a seniority list will be established.
• Starting with the employee with the "highest seniority", they will be afforded the assignment of either a route with the longest operational schedule for the summer or miscellaneous duty according to their Summer Program selection as stated in item #1 above.
• In addition, employee’s vacation schedule will be considered to ensure the efficient and consistent operation of routes and sustainability of work crew’s assigned miscellaneous duty. Vacation schedules should not cause an interference or a break in the employee’s choice of assignment.
• If an employee refuses a summer assignment because it is not a program they desire to work, they will be eliminated from the Summer Program.
• At the discretion of management bus wash and wax duty may be canceled due to inclement weather.
• An ending date for bus wash and wax assignments will be determined by the number of buses needed to be washed and waxed.
• Once management has filled all Summer Program assignments, a list will be posted showing who received summer assignments by name, seniority date, and program assignment.

ADMINISTRATIVE GUIDELINES

• Respective station management will oversee each category of the miscellaneous supplemental duties.
• Each category will be administered as that of the emergency field trips for those driver crew personnel desiring to participate in the supplemental duties as listed above.
• Bus Clean-up and Bus Transfer duties will be continuous throughout the regular school year. A sign up sheet (Emergency Supplemental Duties) will be posted at the beginning of the workweek. It will remain posted until approximately 10:00 AM the last working day of that week before the weekend.
• Times to perform Bus Start-up duties will be posted for those periods where weather may present a need for pre-starting buses. Sign up sheets (Emergency Supplemental Duties) will be posted weekly during those months where there may be a need for cold weather pre-starts. Please be reminded that the need for pre-starting buses may or may not materialize depending on weather conditions.

PROCEDURAL GUIDELINES

• A driver’s assistant’s (where applicable) name and indication of availability date(s) on the sign-up form(s) communicate the individual will be available to work in the chosen category(ies) during the dates posted at the top of the respective sign up sheet.
• At the end of the posting period the list will be removed and all names will be placed by seniority in descending order on the work detail list.
• As assignments occur relative to each category, seniority will be heavily considered if those individuals have been chosen to work in the respective supplemental duty(ies).

FORUM REPRESENTATION

The Forum Representation Program provides opportunity for first line employees to have a direct line of communication to upper management to express positive administrative and operational suggestions, ideas, and inquires. This venue is not to raise issues that refer to job performance of specific individuals or criticize and complain about department matters. Each station and the maintenance technicians will elect its representative based on district guidelines.

At the direction of Central Office Administration, election of representatives will be conducted before the first Forum, which normally convenes in October. The election will be held at each station, supervised by the respective Station Manager to elect driver crew representatives and by the maintenance supervisor with maintenance technicians at a designated location for selection of the Technician at Large. (See sample forms at end of chapter.)

Basic eligibility requirements for the representative positions are:
• Employee cannot be a supervisor.
• Each term will be for one school year.
• No representative may serve more than two consecutive years.

Elected forum representatives that have questions from their representing area(s) must be present at the forum meeting. In the time available, questions may be asked during the forum in the order suggested by the forum panel facilitator for which a response may be provided by panel member(s) if possible. Due to the constraints of time, the practice of preparing written responses to all questions after a forum meeting has been discontinued. Therefore, unasked questions are not to be turned in but can be addressed at the next available forum meeting or inquired during departmental meetings. If a panel member remains available after a forum meeting, individual questions are welcomed to the panel member time permitted.

Payment to and from forum meetings is considered a non-paid event, unless designated by management to be a driver to the forum. Payment at the forum will only be issued for representatives signed in and present at forum meetings.
## PENALTY POINT SYSTEM

Appropriate administrative action will be assessed based on the following accumulation of points during the 12-month period of the current school year beginning with the 1st day of school.

- If an employee accumulates 1-5 penalty points, they will be subject to written counseling.
- If an employee accumulates 6-9 penalty points, they will be subject to a reprimand/warning.
- If an employee accumulates 10-14 penalty points, they will be recommended for suspension without pay.
- If an employee accumulates 15 penalty points, they will be recommended for termination.

The following are non-exclusive examples of infractions for which an employee may receive disciplinary action up to and including termination. The District reserves the right to modify the list at any time when in the best interest of the District.

## RECORDKEEPING

Note: Expiration of required CDL license with S-endorsement. School Bus Driver certification or DOT required medical examiners certificate: May result in termination of employment.

<table>
<thead>
<tr>
<th>Infractions</th>
<th>Points Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Not Maintaining inspection sheet on a daily basis</td>
<td>1 Point</td>
</tr>
<tr>
<td>B. Not turning in inspection sheet by Monday, 5:00 P.M.</td>
<td>1 Point</td>
</tr>
<tr>
<td>C. Failure to maintain current/updated seating chart on bus</td>
<td>2 Points</td>
</tr>
<tr>
<td>D. Reserve fleet bus - Failure to properly fill out and turn in required forms and sign check-out sheet</td>
<td>2 Points</td>
</tr>
<tr>
<td>E. Failure to submit and maintain student master roster and attendance sheets</td>
<td>2 Points</td>
</tr>
<tr>
<td>F. Failure to sign out your bus for assignments other than regular route</td>
<td>2 Points</td>
</tr>
<tr>
<td>G. Failure to keep and follow up-to-date route sheets.</td>
<td>4 Points</td>
</tr>
</tbody>
</table>

This includes making permanent changes to the rout or unauthorized stops without management approval.

Stipulation does not include one (1) day temporary emergency situation(s). e.g., inclement weather conditions, medical situations, student alteration(s), road construction etc.
## ACCIDENT SAFETY / INCIDENTS

<table>
<thead>
<tr>
<th>Infractions</th>
<th>Points Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Accidents/Incidents</strong></td>
<td></td>
</tr>
<tr>
<td>1. Minor Damage (bus remains in service)</td>
<td>5 Points</td>
</tr>
<tr>
<td>2. Major Damage (bus removed from service)</td>
<td>7 Points</td>
</tr>
<tr>
<td>3. Damage to Personal Property up to $5,000.00</td>
<td>1 Point</td>
</tr>
<tr>
<td>4. Damage to Personal Property over $5,001.00</td>
<td>3 Points</td>
</tr>
<tr>
<td>5. Injury/Bodily (minor)</td>
<td>4 Points</td>
</tr>
<tr>
<td>6. Injury/Bodily (serious)</td>
<td>10 Points</td>
</tr>
<tr>
<td><strong>B. Unacceptable Driving</strong></td>
<td></td>
</tr>
<tr>
<td>1. Unapproved/Inappropriate backing of a bus</td>
<td>3 Points</td>
</tr>
<tr>
<td>2. Improper loading/unloading of students</td>
<td></td>
</tr>
<tr>
<td>3. Other Acts of Unsafe Driving, to include setting the brakes, as observed/determined by management staff member or other authorized District Representative</td>
<td>Up to fifteen (15) points pending investigation</td>
</tr>
<tr>
<td>4. Running out of fuel</td>
<td>3 Points</td>
</tr>
<tr>
<td>5. Excessive speed for road conditions causing bodily injury or vehicle damage</td>
<td></td>
</tr>
<tr>
<td>6. Failure to immediately report an accident/incident while driving a bus.</td>
<td>6 Points</td>
</tr>
<tr>
<td>7. Driving around or through a barricade</td>
<td>7 Points</td>
</tr>
<tr>
<td>8. Failure to properly wear seat belt and/or unfastening seat belt while operating the bus</td>
<td>5 Points</td>
</tr>
<tr>
<td>9. Texting or use of cell phones while on duty, including but not limited to: the use of District issued phones for non-business communication, talking, watching videos, type of social media communication, and/or use of ear buds/listening to music while operating a school bus. This is to include Driver and Bus Assistants.</td>
<td>15 Points</td>
</tr>
<tr>
<td>10. Accident in loading zone</td>
<td>7 Points</td>
</tr>
<tr>
<td>11. Failure to get approval prior to going around a school bus in the loading zone</td>
<td>3 Points</td>
</tr>
</tbody>
</table>

## PERSONNEL ADMINISTRATION

<table>
<thead>
<tr>
<th>Infractions</th>
<th>Points Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Late for work (after round off restriction)</strong></td>
<td>2 Points</td>
</tr>
<tr>
<td><strong>B. Failure to have KRONOS badge on person</strong></td>
<td>2 Points</td>
</tr>
<tr>
<td><strong>C. Failure to follow KRONOS procedures</strong></td>
<td>2 Points</td>
</tr>
<tr>
<td><strong>D. Failure to attend mandatory meetings, Certification/Re-certification class or training/in-service sessions</strong></td>
<td>3 Points</td>
</tr>
<tr>
<td><strong>E. “NO SHOW” — Failure to notify management personnel by your usual clock-in/scheduled duty time or field trip clock-in time</strong></td>
<td>3 Points</td>
</tr>
<tr>
<td><strong>F. “Removal from school” — Administrator request for Driver/Bus Assistant to be removed from school</strong></td>
<td>5 Points</td>
</tr>
</tbody>
</table>
## MAINTENANCE/COMMUNICATIONS/SPECIAL NEEDS EQUIPMENT

<table>
<thead>
<tr>
<th>Infractions</th>
<th>Points Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Failure to carry a functional District-issued communications device while on duty</td>
<td>2 Points</td>
</tr>
<tr>
<td>B. Abuse of District-issued communications device</td>
<td>2 Points</td>
</tr>
<tr>
<td>C. Magnatag - Failure to submit to Maintenance Department when due</td>
<td>3 Points</td>
</tr>
<tr>
<td>D. Under - hood Fluids - Failure to maintain proper fluid levels indicated on pre-trip inspection sheet</td>
<td>3 Points</td>
</tr>
<tr>
<td>E. Alterations to the bus and camera equipment</td>
<td>3 Points</td>
</tr>
<tr>
<td>F. Inappropriate use of equipment</td>
<td>3 Points</td>
</tr>
<tr>
<td>G. Failure to replenish first aid/body fluid kit</td>
<td>3 Points</td>
</tr>
</tbody>
</table>

## STUDENT MANAGEMENT

<table>
<thead>
<tr>
<th>Infractions</th>
<th>Points Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Failure to inspect bus after last stop is made resulting in student being left on bus (Supervision is maintained, includes Driver and Assistant)</td>
<td>7 Points</td>
</tr>
<tr>
<td>B. Failure to inspect bus after last stop is made resulting in arrival at bus station with students on board (includes Driver and Assistant)</td>
<td>Up to fifteen (15) points pending investigation</td>
</tr>
<tr>
<td>C. Leaving students unattended (Breaking supervision of students, includes Driver and Assistant)</td>
<td>Up to fifteen (15) points pending investigation</td>
</tr>
<tr>
<td>D. Allowing a pre-kinder student to disembark at the bus stop unsupervised, unless an authorized designee is there to accept the student</td>
<td>15 Points</td>
</tr>
<tr>
<td>E. Demonstrating rude, unprofessional and/or abusive behavior towards students, parents, visitors, other employees, and the public. Including the use of profane, racist, or abusive language.</td>
<td>Up to fifteen (15) points pending investigation</td>
</tr>
<tr>
<td>F. Failure to maintain appropriate professional educator-student relationships and boundaries. Including but not limited to inappropriate interaction/lack of interaction/inappropriate communication/comments with students.</td>
<td>Up to fifteen (15) points pending investigation</td>
</tr>
<tr>
<td>G. Failure to ensure student safety by failing to maintain visual/audio attention at all times.</td>
<td>Up to fifteen (15) points pending investigation</td>
</tr>
<tr>
<td>H. Failure to report any of the above occurrences and infractions to Station Management</td>
<td>Up to fifteen (15) points pending investigation</td>
</tr>
<tr>
<td>I. Failure to report an accident/incident on the bus resulting in an injury (minor/major) to the student.</td>
<td>Up to fifteen (15) points pending investigation</td>
</tr>
</tbody>
</table>

## DRESS CODE

<table>
<thead>
<tr>
<th>Infractions</th>
<th>Points Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to follow dress code guidelines</td>
<td>2 Points</td>
</tr>
</tbody>
</table>
RECEIPT OF TRAFFIC CITATION IN A NISD SCHOOL BUS:
If a Northside Independent School District Bus Driver or Technician receives a traffic citation while operating an NISD school bus, the employee will be subject to disciplinary action up to and including termination at the discretion of the Director of Transportation. The school District will not pay for fines or aid any driver who violates traffic laws or parking violations while operating a school vehicle unless extenuating circumstances exist. Review and assessment of the extenuating circumstances will be made based on the discretion of the Director of Transportation. All employees receiving a citation while operating an NISD vehicle will immediately notify management.

CONSEQUENCES FOR TRAFFIC CITATIONS RECEIVED WHILE OPERATING NISD SCHOOL BUSES

<table>
<thead>
<tr>
<th>EVENT</th>
<th>ACTION BY NISD</th>
<th>IF FOUND NOT GUILTY</th>
<th>NISD ACTION IF FOUND GUILTY</th>
<th>POSSIBLE DOT CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 1st Traffic Ticket – Moving Violation</td>
<td>Suspension Without Pay until day after driver is found either guilty or not guilty by court.</td>
<td>Return to work, no record of traffic citation maintained. (Case dismissed same as not guilty.)</td>
<td>Termination and Driver responsible for any penalties and/or fines assessed by the court.</td>
<td>None</td>
</tr>
<tr>
<td>2. 2nd Traffic Ticket – Moving Violation or Violation of Probationary Conditions for a Previous Traffic Tickets.</td>
<td>Suspension Without Pay until day after driver is found either guilty or not guilty by court.</td>
<td>Return to work, no record of traffic citation maintained.</td>
<td>Termination and Driver responsible for any penalties and/or fines assessed by the court.</td>
<td>Can result in suspension of Commercial Driver’s License for 60 days.</td>
</tr>
<tr>
<td>3. Traffic Ticket for Operating a School Bus or any CMV with an Alcohol Concentration of .04 or greater or under the influence of a controlled substance.</td>
<td>Suspension Without Pay until day after driver is found either guilty or not guilty by court.</td>
<td>Return to work, no record of traffic citation maintained.</td>
<td>Termination and Driver responsible for any penalties and/or fines assessed by the court. State law prohibits driver from operating a school bus for 10 years.</td>
<td>Suspension of Commercial Driver’s License for 1 year.</td>
</tr>
<tr>
<td>4. Traffic Ticket for improper crossing of Railroad-Highway Grade Crossing</td>
<td>Suspension Without Pay until day after driver is found either guilty or not guilty by court.</td>
<td>Return to work, no record of traffic citation maintained.</td>
<td>Termination and Driver responsible for any penalties and/or fines assessed by the court.</td>
<td>Suspension of Commercial Driver’s License for not less than 60 days.</td>
</tr>
<tr>
<td>5. Traffic Ticket for operating a school bus with an invalid or suspended license.</td>
<td>Suspension Without Pay until day after driver is found either guilty or not guilty by court.</td>
<td>Return to work, no record of traffic citation maintained.</td>
<td>Termination and Driver responsible for any penalties and/or fines assessed by the court. State law prohibits driver from operating a school bus for 10 years.</td>
<td>Can result in suspension of Commercial Driver’s License for 1 year.</td>
</tr>
</tbody>
</table>

CDL DRIVERS RECEIVING TRAFFIC CITATIONS WHEN DRIVING THEIR PRIVATELY OWNED VEHICLE (POV)

Every employee who possesses a commercial driver’s license (CLP/CDL) in order to operate a district commercial motor vehicle (CMV), including a school bus, must report all motor vehicle traffic control (except parking) convictions for violation of state or local law while driving any type of motor vehicle including a private vehicle to their Manager the next work day. Any employee who possesses a CDL, and who has their CDL suspended for any reason, shall notify their Manager of the license suspension within one business day.

### POTENTIAL CONSEQUENCES FOR COMMERCIAL LICENSED DRIVERS FROM CONVICTIONS FOR TRAFFIC VIOLATIONS WHILE DRIVING A NON-COMMERCIAL MOTOR VEHICLE (NON-CMV) OR PERSONAL VEHICLE.

<table>
<thead>
<tr>
<th>EVENT</th>
<th>IF FOUND GUILTY</th>
<th>NISD ACTION IF GUILTY</th>
<th>DOT CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Refusing to submit to an alcohol test while driving a non-CMV or personal vehicle.</td>
<td>Driver responsible for any penalties and/or fines assessed by the court.</td>
<td>Termination. State Law prohibits operation of a school bus for 10 years</td>
<td>Mandatory suspension of CDL for 1 year.</td>
</tr>
<tr>
<td>2. Driving a non-CMV while under the influence of alcohol (In Texas -.08) or a controlled substance.</td>
<td>Driver responsible for any penalties and/or fines assessed by the court.</td>
<td>Termination. State Law prohibits operation of a school bus for up to 10 years</td>
<td>Mandatory suspension of CDL for 1 year.</td>
</tr>
<tr>
<td>3. Leaving the scene of an accident in non-CMV.</td>
<td>Driver responsible for any penalties and/or fines assessed by the court.</td>
<td>Termination. State Law prohibits operation of a school bus for 10 years</td>
<td>Mandatory suspension of CDL for 1 year.</td>
</tr>
</tbody>
</table>

4. For a 2nd conviction resulting in the revocation, cancellation or suspension of non-CMV driving privileges for … (any combination of items a-e below) … within a 3 year period while driving a non-CMV.

| a) Speeding in excess of 15 mph over the posted speed limit.       | Driver responsible for any penalties and/or fines assessed by the court. | Termination. State law requires assessment of 3 MVR points for 3 years. | Mandatory suspension of CDL for 60 Days. |
| b) Reckless driving.                                               | Driver responsible for any penalties and/or fines assessed by the court. | Termination. State law requires assessment of 3 MVR points for 3 years. | Mandatory suspension of CDL for 60 Days. |
| c) Improper or erratic lane changes                                 | Driver responsible for any penalties and/or fines assessed by the court. | Termination. State law requires assessment of 3 MVR points for 3 years. | Mandatory suspension of CDL for 60 Days. |
| d) Following the vehicle ahead too closely.                        | Driver responsible for any penalties and/or fines assessed by the court. | Termination. State law requires assessment of 3 MVR points for 3 years. | Mandatory suspension of CDL for 60 Days. |
| e) Violation of state or local motor vehicle traffic control laws arising in connection with a fatal accident. | Driver responsible for any penalties and/or fines assessed by the court. | Termination. State law requires assessment of 3 MVR points for 3 years. | Mandatory suspension of CDL for 60 Days. |
| 5. Ticket for operating any motor vehicle with a suspended license. | Driver responsible for any penalties and/or fines assessed by the court. | Termination. State Law prohibits operation of a school bus for 10 years | Could result in Suspension of CDL for up to 1 year. |
| 6. Accumulating 6 points or more under the Texas State Driver Responsibility Program | Driver assessed annual fee by DPS. Failure to pay results in Administrative License Suspension. (ALS) | Termination if driver is found, during MVR check, to have operated or to be operating a school bus while license is suspended. | |

FORUM REPRESENTATION - ELECTION PROCEDURES

GENERAL: The following information provides supplemental guidelines for the election of driver crew/maintenance technician personnel to serve as FORUM representatives based on information received from the Deputy Superintendent for Administration and as outlined in the Transportation Handbook - Forum Representation paragraph.

Designated Representation: Each Station 5 + 1; and Technician at Large 1.

NOMINATION PROCESS
Respective Station Managers and Maintenance Manager will inform assigned personnel by written notice of the time/date to select individuals who will serve as tabulators/poll watchers and to issue documentation to solicit nominees to fill vacant or replacement positions for that respective station and maintenance department.

The letter will include additional information identifying the individual(s) who are eligible having previously served two (2) consecutive terms as a forum representative(s) for one (1) station or another station where a transfer/reassignment has occurred.

The following criteria reflect the number of tabulators/poll watchers for the respective stations:

- Rhodes Station - 3
- Culebra Station - 3
- South Station - 3
- North Station - 3
- McClung Station - 3

During a meeting (Monthly Safety or Special Call) the tabulators/poll watchers will be selected at random by pulling names from the station roster. Each individual must consent to serve in that position before performing any duties. Additionally, selected tabulators/poll watchers will not be eligible to vie for a representative position.

Employees will be requested to nominate an individual(s) and submit that nomination(s) to the receptionist at each station. For the technician-at-large, nominations are to be submitted to the Maintenance Manager.

After the nominations are collected, each nominee will be contacted by the receptionist/Maintenance Manager to obtain their consent to serve the duties as a representative for at least one (1) full year. Once the consenting individuals have been identified, each Station Manager and the Maintenance Manager will prepare a ballot of nominees for their respective station and maintenance department.

ELECTION PROCESS

Ballots will be distributed to each driver crew personnel on the designated voting day at the station voting table. Lead Technicians will gather ballots and forward them to the maintenance secretary for tabulation.

During the designated voting day, the assigned tabulators/poll watchers are subbed from their routes and stationed in a convenient location at each station to receive the ballots. Station tabulators/poll watchers Lead Technicians will ensure ballots are kept in a secured receptacle until the last ballot is cast.

The polling stations will promptly be opened at 6:00 AM and close at 3:00 PM during the designated voting day.

Tabulators/poll watchers and maintenance secretary will tally the votes and report voting results to the Station Manager and Maintenance Manager by 5:00 PM of the voting day. The nominees will be selected as representatives based on individuals receiving the highest votes in descending order based on the above allocations in paragraph A.

Selections will be submitted to the Director the working day following the voting day. The Director will, in turn, submit names of representatives to the Deputy Superintendent for Administration as required. Results of the election will be posted one (1) working day following the vote.
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## Register of Eligible Riders

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<th>Address</th>
<th>Phone</th>
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### Calculations

- **H**: TOTAL 2 MILE ELIGIBLE RIDERS (Code E)
- **I**: TOTAL RIDERS FROM HAZARDOUS AREA (Code X)
- **J**: TOTAL OF FOUR HIGHEST MONTHS (2 mile eligible)
- **K**: AVERAGE RIDERSHIP 2 MILE ELIGIBLE (highest four months)
- **L**: TOTAL OF FOUR HIGHEST MONTHS (eligible hazardous area)
- **M**: AVERAGE RIDERSHIP FOR HAZARDOUS AREAS (highest four months)
NORTHSIDE INDEPENDENT SCHOOL DISTRICT
TRANSPORTATION INCIDENT REPORT

Bus #: _______________  Date of Incident: ___________________

Driver/Assistant: ___________________________  Time Reported: _______________

School: ___________________________  Time of Incident: _______________

Description of Incident:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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_________________________  /   /   
Driver/Assistant Signature  Date Submitted

Action Taken:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

_________________________
Supervisor’s Signature
**ROUTE/POSITION APPLICATION**

SUBMIT THIS APPLICATION TO THE STATION MANAGER BEFORE 5:00 PM ON THE CLOSING DATE

<table>
<thead>
<tr>
<th>ROUTE</th>
<th>NAME: ______________________________________ (print)</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSITION</td>
<td>SIGNATURE: _________________________________</td>
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<tr>
<td>CLOSING DATE</td>
<td>DATE OF EMPLOYMENT: <em><strong><strong>/</strong></strong></em>/_____</td>
</tr>
</tbody>
</table>

OFFICE USE ONLY:

**ROUTE/POSITION VACANCY**

IF YOU ARE INTERESTED IN THE POSITION NOTED BELOW CONTACT THE STATION MANAGER AT THE LISTED STATION

<table>
<thead>
<tr>
<th>DATE POSTED</th>
<th>BUS &amp; STATION</th>
<th>TYPE OF ROUTE</th>
<th>APPROX. HOURS/DAY</th>
<th>POSITION</th>
<th>CLOSING DATE</th>
<th>STARTING DATE</th>
</tr>
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<tr>
<td>SCHOOLS:______________________</td>
<td>PERSON ASSIGNED:</td>
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REMARKS:

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</table>
**Overhead hatches and windows may be left open for ventilation during the day, close hatches and windows if rain is forecast or probable**

Each driver, including sub drivers, is responsible for conducting a through pre-trip and post-trip inspection each day of any bus they are assigned to operate or any substitute bus they sign-out. **Turn in each week’s completed inspection sheet by the close of business the following Monday.**

### POST-TRIP INSPECTION (every return to station, initial at end of day)

<table>
<thead>
<tr>
<th>Step</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT/SUN</th>
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**PRE-TRIP INSPECTION (before first departure)**

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All drivers/coaches will have in their possession before departing station: current Class A or Class B CDL with P & S endorsements, current DOT physical card, current Texas School Bus Driver Certification card, drivers will have a charged and operational (turned on) PTT device.
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<th>DRIVER</th>
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<th>ENTRY/EXIT DOOR</th>
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</table>

BUS # _________________________                CAMPUS: ____________________________________
DRIVER: _________________________________                 DATE: _____________________

NISD – TRANS

SAMPLE
NORTHSIDE I.S.D. TRANSPORTATION UNIFORM AGREEMENT

The Northside ISD Transportation department provides four (4) uniform garments for Auxiliary Employees. Each garment provided will include the District logo and department name.

THE EMPLOYEE SHALL ADHERE TO THE FOLLOWING GUIDELINES:

- EACH ELIGIBLE EMPLOYEE IS REQUIRED TO WEAR HIS/HER UNIFORM GARMENT AT ALL TIMES DURING WORKING HOURS.

- UNIFORMS WILL BE WORN ACCORDING TO THE DISTRICT AND DEPARTMENT’S HANDBOOK OR GUIDELINES.

- EACH EMPLOYEE WILL BE RESPONSIBLE FOR LAUNDERING HIS/HER UNIFORM GARMENTS, MAINTAINING THEM IN A SERVICEABLE CONDITION.

- LAUNDERING MUST BE DONE ACCORDING TO LAUNDERING SPECIFICATIONS LOCATED ON GARMENT’S TAG TO PREVENT DAMAGE OR FADING OF UNIFORMS.

- ALTERING OR INTENTIONALLY DAMAGING UNIFORM GARMENTS IN ANY MANNER OR FOR ANY REASON THAT WOULD PRECLUDE A PROFESSIONAL LOOK IS PROHIBITED.

- N.I.S.D. BADGES MUST BE WORN WITH THE UNIFORM GARMENTS AT ALL TIMES DURING WORKING HOURS.

- EACH EMPLOYEE WILL BE REQUIRED TO RETURN ALL UNIFORM GARMENTS IN THE EVENT OF:
  - Resignation/Termination
  - Departmental Transfer/Promotion

I HAVE RECEIVED FOUR (4) UNIFORM GARMENTS (_____SHIRTS AND/OR _____SMOCKS) AND HAVE READ THE ABOVE GUIDELINES. I UNDERSTAND THAT I AM RESPONSIBLE FOR ADHERING TO THE AFOREMENTIONED GUIDELINES.

PRINTED NAME:_________________________________________________________________

DEPARTMENT: __Northside Transportation_________ STATION: _________________________

SIGNATURE: ____________________________ DATE: ____________________________
AGREEMENT OF RESPONSIBILITY FOR DISTRICT ISSUED TRACKING & COMMUNICATION DEVICES

The following are terms to an agreement between district employee and NISD Transportation Department regarding the issuance of a communications device. Agreement is binding during tenure of employment.

Employee acknowledges, understands, and accepts the responsibility being entrusted to him/her with the issuance of district communications equipment.

A. Issuance Agreement:

Use of communication issued devices for reasons other than district business is considered misuse as defined in the district and department handbooks. Employee agrees not to misuse or allow the misuse of issued equipment. Any misuse or loss of district communication equipment issued may be subject to appropriate disciplinary action, up to and including termination of employment.

Issued equipment must be kept charged and turned on while on duty (on the clock).

B. Replacement Agreement:

1. If the issued device is stolen, it is the responsibility of the employee to report incident to his/her supervisor the next working day after the theft. Additionally, the employee’s supervisor must receive a copy of a police report within two weeks of reported incident. With appropriate documentation of theft, the device will be replaced by the district at no charge to the employee.

2. If the issued device is intentionally damaged by the employee, it is the financial responsibility of the employee to repair or replace the damaged device. Any intentional damage of district communication equipment issued may be subject to appropriate disciplinary action, up to and including termination of employment.

3. If the issued device is damaged, the damage must be reported to the employee’s supervisor the next working day after the damage has occurred. Upon the first incident of damage, the district will repair the device at no cost to the employee. Upon the second incident of damage, the employee will be required to pay one-half of the replacement or repair costs. For any subsequent incidents, the employee will be required to pay for the entire replacement or repair cost of the device.

4. If the device is lost by the employee, the loss must be reported the next working day to the employee’s supervisor. It will be the responsibility of the employee to pay for replacement of the device at retail cost.

______________________________________  __________________________________
Employee Name  (Print)  Employee # (Badge#)

______________________________________
Make/Model

______________________________________  __________________________________
Equipment Issuing Date

______________________________________
Phone  #

______________________________________  __________________________________
Equipment Returning Date

______________________________________
Employee Signature

______________________________________  __________________________________
Witness/Issuing Official
Electronic Signature Agreement for Bus Driver or Bus Assistant

This letter authorizes Northside Independent School District (NISD) to use my electronic signature and to attest to the requirements authorized in the following paragraphs when submitting Medicaid claims on my behalf.

This is also to certify that information appearing on billings submitted by me for the Texas Medical Assistance Program is and will be true, accurate, and complete. I understand that payment of any Texas Medical Assistance Program claim will be from federal and state funds and that any falsification or concealment of a material fact may be prosecuted under federal and state laws. These certifications are made in accordance with requirements found at 42 Code Federal Regulations 455.18 and 455.19.

I also certify that the items billed to the Texas Medical Assistance Program are and will be for services that have been and will be personally provided by me or under my personal direction, and in cases of physician services, the services, supplies, or other items billed have been and will be medically necessary for the diagnosis or treatment of the condition of the patients, and are provided without regard to race, color, sex, nationality, origin, age, or handicap.

Please be advised that my signature on this document is verification that all claims and data viewed by me in electronic and/or standard paper means while under the auspices and/or employment with NISD will be for official business only and shall be done under the highest confidentiality as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rules (Public Law 104-191, Title II, Subtitle F, Part C, Sec.1177, Subsections (a) and (b)). I understand that wrongful disclosure of individually identifiable health information as described in Subsection (a) below is punishable by law as described in Subsection (b).

Subsection (a) OFFENSE.-- a person who knowingly and in violation of this part-- (1) uses or causes to be used a unique health identifier; (2) obtains individually identifiable health information relating to an individual or (3) discloses individually identifiable health information to another person, shall be punished as provided in subsection (b).

Subsection (b) PENALTIES.-- a person described in subsection (a) shall-- (1) be fined not more than $50,000, imprisoned not more than 1 year, or both; (2) if the offense is committed under false pretenses, be fined not more than $100,000, imprisoned not more than 5 years, or both; and (3) if the offense is committed with intent to sell, transfer, or use individually identifiable health information for commercial advantage, personal gain, or malicious harm, be fined not more than $250,000, imprisoned not more than 10 years, or both.

This signature is valid until the District’s separation date when I am no longer considered an employee by NISD or I revoke my signature through official written correspondence. This letter, to be retained in the NISD Special Revenue Department, bears my true and original signature.

Print Provider Name:       Position (circle):       Driver            Assistant

Provider Signature:

Other Names Associated with Provider:

NISD E#:      Date:
# OPERATIONAL ROUTE SHEET

**BUS # 291**

**CLOCK IN:**

<table>
<thead>
<tr>
<th>Turn Directions</th>
<th>Stop Location</th>
<th>Time</th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>L - LESLIE</td>
<td>RHODES STATION (952)</td>
<td>6:40 am</td>
<td>6.43</td>
</tr>
<tr>
<td>R - BANDERA</td>
<td>BABCOCK &amp; MAGGIE CT</td>
<td>6:45 am</td>
<td>0.35</td>
</tr>
<tr>
<td>L - PRUE</td>
<td>BONNY BRIDGE &amp; WILDE GLEN</td>
<td>7:01 am</td>
<td>0.22</td>
</tr>
<tr>
<td>R - BABCOCK</td>
<td>BLACK THORN &amp; GLEN HEATHER &amp; SCOTS</td>
<td>7:01 am</td>
<td>0.22</td>
</tr>
<tr>
<td>R - WILDE GLEN</td>
<td>5980 BABCOCK</td>
<td>7:01 am</td>
<td>0.22</td>
</tr>
<tr>
<td>R - GLEN HEATHER</td>
<td>WELLES EDGE</td>
<td>7:04 am</td>
<td>0.06</td>
</tr>
<tr>
<td>R - WELLES CREEK</td>
<td>WELLES CREEK &amp; WELLES CREEK CIR</td>
<td>7:07 am</td>
<td>0.12</td>
</tr>
<tr>
<td>L - WELLES DALE</td>
<td>8746 WELLES EDGE</td>
<td>7:09 am</td>
<td>0.4</td>
</tr>
<tr>
<td>R - WELLES MED</td>
<td>WELLES MED</td>
<td>7:10 am</td>
<td>1.76</td>
</tr>
<tr>
<td>R - ALBERTSON</td>
<td>THORNTON ELEMENTARY (149)</td>
<td>7:15 am</td>
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</tbody>
</table>

**CLOCK OUT:**

**TOTAL MILEAGE:** 10.83
### Vehicle Condition Report

**Check Opposite Defects**

| Driver's Name ___________________________ Date ___________________ Vehicle # ___________ |
|-----------------------------------------|-----------------------------------------------|

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<thead>
<tr>
<th><strong>ENGINE</strong></th>
<th><strong>CHASSIS</strong></th>
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<tbody>
<tr>
<td>Battery</td>
<td>No Power</td>
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<tr>
<td>Heater</td>
<td>Low Oil Pressure</td>
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<tr>
<td>Defroster</td>
<td>Water Leak</td>
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<tr>
<td>Rear Buzzer</td>
<td>Exhaust Leak</td>
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<tr>
<td>Idles too Slow</td>
<td>Accel Sticks</td>
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<tr>
<td>No Power</td>
<td>Hard Starting</td>
</tr>
<tr>
<td>Runs Hot</td>
<td>Won't Take Gas</td>
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<td>Misses</td>
<td>Cuts Out On Pull</td>
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<td>Idles too Slow</td>
<td>Seats Loose</td>
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<tr>
<td>No Power</td>
<td>Chatters</td>
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<td>ENGINE</td>
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</table>
NISD Transportation – Vehicle Condition Report - 71 Passenger Bus
Athletics Check Out/In

Bus Number: _________ Date: ____________ Coach’s Name: _________________________________

Campus: ___________________________ Cell Phone/Contact Number: ___________________________

Checked Out By: __________ Checked In By: __________ Any New Damage? [ ] Yes [ ] No

Mileage Out: __________________________ Mileage In: __________________________

Directions: Technician will indicate existing damage on bus when coach checks out bus. When bus is returned, if technician finds any new damage they will check the box above and indicate the new damage on the diagrams below. Both coach and technician will initial next to any new damage.

Bus Interior

Exterior Damage Codes
R = Rip or Tear
P = Patched
G = Graffiti
O = Other Damage

Bus Exterior

Out/In
Fire Extinguisher
First Aid Kit
Body Fluid Clean-up Kit
Broom

Exterior Damage Codes
S = Scratch
D = Dent
C = Chipped/Peeling
M = Rub Mark
B = Broken/Cracked
O = Other Damage

Trans - 5/13/2015
NISD Transportation – Vehicle Condition Report – 35/47 Passenger Bus
Athletics Check Out/In

Bus Number: _________ Date: ____________ Coach’s Name: _____________________________

Campus: ___________________________ Cell Phone/Contact Number: ___________________________

Checked Out By: ________ Checked In By: ____________ Any New Damage? □ Yes □ No

Mileage Out: ______________________ Mileage In : ______________________

Directions: Technician will indicate existing damage on bus when coach checks out bus. When bus is returned, if technician finds any new damage they will check the box above and indicate the new damage on the diagrams below. Both coach and technician will initial next to any new damage.

Bus Exterior

Bus Interior

Interior Damage Codes
R = Rip or Tear
P = Patched
G = Graffiti
O = Other Damage

Exterior Damage Codes
S = Scratch
D = Dent
C = Chipped/Peeling
M = Rub Mark
B = Broken/Cracked
O = Other Damage

Mileage Out:  ______________________                        Mileage In : ______________________

SAMPLE
Unit Number: _______  Date: ___________  Staff/Coach's Name: ____________________________________________

Campus: ___________________________  Cell Phone/Contact Number: ____________________________

Checked Out By: ____________  Checked In By: _______________  Any New Damage?  Yes  No

Mileage Out: ___________________________  Mileage In: ____________________________

**Directions:** Technician will indicate existing damage on vehicle when coach/staff checks out vehicle. When vehicle is returned, if technician finds any new damage they will check the box above and indicate the new damage on the diagrams below. Both coach/staff and technician will initial next to any new damage.

Revised 5/13/2015
NISD TRANSPORTATION – 9-PASSENGER MINI BUS CONDITION REPORT
ATHLETICS/STAFF CHECK OUT/IN

Unit Number: _______ Date: __________ Staff/Coach's Name: _________________________________

Campus: ________________________ Cell Phone/Contact Number: _____________________________

Checked Out By: ____________ Checked In By: _______________ Any New Damage? □ Yes □ No

Mileage Out: ___________________________ Mileage In: ___________________________

Directions: Technician will indicate existing damage on vehicle when coach/staff checks out vehicle. When vehicle is returned, if technician finds any new damage they will check the box above and indicate the new damage on the diagrams below. Both coach/staff and technician will initial next to any new damage.
NISD TRANSPORTATION – SUBURBAN CONDITION REPORT
ATHLETICS/STAFF CHECK OUT/IN

Unit Number: _______________ Date Out: _______________ Date In: _______________

Campus: _____________________ Cell Phone/Contact Number: _____________________

Driver’s Name (print): ___________________ Signature: _________________________

Checked Out By: ______________ Checked In By: ______________ Any New Damage? Yes ☐ No ☐

Mileage Out: _______________ Mileage In: _______________

Directions: Technician will indicate existing damage on vehicle when coach/staff checks out vehicle. When vehicle is returned, technician finds any new damage they will check the box above and indicate the new damage on the diagrams below. Both coach/staff and technician will initial next to any new damage.
NISD Transportation – Vehicle Condition Report
Lift Bus

Bus Number: ___________ Station: _________________________ School Year: ______________

Date Inspected: __________________ Previous Driver (If applicable): ________________________

By signing this document the driver is certifying that he/she has inspected the bus for damage such as dents, scratches, bare metal, broken glass, paint damage, etc… and indicated all damage on the diagrams below and that they will report any new damage that occurs while they are operating or responsible for the bus or that they discover during pre- or post-trip inspections.

Driver’s Name: ____________________________ Signature: ______________________________

Bus Interior

Interior Damage Codes
R = Rip or Tear
P = Patched
G = Graffiti
O = Other Damage

Bus Exterior

Exterior Damage Codes
S = Scratch
D = Dent
C = Chipped/Peeling
M = Rub Mark
B = Broken/Cracked
O = Other Damage

Equipment
- Fire Extinguisher
- First Aid Kit
- Body Fluid Kit
- Tire Iron
- Broom
- Tie Downs - ___ Sets
- Dual Chock

Trans 5/13/2008
## NORTHSIDE ISD SCHOOL BUS PASSENGER LIST

FOR TEXAS PEACE OFFICER’S CRASH REPORT (CR-3)

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<th>PERSON TYPE</th>
<th>SEAT POSITION</th>
<th>NAME</th>
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**SEAT# is for NISD use. (Odd # is driver side, Even # is passenger side)

* ETHNICITY CODES: W=White, B=Black, H=Hispanic, A=Asian, I=American Indian/Alaskan Native, 98= Other

** GENDER CODES: M=Male, F=Female
SAMPLE NOMINATION FORM

To: All Station Drivers/Assistants
FROM: Station Manager
DATE: 
SUBJ: Election of FORUM Representatives

The first employee forum for the 201X/201X school year is scheduled for October, 201X. It is time once again to elect the station representatives.

Anyone is eligible with the following exceptions. Guidelines for representation state that a representative may not serve for more than two (2) consecutive years nor be a Manager. _________________ has (have) served two (2) consecutive years and is (are) not eligible this school year.

It is not required to make a nomination. However, if you choose to do so, please indicate your choice/choices below: You may nominate from 1 to __ based on station allocation. Return this document to the station receptionist by 5:00 PM, September, 201X. This is not the actual election of the representative, but part of the nomination process. Ballots with all eligible/consenting nominees will be available at the voting table on the designated voting day of Fall, 201X, from 6:00 AM to 3:00 PM.

Name(s) of Nominee(s): __________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
To: All Bus Assistants and Bus Drivers

SUBJ: Station Forum Representative Ballot

This ballot is used to select employees to serve as Forum Representatives for the 20XX – 20XX school year. Nominations for the Employee Forum representatives have been received. All consenting nominees are listed below in alphabetical order.

Please circle the names of the five (5) employees who you wish to represent you as a station representative.

Any ballot with more than five (5) names circled will not be counted.

Please sign the voting roster and place your ballot in the ballot box at the polling table.

The top five employees with the most votes will be the elected representatives. The next employee receiving the next highest votes will be the alternate.

NOMINEES:

1. _______________________________
2. _______________________________
3. _______________________________
4. _______________________________
5. _______________________________
6. _______________________________
7. _______________________________
8. _______________________________
Chapter Two

Basic Duties and Responsibilities

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Basic Duties and Responsibilities

State Requirements

Texas law requires that the operator of a school bus have the following items:

a. Class B or A Commercial Driver License (CDL) with a Passenger “P” and School Bus “S” endorsements. If the bus is equipped with air brakes, the CDL must not have an Air Brake Restriction. Texas Law states you cannot drive with a photocopy of your license.

b. A current annual Department of Transportation (DOT) Medical Examiners Certificate card. DOT regulations allow a Xerox copy of the card to be carried by the driver. Texas law requires an annual school bus driver physical.

c. A current Texas School Bus Driver Certification card. The card can be an enrollment (temporary) card or the card issued to a driver following completion of the state school bus driver initial certification(20-hour) or recertification(8-hour) course. A mechanic or driver may drive a school bus with no children on board as long as they have a valid class A or B CDL license with a “P” endorsement and a current DOT Medical Examiners card. A mechanic does not require the “S” endorsement as long as he does not drive a bus with students on board.

NOTE: At no time will a driver operate a Northside ISD School Bus without the proper credentials (as noted above) in their possession. Failure to comply will result in disciplinary action and can result in increased liability for the driver in the event of an accident or other incident.

Maintaining Qualifications:

Drivers are responsible for maintaining the currency of all required documents and qualifications. Operating a school bus with an expired or suspended license, an expired DOT certification or expired School Bus Driver Certification will result in disciplinary action and can result in termination. The department will attempt to notify drivers of items due for renewal, but it is the driver’s responsibility to stay current on their qualifications.

If a driver’s CDL is suspended for any reason they must notify their supervisor as soon as possible and not drive the bus or any other district vehicle until they resolve the issue causing the suspension. A driver receiving a traffic ticket for any moving violation whether driving a school bus or district vehicle or any other vehicle must notify their supervisor as soon as possible and before driving the school bus again. A CDL license must be renewed in person at the DPS license center. Do not wait until the last minute to renew your CDL, get your physical, attend a certification course, or let your supervisor know of any problem such as a lost or stolen wallet or any other problem.

Drivers who fail to attend the certification classes as scheduled, may have to travel outside the district to complete the course. While you will be paid for attending the class once you receive your certification card from Region 20, all travel expenses are yours and if your card expires before you receive the new card from Region 20, you will not be allowed to drive a school bus.

Drivers who allow their certification to expire have two options: they can be issued an enrollment certification card so they can start driving again, but this will also require them to attend the next 20-hour initial certification course. This class will be paid for by the district, but the employee will not be paid for the 20-hours spent attending the class.

The second option is to attend the next recertification course (8-hour) in Region 20, but they will not be allowed to drive a school bus until they receive their new certification card.

Drivers who allow their enrollment card to expire, will not be permitted to work until they complete the 20-hour initial certification class and receive their card from Region 20. DPS rules do not permit a driver to receive another enrollment card for 5 years or until they have completed the 20-hour course.

Commercial Driver License (CDL) Driver Medical Certification Requirements: The Federal Department of Transportation (DOT) and Texas Department of Public Safety (DPS) now require that all CDL licensed drivers have on file with DPS their medical certification status and to inform DPS of any changes to their medical certification status by going to a DPS station and filing out and submitting the appropriate documents. NISD school bus drivers still require the annual DOT driver physical in accordance with the Texas administrative code and will carry the DOT card or copy of the DOT card with them whenever they operate or checkout a NISD school bus.

NISD CDL licensed drivers now have to certify their medical qualification at DPS as one of the following types:

Category 1, Non-Excepted Interstate. For NISD employees this includes CDL licensed drivers who operate district owned school buses, commercial cargo vans, or trucks with trailers with combined gross weight of 26,000 lbs or a trailer weight exceeding 10,000 lbs and while not working as an NISD employee, drives a commercial vehicles such as a motor coach, moving van, or any commercial vehicle for hire. It is the driver’s responsibility to ensure that their medical certification stays current and correct for the vehicles they drive. After every DOT physical, the Category 1 driver must take the new DOT physical card to a DPS station and update their medical certification to the new expiration date. The driver will be responsible for any applicable DPS fees for this update. DPS will revoke the CDL portion of an employee’s driver license for failure to keep their medical certification expiration date current. (Forms Required at DPS: CDL-1 and CDL-4, DOT Physical card)

Category 2, Excepted Interstate. This is for any NISD CDL licensed employee who ONLY drives district owned school buses, commercial cargo vans, and trucks with combined weight of 26,000 lbs or more, or towing trailers weighing 10,000 lbs or more. These NISD drivers do not drive any other commercial vehicles. NISD school bus drivers require an annual DOT driver physical per the Texas Administrative Code. NISD Category 2 drivers will certify as Category 2 drivers when they renew their CDL and will have a “P” restriction on their CDL. (Forms Required at DPS: CDL-1 and CDL-10)

Category 3, Non-Excepted Intrastate. This is for the NISD CDL licensed driver who has been granted a medical waiver for a vision or limb impairment by the state of Texas. These CDL drivers have been issued a medical waiver card and have a “M” restriction on their CDL license. It is the driver’s responsibility to keep their Medical Waiver and DOT Medical certification expiration dates current with DPS the same as a Category 1 CDL driver. Failing to keep either expiration date current will result in DPS revoking the CDL portion of the employee’s driver license. (Forms Required at DPS: CDL-1, CDL-5, Medical Waiver card, DOT Physical card)

Category 4, Exempted Intrastate: This does not apply to any NISD CDL licensed driver. It applies only to operators of oil field or water drilling rigs or mobile cranes.

The DOT medical examiners certification must be obtained from the district’s specified examiner – Drivers, mechanics and any CDL licensed staff member must pass a DOT pre-employment drug screen before operating district buses or commercial vehicles. These individuals will be subject to the DOT drug and alcohol program for commercial drivers while employed by the district. Any CDL licensed driver who refuses to provide a sample for random or post-accident
DOT drug and alcohol testing will be terminated for “a refusal to test” per NISD Board policy. NISD Board policy also makes bus assistants subject to random drug and alcohol testing. Board policy also allows for any employee to be tested at any time a supervisor believes the employee may be under the influence of drugs or alcohol (Reasonable Suspicion). All employees should exercise extreme caution in using over the counter medications and drivers should always notify their doctor that they are a commercially licensed driver and drive a school bus.

**NOTE:** At no time will a driver operate a Northside ISD school bus while under the influence of alcohol or controlled substances, except as prescribed by a licensed medical practitioner, or within 4 hours of consuming any alcohol.

All drivers and assistants complete a Human Performance Evaluation (HPE) as part of the new employee employment process to ensure they can safely perform the duties of a school bus driver or assistant. A fitness for duty examination may be required for any department employee, at any time, when the employee’s condition interferes with the safe performance of their regular duties. It is the employee’s responsibility to arrive for work rested, ready, and physically able to safely perform their duties.

**Employee Training:**

All new employees will have their qualifications and skills reviewed by their supervisor and/or the training department and a training schedule will be established for the employee. All new drivers and assistants will complete as a minimum, Policies & Procedures and Student Management Training BEFORE performing unsupervised duty on a route without a qualified employee along with them. Assistants will also complete Bus Assistant Training before performing unsupervised duty on a route without another qualified employee, other than the driver, along with them. Unqualified drivers and assistants can ride along with qualified drivers and assistants at the station manager’s discretion. Once the minimum training requirements are met, station managers will make every effort to place the new employee on a bus with qualified drivers/assistants to allow the new employee the opportunity to gain experience and familiarization with the station’s route area before being assigned to a bus solo. This ride-along and working with qualified employees is intended to allow the new employee to gain experience and knowledge in performing their job through observation and is a compliment to formal training classes, not a replacement for them.

New employee training can include all or part of the list below as determined by the training department and/or station manager to meet the station’s needs.

- Commercial Driver License (CDL) (drivers)
- Policies and Procedures (required for all drivers/assistants)
- Student Management (required for all drivers/assistants)
- Bus Assistant (required for all assistants)
- AED/CPR Training (drivers/assistants)
- First Aid Training (drivers/assistants)
- Emergency Evacuation Training (drivers/assistants)
- Special Needs Training (based on route assignment)
- Nonviolent Crisis Intervention (NCI) (based on route assignment)

Drivers who have a CDL, class A or B, with all endorsements, will receive a check ride and vehicle orientation and complete the minimum formal training shown above before being allowed to operate the bus unsupervised with children on board. Drivers with a CDL but needing endorsements or removal of the air brake restriction will be given the appropriate CDL driver training prior to the road test at DPS along with the minimum formal training as stated above. Drivers and assistants may receive additional training at any time either at the station or at a campus based on changing route assignments, student needs, new equipment, or station needs.

Drivers and assistants receive regular refresher training, either as scheduled by the training department or as requested by their supervisor and during in-service training meetings. All employees are required to attend scheduled training unless excused by the station manager. Failure to attend required training will result in disciplinary action.

**DRIVER’S PROFESSIONAL RESPONSIBILITIES**

Under the direction of Transportation Management personnel, the bus driver and assistant will:

a. Comply with department vehicle idling policy.

b. Ensure that they are adequately rested prior to departing on a route, field trip, etc.

c. Transport students on daily bus routes, field trips, special runs, etc., as per established schedules, policies and regulations.

d. Obey all rules and regulations regarding the operation of a school bus. This includes performing required safety checks and cleaning duties, such as sweeping out the bus on a daily basis.

e. Properly complete and submit required reports.

f. Leave the daily inspection report and student master roster with seating chart on the bus.

g. Successfully complete all training requirements and carry, at all times, a current certificate of completion or enrollment in the DPS Certification Course, along with Texas CDL (Commercial Driver’s License) and Medical Examiner’s Certificate. Failure to comply will result in disciplinary action and loss of wages.

h. Attend all required meetings. If unable to attend required meetings you must contact station management to obtain missed information.

i. Ability to drive all types of buses assigned.

j. Work courteously and communicate in a professional and courteous manner with district employees, teachers, students, parents, and other community members.


l. Follow the operational rules and regulations of the Transportation Department.

m. Follow all policies of the School District.

n. Perform any other related duties as assigned by management personnel.

o. Report potential safety challenges, traffic incidents or situations that warrant action using Transportation Incident Report form.

p. Operate the District-issued communications device equipment and communicate effectively with appropriate Transportation management and dispatchers. Personal cellular phones are to be used appropriately in accordance with District Policy and State law.

q. Providing CPR and first aid as trained and when needed and
directed by emergency personnel, dispatchers or Managers.

r. Unauthorized persons are not permitted on the bus.
s. Under no circumstances should a Driver/Assistant enter a student’s residence.
t. CDL Drivers will report receipt of any traffic citation/ticket (except parking) to their supervisor by the end of the next work day or within 72 hours, which ever comes first.
u. Drivers will not eat, drink, or operate electronic devices unless the vehicle is stopped and the parking brake set.

**DRIVER’S DAILY DUTIES**

a. Comply with department vehicle idling policy.
b. Assist in maintenance of the Register of Eligible Riders (Student Master Roster).
c. Maintain and follow an accurate, current route sheet. The driver must report any student or route changes to the Station Router or Station Management. The driver will make the route change only after coordination with management personnel.
d. Drive safely at all times observing all laws and local policies.
e. Perform pre-trip inspection and document on the daily inspection sheet. Sheet should be turned in by 5:00 PM on the following Monday of each week.
f. Monitor and maintain under-hood fluid levels on a daily basis.
g. Ensure that students stay seated and behave properly while bus is in operation.
h. Report unacceptable student behavior to school administrators/station management.
i. Never allow or tell a student to disembark from the bus other than at the school or a designated stop.
j. Maintain a current student-seating chart for all routes at all times.
k. Do not leave the immediate vicinity of the bus while the engine is running.
l. Operate lights and/or heaters only with engine idling during the pre-trip inspection.
m. Never wear headset radios or operate any type of audio/video communication equipment while bus is in operation or while students are on board.
n. Be on board bus while students are loading.
o. Check bus after each run for sleeping children, vandalism and/or items left on bus.
p. Check all fuel levels (gasoline/propane-diesel) before departure from transportation facilities.
q. Carry charged and operational District-issued communications device while on duty and know how to operate it.
r. Chocks must be utilized at all times with the exception of loading zones.
s. Never allow a Pre-kinder student to disembark at the bus stop unsupervised, unless a designee is there to accept the student - per District policy. (See sample form at end of chapter.)
t. Complying with the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). These laws assure student record, behavior and ridership confidentiality.

**SPECIAL NEEDS/ SPECIAL NEEDS INVA-LIFT BUS DRIVERS AND BUS ASSISTANTS**

**SPECIAL NEEDS/ SPECIAL NEEDS INVA-LIFT BUS DRIVER**

Major Responsibilities and Duties: In addition to the duties of the Regular Bus Driver and the Driver’s Professional Responsibilities, the Special Needs Driver is responsible for driving the bus safely, and conforming to the scheduled routes. Special Needs Drivers are also responsible for safe and orderly student transportation on assigned routes between home and school, between schools, on field trips and during extra-curricular activities. Additional assigned duties include:

a. Comply with department vehicle idling policy.
b. Complying with all applicable traffic laws and regulations.
c. Observing all school bus traffic laws and safety regulations.
d. Maintaining all safety precautions when students board or depart the bus.
e. Maintaining appropriate student behavior on the bus shared with the Bus Assistant.
f. Completing Bus Safety Reports, for any unsafe student behavior or behavior that significantly violates bus safety rules.
g. Never allow a Pre-kinder or Special Needs student to disembark at the bus stop unsupervised, unless a designee is there to accept the student - per District policy. (See sample form at end of chapter.)
h. Under no circumstances should a Driver/Assistant enter a student’s residence.
i. Reporting potential safety challenges, traffic incidents or situations that warrant action using the Transportation Incident Reports.
j. Following assigned routes.
k. Adhering to established bus service schedules.
l. Inspecting the bus and related on-board equipment for mechanical defects before and after each run.
m. Work with the bus assistant to secure wheelchairs and other mobility aids and ensure that both driver and assistant verify that all tie-downs, lap belts, and shoulder harnesses are properly placed and secure before placing the bus in motion.
n. Operating the lift equipment in a safe manner.
o. Moving students who use wheelchairs appropriately in a safe manner.
p. Driver and Assistant are responsible for the proper use and storage of equipment.
q. Preparing and submitting work orders for needed bus or equipment repairs and monitoring the repair work.
r. Communicating in a professional and courteous manner with the bus assistant, school personnel, parents and others about student bus behavior. Meeting in conference with parents and other special education personnel at the school when requested by station manager, special needs transportation, or school administrator.
s. Keeping the assigned bus clean and fueled.
t. Operating the District-issued communications device and communicating effectively with appropriate Transportation
disasters and Managers. Personal cellular phones are to be used appropriately in accordance with District Policy and State law.

u. Providing CPR and first aid as trained and when needed and directed by emergency personnel, dispatchers or Managers.

v. Complying with the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). These laws assure student record, behavior and ridership confidentiality.

w. Reporting all student injuries or illnesses that occur on the bus to special needs transportation and to the school nurse upon arrival at school or to the parent upon arrival at home.

NOTE: In the event of a disagreement between a Special Needs/Special Needs Inva-Lift Driver and a Special Needs/ Special Needs Inva-Lift Assistant, the Manager will change the Driver’s/Assistant’s bus assignment on a case-by-case basis at the discretion of station management. The route is subject to change at any time and may increase or decrease in hours and/or area, or may be eliminated according to requirements of the respective route.

SPECIAL NEEDS/ SPECIAL NEEDS INVA-LIFT BUS ASSISTANTS

Special Needs/Special Needs Inva-Lift Bus Assistants share responsibilities with their drivers as driving team members. The Special Needs/Special Needs Inva-Lift Bus Assistant will work under the direction of the Special Needs/Special Needs Inva-Lift Driver to fulfill the duties of the driver team. Assistants are jointly responsible for student rider care, safety and support. The Special Needs/Special Needs Inva-Lift Bus Assistant is also responsible for adaptive equipment operation, including wheelchair tie-downs and other related items. Bus Assistants monitor First Aid kits and body fluid management supplies. Bus Assistants will assist in maintaining and updating route sheets, seating charts and special needs student records on the bus with the driver so that onboard emergency information is readily available for a part-time driver. Further duties include:

a. Ensuring that students on the bus are safe.

b. Disembarking at each stop to provide necessary assistance and safety (trips, slips, falls) outside the bus to embarking and disembarking students (not required for alternative bus routes).

c. Providing support and instruction to students for their understanding and compliance with bus safety rules.

d. Monitoring students throughout their bus ride and addressing individual needs.

e. Seating and reseating near passengers during the bus ride. Using any available seat belt when not directly working with students or walking on the bus while it is in motion. Avoid sitting behind the driver unless the bus is empty of passengers.

f. Communicating with the driver, school personnel and parents about student needs.

g. Keeping accurate and continuously updated student seating charts.

h. Implementing student bus behavior management programs as assigned by the Special Education Transportation Coordinator.

i. Reporting concerned students who arrive at school late because of a bus delay to the building principal.

j. Reporting all student injuries and/or illnesses — no matter how minor – to the school nurse, immediately, if they occurred while on the bus or directly to parents on the ride home.

k. Under no circumstances should a Driver/Assistant enter a student’s residence.

l. Completing Bus Safety Reports, for any unsafe student behavior or behavior that significantly violates bus safety rules.

m. Meeting in conference with parents and other special education school personnel at the school when requested by station manager, special needs transportation, or school administrator.

n. Keeping the assigned bus interior clean along with the driver.

o. Never wear headset radios or operate any type of audio/video communication equipment while bus is in operation or while students are on board.

p. Operating all bus adaptive equipment as well as storing/securing all student personal equipment transported on the bus. (This includes transporting extra or spare wheelchairs, mobility aids and other equipment essential for the welfare of the child.)

q. Providing CPR and first aid as trained and when needed and directed by emergency personnel, dispatchers or Managers.

r. Following established procedures during boarding, securement, transportation and exiting of all students with wheelchairs or those who use similar mobility aids (scooters, carts, walkers, crutches, canes, leg braces or leg prostheses).

s. Driver and Assistant are responsible for the proper use and storage of equipment.

t. Assistants must be seated near the back of the bus in close proximity to the needs of the students.

u. Attend all required meetings. If unable to attend required meetings you must contact station management to obtain missed information.

v. Complying with the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to assure student record, behavior and ridership confidentiality.

w. Take the lead in securing wheelchairs and other mobility aids using the appropriate tie-down equipment. Install and secure seat belts, shoulder harnesses, EZ-vests or other aids. Pick up and secure tie-downs not used to secure wheel chairs or other mobility aids to prevent tripping hazards. Assist the driver in ensuring that all tie-downs, seat belts, shoulder harnesses, EZ-on vests are properly installed and secured before placing the bus in motion. Immediately notify the driver to pull over if you observe any problems with equipment tie-downs, seat-belts, shoulder harnesses, student condition or anything that interferes with the safety of your student riders.

x. Reporting potential safety challenges, traffic incidents or situations that warrant action using incident reports.

y. Check bus after each run for sleeping children, vandalism and/or items left on bus.

z. Operating a District-issued communications device.
NOTE: In the event of a disagreement between a Special Needs/Special Needs Inva-Lift Driver and a Special Needs/Special Needs Inva-Lift Assistant, the Manager will change the Driver’s/Assistant’s bus assignment on a case-by-case basis at the discretion of station management. Bus Assistants administratively assigned to a regular bus route will share the responsibilities with the driver as a driving team member and will work under the direction of the Bus Driver to fulfill the duties of the driver team. Bus Assistants are jointly responsible for student rider care, safety and support.
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REQUIRED DOCUMENTS FOR TEXAS SCHOOL BUS DRIVER
(ALL THREE MUST BE CARRIED WHEN OPERATING A SCHOOL BUS WITH STUDENTS ON BOARD)

SAMPLE

Please complete and return this form to your driver as soon as possible.

Texas Commercial Driver License

TENASCHOOL BUS DRIVER SAFETY TRAINING CERTIFICATE

This is to certify that the driver identified hereinafter has satisfactorily completed a school bus driver safety training course approved by the Texas Department of Public Safety.
RELEASE AUTHORIZATION

SCHOOL: _________________________________________________________________

CHILD(ren)’S NAME: _________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

PLEASE INITIAL ONLY ONE (1) OF THESE CHOICES:

_________ I authorize Northside ISD Transportation to release my child(ren) UNATTENDED
AND WITHOUT ADULT SUPERVISION. (Does not apply to Pre-Kindergarten
students.)

_________ The adults listed below are the ONLY persons that are authorized to accept my
child(ren) when released from the school bus. All those listed below must receive
the child(ren) at the approved drop-off location.

<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE #</th>
<th>RELATIONSHIP TO STUDENT</th>
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NOTE: If none of those listed above are personally recognized by the bus driver or assistant, a
picture ID may be required. (You may make changes to this document, at anytime by requesting
a new form from the bus driver.)

_______________________________________   _______________
(Signature of Parent or Guardian)                  (Date)

Please complete and return this form to your driver as soon as possible.
Pre Kindergarten Transportation Release Authorization

School: _____________________________________
Child’s Name(S): _____________________________________
________________________________
________________________________

_____ I do not authorize NISD Transportation department to release my children to anyone other than their parents.

_____ The adults listed below are the only persons that are authorized to accept my child(ren) when released from the school bus. All those listed below, must receive my child(ren) at the regular approved drop-off location and must show proper identification.

<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE</th>
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If parents or authorized adults are not at the approved drop-off location to pick up the student, the student will be returned to the campus.

__________________________________________
Signature of Parent or Guardian             Date of Signature

Please return this document to your child’s school.
Autorización para el transporte de Pre Kindergarten

Escuela: ____________________________________________

Nombre del niño(s): _________________________________

______________________________

No autorizo al Departamento de Transportes del Distrito de NISD a dejar a mi hijo(a) con alguien más que no sean sus padres.

La lista de adultos de abajo incluye a las únicas personas que están autorizadas para recibir a mi hijo(s) del autobús de la escuela. Todas las personas incluidas en la lista deben recibir al niño(s) en lugar regular aprobado para dejar al estudiante y deben mostrar una identificación apropiada.

<table>
<thead>
<tr>
<th>NOMBRE</th>
<th>TELÉFONO</th>
<th>PARENTESCO CON EL ESTUDIANTE</th>
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Si los padres o los adultos autorizados no están en el lugar aprobado para que el autobús deje al niño(s) y alguno de ellos lo recoja, el estudiante será transportado de regreso a la escuela.

______________________________
Firma del padre/tutor          Fecha de la firma

Por favor, devuelva este documento a la escuela de su hijo(a).
REQUISITION NUMBER: 7-1

GENERAL EMPLOYMENT NOTICE

BUS ASSISTANT – FULL TIME 32 HOURS
Transportation Department
(Potential Openings)

MINIMUM QUALIFICATIONS

(Only those persons who meet the minimum qualifications as posted should apply)

- High School Diploma or General Equivalency Diploma (GED) preferred
- Minimum of 1 year experience preferred working with students in public schools, church related schools, day camps, youth groups, private schools, licensed day care centers or other approved settings
- Must be 18 years of age
- Must pass initial employment human performance evaluation (physical evaluation)
- Must have satisfactory outcome of fingerprinting check prior to starting employment.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Ability to follow verbal instructions and communicate effectively.
- Ability to read, understand, and communicate in English.
- Ability to operate safety equipment and adaptive equipment.
- Ability to work well with children and those with disabilities.
- Ability to become familiar with all routes to and from school campus to be of assistance to bus driver.
- Ability to communicate effectively with diverse groups of individuals in a professional manner.
- Ability to manage student behavior.

ESSENTIAL FUNCTIONS

1. Supervise students as they board and leave bus and cross street.
2. Assist the bus driver in watching students get inside school and residence.
3. Assist bus driver in maintaining and inspecting bus.
4. Keep students safe and orderly while on the school bus, monitor student behavior, and report student discipline problems.
5. Learn and adapt to each student’s special medical, physical, communicative and emotional needs.
6. Lift and carry students with disabilities on and off the bus according to their individual needs.
7. Supervise use of seat belts, vests, or car seats by students in buses that are equipped with such devices.
8. Follow emergency procedures and administer first aid/CPR if necessary.
9. Follow established procedures and techniques to meet high standards of cleanliness, health and safety and report any conditions that are not correctable to supervisor immediately.
10. Attends all District and departmental training as required.
11. Perform other duties as assigned.

PHYSICAL DEMANDS/WORKING CONDITIONS

Maintain emotional control under stress. Daily attendance and punctuality at work are essential functions of the job. Lifts/carries 10–50 pounds frequently, 50–60 pounds occasionally, more than 60 pounds infrequently with assistance. Pushing/pulling 10-25 pounds sporadically. Continual sitting, walking, climbing, or reaching, and repetitive hand and arm motions. Occasional stooping, bending, kneeling. Work outside and inside; work around vehicles and machinery with moving parts; exposure to extreme temperatures and vehicle fumes. May be exposed to body fluids and other contagions.

TERMS OF EMPLOYMENT

REPORTS TO: Station Manager

TYPE OF ASSIGNMENT: Full-Time, Non-Exempt
(All route assignments subject to early morning and/or evening hours)

MINIMUM WORK DAYS: 187
(32 HOURS PER WEEK)

NORTHSIDE INDEPENDENT SCHOOL DISTRICT OFFERS EXCELLENT FRINGE BENEFITS!

NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.
GENERAL EMPLOYMENT NOTICE
BUS DRIVER – FULL TIME 32 HOURS
Transportation Department
(Potential Openings)

MINIMUM QUALIFICATIONS
(Only those persons who meet the minimum qualifications as posted should apply)
• High School Diploma or General Equivalency Diploma (GED) preferred
• Minimum of 1 year experience driving a commercial or large vehicle (desired)
• Valid Texas Commercial Drivers License Class B with “P” and “S” Passenger endorsement or training will be provided (No record of DWI or convictions for the past 10 years and acceptable driving records according to Texas Department of Public Safety standards)
• Must be 21 years of age
• Must pass pre-employment annual State required physical examination
• Must pass pre-employment drug test
• Must pass human performance evaluation
• Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES
• Knowledge of student discipline procedures.
• Skill in operating any size standard or automatic bus.
• Ability to read, understand, and communicate in English.
• Ability to complete required bus driver safety training.
• Ability to follow written and verbal instructions.
• Ability to communicate effectively with diverse groups of individuals in a professional manner.
• Ability to manage student behavior.

ESSENTIAL FUNCTIONS
1. Safely operate bus, follow route(s), adhere to established schedules, and observe all traffic laws and safety regulations.
2. Instruct students on safe rules and regulations to board, ride, and depart bus and of crossing the street.
3. Report student discipline/behavior issues to campus administration and bus station management.
4. Document all accidents, vehicle damage, student injuries and mechanical failures and complete all required reports.
5. Keep records on number of passengers transported.
6. Keep assigned bus clean and fueled, check bus for mechanical defects before/after each operation, and report needed repairs to maintenance.
7. Learn and adapt to each student’s special medical, physical, communicative, and emotional needs.
8. Ensure proper condition of emergency equipment such as first aid and body fluid kits, fire extinguisher, reflectors, seat belts, vests, car seats etc.
9. Follow emergency procedures and administer CPR or first aid if necessary.
10. Operate communication equipment to communicate with transportation office.
11. Follow established procedures and techniques to meet high standards of cleanliness, health and safety and reports any conditions that are not correctable to supervisor immediately.
12. Demonstrate good attendance and punctuality.
13. Perform other duties as assigned.

PHYSICAL DEMANDS/WORKING CONDITION
Maintain emotional control under stress. Daily attendance and punctuality at work are essential functions of the job. Lifts/carries 10–50 pounds frequently, 50–60 pounds occasionally, more than 60 pounds infrequently with assistance. Pushing/pulling 10-70 pounds sporadically. Safely operate bus, including steering, operating pedals, shifting gears, opening/closing doors, within confined space of driver's seat. Evacuate bus through confined space of emergency exits. Continual sitting, walking, climbing, or reaching, and repetitive hand and arm motions. Occasional stooping, bending, kneeling. Work outside and inside; work around vehicles and machinery with moving parts; exposure to extreme temperatures and vehicle fumes. May be exposed to body fluids and other contagions.

TERMS OF EMPLOYMENT
REPORTS TO: Station Manager

TYPE OF ASSIGNMENT: Full-Time, Non-Exempt
(All route assignments subject to early morning and/or evening hours)

MINIMUM WORK DAYS: 187
(32 HOURS PER WEEK)

NORTHSIDE INDEPENDENT SCHOOL DISTRICT OFFERS EXCELLENT FRINGE BENEFITS!

NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.
GENERAL EMPLOYMENT NOTICE
BUS ASSISTANT – FULL TIME 40 HOURS
Transportation Department
(Potential Openings)

*** Must be available to work various schedules based upon Transportation Department needs ***

MINIMUM QUALIFICATIONS
(Only those persons who meet the minimum qualifications as posted should apply)

• High School Diploma or General Equivalency Diploma (GED) preferred
• Minimum of 1 year experience preferred working with students in public schools, church related schools, day camps, youth groups, private schools, licensed day care centers or other approved settings
• Must be 18 years of age
• Must pass initial employment human performance evaluation (physical evaluation)
• Must have satisfactory outcome of fingerprinting check prior to starting employment.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

• Ability to follow verbal instructions and communicate effectively.
• Ability to read, understand, and communicate in English.
• Ability to operate safety equipment and adaptive equipment.
• Ability to work well with children and those with disabilities.
• Ability to become familiar with all routes to and from school campus to be of assistance to bus driver.
• Ability to communicate effectively with diverse groups of individuals in a professional manner.
• Ability to manage student behavior.

ESSENTIAL FUNCTIONS
1. Ability to work various shifts / must be able to work a Saturday through Friday schedule.
2. Assist bus driver in watching students get inside school and residence.
3. Assist bus driver in maintaining and inspecting bus.
4. Keep students safe and orderly while on the school bus, monitor student behavior, and report student discipline problems.
5. Learn and adapt to each student’s special medical, physical, communicative and emotional needs.
6. Lift and carry students with disabilities on and off the bus according to their individual needs.
7. Perform or assist with pro-wash, reserve fleet, mid-day and extensions to include all after school programs and field trips as needed.
8. Follow emergency procedures and administer first aid/CPR if necessary.
9. Follow established procedures and techniques to meet high standards of cleanliness, health and safety and report any conditions that are not correctable to supervisor immediately.
10. Attends all District and departmental training as required.

PHYSICAL DEMANDS/WORKING CONDITIONS
Maintain emotional control under stress. Daily attendance and punctuality are essential functions of the job. Lifts/carries 10–50 pounds frequently, 50–60 pounds occasionally, more than 60 pounds infrequently with assistance. Pushing/pulling 10-25 pounds sporadically. Occasional stooping, bending, kneeling. Work outside and inside; work around vehicles and machinery with moving parts; exposure to extreme temperatures and vehicle fumes. May be exposed to body fluids and other contagions.

TERMS OF EMPLOYMENT
REPORTS TO: Station Manager

TYPE OF ASSIGNMENT: Full-Time, Non-Exempt
(All route assignments subject to early morning and/or evening hours)

MINIMUM WORK DAYS: 187
(Guaranteed 40 hours)

NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.

NORTHSIDE INDEPENDENT SCHOOL DISTRICT OFFERS EXCELLENT FRINGE BENEFITS!
GENERAL EMPLOYMENT NOTICE
BUS DRIVER – FULL TIME 40 HOURS
Transportation Department
(Potential Openings)

*** Must be available to work various schedules based upon Transportation Department needs ***

MINIMUM QUALIFICATIONS
(Only those persons who meet the minimum qualifications as posted should apply)

- High School Diploma or General Equivalency Diploma (GED) preferred
- Minimum of 1 year experience driving a commercial or large vehicle (desired)
- Valid Texas Commercial Drivers License Class B with “P” and “S” Passenger endorsement or training will be provided (No record of DWI or convictions for the past 10 years and acceptable driving records according to Texas Department of Public Safety standards)
- Must be 21 years of age
- Must pass pre-employment annual State required physical examination
- Must pass pre-employment drug test
- Must pass human performance evaluation
- Must have satisfactory outcome of fingerprinting check prior to starting employment.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES
- Knowledge of student discipline procedures.
- Skill in operating any size standard or automatic bus.
- Ability to read, understand, and communicate in English.
- Ability to complete required bus driver safety training.
- Ability to follow written and verbal instructions.
- Ability to communicate effectively with diverse groups of individuals in a professional manner.
- Ability to manage student behavior.

ESSENTIAL FUNCTIONS
1. Ability to work various shifts / Must be able to work a Saturday through Friday schedule.
2. Safely operate bus, follow route(s), adhere to established schedules, and observe all traffic laws and safety regulations.
3. Instruct students on safe rules and regulations to board, ride, and depart bus and of crossing the street.
4. Report student discipline/behavior issues to campus administration and bus station management.
5. Document all accidents, vehicle damage, student injuries and mechanical failures and complete all required reports.
6. Keep records on number of passengers transported.
7. Keep assigned bus clean and fueled, check bus for mechanical defects before/after each operation, and report needed repairs to maintenance.
8. Ensure proper condition of emergency equipment such as first aid and body fluid kits, fire extinguisher, reflectors, seat belts, vests, car seats etc.
9. Follow emergency procedures and administer CPR or first aid if necessary.
10. Perform or assist with fueling, pro-wash, reserve fleet, mid-day and extensions to include all after school programs and field trips as needed.
11. Operate communication equipment to communicate with transportation office.
12. Ensure proper condition of emergency equipment such as first aid and body fluid kits, fire extinguisher, reflectors, seat belts, vests, car seats etc.
13. Follow established procedures and techniques to meet high standards of cleanliness, health and safety and reports any conditions that are not correctable to supervisor immediately.
14. Perform other duties as assigned

PHYSICAL DEMANDS/WORKING CONDITION
Maintain emotional control under stress. Daily attendance and punctuality at work are essential functions of the job. Lifts/carries 10–50 pounds frequently, 50–60 pounds occasionally, more than 60 pounds infrequently with assistance. Pushing/pulling 10–70 pounds sporadically. Safely operate bus, including steering, operating pedals, shifting gears, opening/closing doors, within confined space of driver's seat. Evacuate bus through confined space of emergency exits. Continual sitting, walking, climbing, or reaching, and repetitive hand and arm motions. Occasional stooping, bending, kneeling. Work outside and inside; work around vehicles and machinery with moving parts; exposure to extreme temperatures and vehicle fumes. May be exposed to body fluids and other contagions.

TERMS OF EMPLOYMENT
REPORTS TO: Station Manager

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<th>TYPE OF ASSIGNMENT:</th>
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<td>(All Route assignments subject to early morning and/or evening hours)</td>
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<tr>
<td>MINIMUM WORK DAYS: 187</td>
<td>(Guaranteed 40 hours)</td>
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NORTHSIDE INDEPENDENT SCHOOL DISTRICT OFFERS EXCELLENT FRINGE BENEFITS!

NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.
MINIMUM QUALIFICATIONS

- High School Diploma or General Equivalency Diploma (GED)
- Minimum one (1) year of verifiable shop experience in general automotive repair or enrollment/completion of an automotive training trade school (Medium/Heavy Truck preferred)
- Valid Texas drivers license - Class B CDL with “P” and “S” endorsements or able to obtain credentials within 90 days of starting position required
- Acceptable motor vehicle driving record; insurable by district carrier
- Experience in the use of tire changing equipment
- Have the ability to produce quality work
- Must pass pre-employment annual State required physical exam.
- Must pass pre-employment drug test.
- Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.

*** A verbal test to evaluate skill level may be administrated to applicants selected for job interviews.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Proficient in English (written and verbal)
- Good knowledge of automotive repair and maintenance
- Good knowledge of hand and power tools and their safe operation
- Capable of reading and understanding computer based service manuals and schematics

ESSENTIAL FUNCTIONS

1. Repair and replace seats and tires.
2. Service reserve fleet buses.
3. Operate bus wash equipment.
4. Assist technicians with repairs and preventative maintenance.
5. Maintain and record accurate and timely work orders and PM inspection forms.
6. Keep the shop area in a clean, safe, and workable condition.
7. Perform other duties as assigned.

PHYSICAL DEMANDS/ WORKING CONDITIONS

Daily attendance and punctuality at work on time every day are essential functions of the job. Lifts 25-70 pounds frequently, 75-100 pounds occasionally, more than 100 pounds infrequently. Repetitive bending, stooping, squatting to perform the essential functions of the job. Works in cramped quarters and under engine hoods, distinguishes colors, and works in inclement weather, extreme temperatures, outdoors in wet damp conditions. Demanding physical conditions. Must be able to work with potentially hazardous materials in a safe manner and safely perform required duties in potentially hazardous environments. Exposure to various fumes. Each employee will be scheduled to work different shifts every eight weeks AM and PM including Saturdays and be “on call” periodically outside the normal shift. Each employee may be scheduled/relocated to another station. Must be able to operate a motor vehicle using manual and/or automatic transmission and respond to after-hour emergencies.

TERMS OF EMPLOYMENT

REPORTS TO: Foreman TYPE OF ASSIGNMENT: Full-Time, Non-Exempt

MINIMUM WORK DAYS: 261 (Guaranteed 40 hours)

NORTHSIDE INDEPENDENT SCHOOL DISTRICT OFFERS EXCELLENT FRINGE BENEFITS!

Only those persons who meet the minimum qualifications as posted should apply. Before an applicant attaches this posting to his/her online application for consideration, an applicant first must have a completed application on file.

NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.
JOB ANNOUNCEMENT
BUS TECHNICIAN
Transportation Department

MINIMUM QUALIFICATIONS
(Only those persons who meet the minimum qualifications as posted should apply)

- High School Diploma* or Accredited General Equivalency Diploma (GED)* *(Proof of U.S. equivalency must be provided)
- Minimum five (5) years of verifiable shop experience in general automotive repair or completion of an automotive training trade school (medium/heavy truck preferred)
- Valid Texas Drivers License - Class B CDL required or able to obtain CDL within 90 days of starting including P & S endorsements
- Acceptable motor vehicle driving record; insurable by district carrier
- Experience in the use of diagnostic test equipment (engine oscilloscope, ECM scan tool, DVOM, etc)
- Experience with onboard diagnostic systems and computer based diagnostic software
- Must pass pre-employment annual State required physical exam
- Must pass pre-employment drug test
- Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.
- *** A test to evaluate skills will be administered to applicants selected for job interviews.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Proficient in English (written and verbal).
- Thorough knowledge of vehicle maintenance (medium/heavy truck preferred).
- Ability to operate all types of mechanic’s power and hand tools.
- Thorough knowledge of mechanic’s tools and their safe operation.
- Capable of reading and understanding computer based service manuals and schematics.
- Motivated and task oriented.

ESSENTIAL FUNCTIONS

1. Diagnose and perform total mechanical repairs such as, but not limited to, tune-ups, brakes, electrical, internal engine, drive train, heating and cooling systems, air conditioning, onboard electronic systems and electronic fuel injection systems, etc.
2. Perform routine scheduled and unscheduled preventative maintenance repairs on vehicles.
3. Maintain and record accurate and timely work orders and PM inspection forms.
4. Maintain shop work areas, tools and equipment in a clean and safe workable condition.
5. Abide by and comply with all requirements and instructions as outlined in the District’s Employee Handbook.
6. Perform other duties as assigned.

PHYSICAL DEMANDS/WORKING CONDITIONS

Maintain emotional control under stress. Daily attendance and punctuality at work are essential functions of the job. Lifts 25-70 pounds frequently, 75-100 pounds occasionally, more than 100 pounds infrequently. Repetitive bending, stooping, squatting to perform the essential functions of the job. Works in cramped quarters and under engine hoods, distinguishes colors, and works in inclement weather, extreme temperatures, outdoors in wet damp conditions. Demanding physical conditions. Must be able to work with potentially hazardous materials in a safe manner and safely perform required duties in potentially hazardous environments. Exposure to various fumes. Each employee will be scheduled to work different shifts every eight weeks AM and PM including Saturdays and be “on call” periodically outside the normal shift. Each employee may be scheduled/relocated to another station. Must be able to operate a motor vehicle using manual and/or automatic transmission and respond to after-hour emergencies.

TERMS OF EMPLOYMENT

REPORTS TO: Foreman

TYPE OF ASSIGNMENT: Full-Time, Non-Exempt

MINIMUM WORK DAYS: 262
(Days include vacation and holiday pay)

Before an applicant attaches this posting to his/her online application for consideration, an applicant first must have a completed application on file. Click on the link below to apply.

NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.
JOB ANNOUNCEMENT
BUS TECHNICIAN COORDINATOR
Transportation Department

MINIMUM QUALIFICATIONS
• High School Diploma or General Equivalency Diploma (GED)
• Minimum eight (8) years of verifiable shop experience in general automotive repair or completion of an automotive training trade school (medium/heavy truck preferred)
• Valid Texas Drivers License - Class B CDL with a driving record insurable by the NISD carrier required or able to obtain within 90 days from start
• Minimum of two (2) years supervisory or management experience for a large fleet maintenance organization preferred
• Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES
• Proficient in English (oral and written)
• Thorough knowledge of automotive mechanics, medium duty truck A/C systems, mechanic’s tools and their safe operation
• Able to complete all assignments without outside assistance or supervision
• Able to drive all types of bus vehicles and be able to operate equipment
• Experience with diesel, gasoline and propane engines for medium/heavy truck preferred
• Experience in the use of diagnostic test equipment (engine oscilloscope, ECM scan tool, DVOM, etc)
• Experience with onboard diagnostic systems and electronic fuel control systems

ESSENTIAL FUNCTIONS
1. Monitor shop activity to ensure efficient use of time, material, and equipment.
2. Supervise, make work assignments and evaluate staff assigned to the facility.
3. Assist other mechanics with diagnosis of mechanical equipment.
4. Perform routine preventative maintenance repairs on a wide variety of vehicles and equipment.
5. Capable of maintaining a comprehensive fleet maintenance program and be familiar with district’s computer systems.
6. Ensure mechanic’s shop is in compliance for all licensed or regulated activities, such as state safety inspections and handling of hazardous materials.
7. Manage and monitor daily parts inventory and control.
8. Perform other duties as assigned.

PHYSICAL DEMANDS/WORKING CONDITIONS
Daily attendance and punctuality at work are essential functions of the job. Maintain emotional control under stress. Lifts 25-70 pounds frequently, 75-100 pounds occasionally, more than 100 pounds infrequently. Repetitive bending, stooping, squatting to perform the essential functions of the job. Works in cramped quarters and under engine hoods, distinguishes colors, and works in inclement weather, extreme temperatures, outdoors in wet damp conditions. Demanding physical conditions. Must be able to work with potentially hazardous materials in a safe manner and safely perform required duties in potentially hazardous environments. Exposure to various fumes. Each employee may be scheduled to work different shifts and be “on call” periodically outside the normal shift. Must be able to operate a motor vehicle using manual and/or automatic transmission and respond to after-hour emergencies.

TERMS OF EMPLOYMENT
REPORTS TO: Transportation Vehicle Maintenance Manager
TYPE OF ASSIGNMENT: Full Time, Non-Exempt
MINIMUM WORK DAYS: 261
(Days include vacation and holiday pay)

NORTHSIDE INDEPENDENT SCHOOL DISTRICT OFFERS EXCELLENT FRINGE BENEFITS!

Only those persons who meet the minimum qualifications as posted should apply. Before an applicant attaches this posting to his/her online application for consideration, an applicant first must have a completed application on file.

NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.
JOB ANNOUNCEMENT
AUTOMOTIVE PARTS TECHNICIAN
Transportation Department

MINIMUM QUALIFICATIONS
- High School Diploma or General Equivalency Diploma (GED)
- Five (5) years of verifiable experience as an automotive part counterperson preferably in a bus or medium/heavy truck environment for a large organization.
- Valid Texas Drivers License - Class B CDL (or ability to obtain within 90 days of start date) with a driving record insurable by the NISD carrier required
- Experience with onboard diagnostic systems and electronic fuel control systems
- External candidate must have satisfactory outcome of fingerprinting check. Non-refundable fee (approximately $50.00) paid by employee

SPECIAL KNOWLEDGE/SKILLS/ABILITIES
- Proficient in English (written and verbal)
- Working knowledge and experience with a computerized automotive inventory parts system
- Working knowledge of automotive and heavy duty equipment parts, accessories, materials, and tools
- Skill in receiving, storing, and issuing parts and supplies, scheduling, and recordkeeping
- Able to drive all types of bus vehicles and be able to operate equipment

ESSENTIAL FUNCTIONS
1. Orders, receives, checks in, issues, and stocks parts, accessories, materials, and tools.
2. Maintains systemized storage facilities insuring proper security of parts, accessories, materials, and tools.
3. Work directly with suppliers, vendors and private repair facilities.
4. Coordinate with manufacturers for warranty service and repairs.
5. Assist with data entry functions as required.
6. Operate within guidelines and requirements of TEA procurement laws.
7. Continuously monitor and maintain inventory balances and levels at four (4 ) warehouse locations.
8. Repare for and participate in annual District internal audits.
9. Advises supervisor of supply levels, obsolete parts for turn in, and other related items associated with bus inventory.
10. May assist mechanics with installing of parts, accessories, and other components.
11. Perform other duties as assigned.

PHYSICAL DEMANDS/WORKING CONDITIONS
Lifts 25-70 pounds frequently, 75-100 pounds occasionally, more than 100 pounds infrequently. Repetitive bending, stooping, squatting to perform the essential functions of the job. Climbs ladders, work in high places, works in cramped quarters and under engine hoods, distinguishes colors, and works in inclement weather, extreme temperatures, outdoors in wet damp conditions. Demanding physical conditions. Must be able to work with potentially hazardous materials in a safe manner and safely perform required duties in potentially hazardous environments. Exposure to various fumes. Each employee may be scheduled to work different shifts and be “on call” periodically outside the normal shift. Must be able to operate a motor vehicle using manual and/or automatic transmission and respond to after-hour emergencies.

TERMS OF EMPLOYMENT
REPORTS TO: Transportation Vehicle Maintenance Manager TYPE OF ASSIGNMENT: Full-Time, Non-Exempt
WORK DAYS: 26/7

NORTHSIDE INDEPENDENT SCHOOL DISTRICT OFFERS EXCELLENT FRINGE BENEFITS!

Only those persons who meet the minimum qualifications as posted should apply. Before an applicant attaches this posting to his/her online application for consideration, an applicant first must have a completed application on file.

NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.
JOB ANNOUNCEMENT
TRANSPORTATION DISTRIBUTION TECHNICIAN
Transportation Department

MINIMUM QUALIFICATIONS
- High School Diploma or General Equivalency Diploma (GED)
- One (1) year experience operating a light to medium sized truck with item delivery to and from locations (preferred)
- Five (5) years of verifiable experience as an automotive part counterperson in a bus or medium/heavy truck environment for a large organization (preferred)
- Valid Texas Drivers License – Class B CDL with “P” and “S” endorsements (or able to obtain within 90 days of start date) with a driving record insurable by the NISD carrier required
- Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES
- Ability to communicate effectively in English, both verbally and in writing.
- Working knowledge and experience with a computerized automotive inventory parts system and/or heavy duty equipment, accessories and materials.
- Skill in receiving, storing, and issuing parts and supplies, scheduling, and recordkeeping
- Able to drive all types of bus vehicles and be able to operate equipment
- Knowledge of proper procedures for lifting and handling heavy materials and of safety standards
- Ability to follow, adhere to, and observe all traffic laws and safety regulations
- Ability to work with minimal supervision
- Knowledge of Window applications

ESSENTIAL FUNCTIONS
1. Operate and maintain various vehicles in making deliveries from a 1 ton bobtail delivery truck with lift gate to pickup truck or van.
2. Work directly with suppliers, vendors and private repair facilities.
3. Prepare equipment for proper inventory to include pickup and drop off repaired equipment.
4. Ensure paperwork is properly filled out and turned into the Parts Manager
6. Receive, issue stock parts and materials to mechanics.
7. Perform other duties as assigned by Transportation Supervisor and/or Manager.

PHYSICAL DEMANDS/ WORKING CONDITIONS
Lifts 25-70 pounds frequently, 75-100 pounds occasionally, more than 100 pounds infrequently. Repetitive bending, stooping, squatting to perform the essential functions of the job. Works in cramped quarters and under engine hoods, distinguishes colors, and works in inclement weather, extreme temperatures, outdoors in wet damp conditions. Demanding physical conditions. Must be able to work with potentially hazardous materials in a safe manner and safely perform required duties in potentially hazardous environments. Exposure to various fumes. Each employee may be scheduled to work different shifts and be “on call” periodically outside the normal shift. Must be able to operate a motor vehicle and respond to after-hour emergencies.

REPORTS TO: Transportation Vehicle Maintenance Manager
TYPE OF ASSIGNMENT: Full-Time, Non-Exempt
WORK DAYS: 261

NORTHSIDE INDEPENDENT SCHOOL DISTRICT OFFERS EXCELLENT FRINGE BENEFITS!

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Only those persons who meet the minimum qualifications as posted should apply. Before an applicant attaches this posting to his/her online application for consideration, an applicant first must have a completed application on file.

NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.
JOB ANNOUNCEMENT
SCHOOL BUS DISPATCHER
Transportation Department

MINIMUM QUALIFICATIONS
- High School Diploma or General Equivalency Diploma (GED)
- Must be 21 years of age
- Minimum of 1 year experience working in a dispatch environment and understanding of School Bus Routing concepts
- Valid Texas Commercial Drivers License Class B with “P” and “S” Passenger endorsement or training will be provided or must obtained Class B License within 90 days once hired
- No record of DWI or convictions for the past 10 years and acceptable driving records according to Texas Department of Public Safety standards
- Must pass pre-employment annual State required physical examination
- Must pass pre-employment drug test
- External candidate must have satisfactory outcome of fingerprinting check. Non-refundable fee (approximately $50.00) paid by employee

SPECIAL KNOWLEDGE/SKILLS/ABILITIES
- Knowledge of student management.
- Ability to read, understand, and communicate in English; Bilingual preferred.
- Ability to follow written and verbal instructions.
- Ability to communicate effectively with diverse groups of individuals in a professional manner.
- Computer literacy and telephone etiquette.

ESSENTIAL FUNCTIONS
1. Work under the direction of the Station and Assistant Station Managers.
2. Assist in schedule changes and assigning bus driver personnel to Special Needs, Regular Routes and Supplemental Runs.
3. Answer employee, administrators and parent’s questions and record actions.
4. Respond to emergency telephone requests as appropriate and document.
5. Maintain computerized records and files related to the transportation program.
6. Keep both manual and computerized records for the purpose of the efficient operation of the department.
7. Operate a school bus to transport students when necessary.
8. Handle routine details and phone inquiries not requiring immediate attention of supervisor(s) for the purpose of efficient department operations.
9. Document all accidents, vehicle damage, student injuries and mechanical failures and complete all required reports.
10. Perform related duties as assigned.

PHYSICAL DEMANDS/WORKING CONDITION
Daily attendance and punctuality at work on time every day are essential functions of the job. Lifts/carry 10–50 pounds frequently, 50–60 pounds occasionally, more than 60 pounds infrequently with assistance. Pushing/pulling 10-70 pounds sporadically. Works with frequent interruptions and must maintain emotional control under stress. Continual sitting, walking, climbing, or reaching, and repetitive hand and arm motions. Occasional stooping, bending, kneeling. Work outside and inside; work around vehicles and machinery with moving parts; exposure to extreme temperatures and vehicle fumes. May be exposed to body fluids and other contagions.

TERMS OF EMPLOYMENT
REPORTS TO: Station Manager & Assistant Station Manager
TYPE OF ASSIGNMENT: Full-Time, Non-Exempt
MINIMUM WORK DAYS: 226

Only those persons who meet the minimum qualifications as posted should apply. Before an applicant attaches this posting to his/her online application for consideration, an applicant first must have a completed application on file.

NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.
JOB ANNOUNCEMENT
STATION ROUTER
Transportation Department

MINIMUM QUALIFICATIONS
• High School Graduate or General Equivalency Diploma (GED)
• Three (3) years of clerical/secretarial experience
• Texas Commercial Drivers License (CDL) and TXDPS Safety School Bus Certification (or obtained within 90 days once hired)
• Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES
• Secretarial/Clerical skills (required) – Word, Excel, Data Entry, Basic Math
• Ability to maintain a positive demeanor in a challenging environment
• Good organizational skills required
• Able to multi-task in a fast paced environment
• Ability to recognize and/or coordinate resolution of customer impact issues
• Proficient in English (written and verbal skills)
***Selected applicants may be required to test in specialized fields and/or to demonstrate skills by completing job simulations.

ESSENTIAL FUNCTIONS
1. Prepare computer-based routing by utilizing available automated routing software to plan and schedule school bus operations.
2. Communicate with campuses concerning student school bus scheduling information.
3. Maintain records of special routing programs for billing at end of the fiscal year.
4. Prepare state reports associated with school bus transportation.
5. Perform clerical duties related to the Northside ISD Hazard Committee activities.
6. Perform other duties as assigned.

WORKING CONDITIONS
Daily attendance and punctuality at work on time every day are essential functions of the job. Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer.

TERMS OF EMPLOYMENT
REPORTS TO: Route Manager  TYPE OF ASSIGNMENT: Full-Time, Non-Exempt
MINIMUM WORK DAYS: 226

Only those persons who meet the minimum qualifications as posted should apply. Before an applicant attaches this posting to his/her online application for consideration, an applicant first must have a completed application on file.

NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.
JOB ANNOUNCEMENT
BUS STATION TRAINING TECHNICIAN
Transportation Department

MINIMUM QUALIFICATIONS
- High School Diploma or equivalent
- Three (3) years of transportation and/or training/teaching experience with some knowledge of setting training schedules using both block/individualized formats preferred.
- Possess a Texas Commercial Drivers License (CDL) and TXDPS Safety School Bus Certification or obtain credentials within 90 days of starting position
- Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES
- Possess or attain knowledge of applicable transportation guidelines, policies and procedures
- Possess/demonstrate effective communication and writing skills
- Possess computer skills in Microsoft Office programs: Word, Excel, Power Point.
- Thorough knowledge of school bus operations and ability to effectively articulate this knowledge to new drivers/coaches and bus assistants
- Certified Instructor, American Heart Association Heartsaver First Aid, CPR, AED
- Certified instructor, Nonviolent Crisis Intervention (NCI)

*** Selected applicants may be required to test in specialized fields and/or to demonstrate skill completing job simulations.

ESSENTIAL FUNCTIONS
1. Conduct hands on and over the shoulder training of new school bus drivers, bus assistants, and coaches
2. Conduct classroom training sessions for new and current employees
3. Coordinate scheduling of employees for training with the applicable stations
4. Assist in and provide input for the development of training curriculum and new training materials (handouts, training guides, presentations) for new employees and refresher training for current employees
5. Perform initial assessment of new driver and bus assistant qualifications to management
6. Perform assessment of bus driver and bus assistant qualifications as requested by management
7. Operate school bus on short notice and assist in accident investigation if required
8. Perform other duties as assigned

PHYSICAL DEMANDS/WORKING CONDITION
Daily attendance and punctuality at work on time every day are essential functions of the job. Lifts/carries 10–50 pounds frequently, 50–60 pounds occasionally, more than 60 pounds infrequently with assistance. Pushing/pulling 10-70 pounds sporadically. Maintain emotional control under stress. Continual sitting, walking, climbing, or reaching, and repetitive hand and arm motions. Occasional stooping, bending, kneeling. Work outside and inside; work around vehicles and machinery with moving parts; exposure to extreme temperatures and vehicle fumes. May be exposed to body fluids and other contagions.

TERMS OF EMPLOYMENT
REPORTS TO: Training and Safety Specialist
TYPE OF ASSIGNMENT: Full-Time, Non-Exempt
MINIMUM WORK DAYS: 226

NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.
# Chapter Three

## Field Trips

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Field Trips

A. POINT ACQUISITION

All drivers and assistants will receive 300 points per semester to use for bidding on field trips. Drivers and assistants will receive 20 additional points for each completed year of service after the first year, with a maximum of 12 years (maximum 540 points), as determined by the seniority list. Field trip bid points do not accrue from semester to semester.

Semester timeframes are:
- August through December
- January through June

B. FIELD TRIP CLASSIFICATIONS

CLASS I: Local day, evening and weekend trips. Open to all regular and special needs drivers.

CLASS II: Overnight trips having destinations outside the San Antonio Metroplex.

CLASS III: Trip Leader positions utilized for Pep Squads and Bands. Trip Leaders are in charge of all drivers on trips utilizing multiple buses.

C. FIELD TRIP QUALIFICATIONS/RESTRICTIONS/EXCEPTIONS

Employees are restricted to a typical 40-hour workweek. The regular routes and extension/mid-day runs will take priority. In awarding trips based on bid or assignments as needed, the number of hours reflected in the Kronos schedule will be considered. Overtime restrictions may require that trips be awarded to the driver(s) with the least likelihood of garnering overtime as a result of the field trip.

SPECIAL NEEDS FIELD TRIPS / ASSIGNED EVENTS

Due to the unique problems associated with Special Needs and trips requiring large numbers of buses (Special Olympics, Symphonies, etc.), the Routing Manager or their designee will assign these trips. No points will be assessed for these trips.

Due to the unique features of these trips, they will not be posted for bid during the regular duty shift, but rather, will require assigning. Examples of these features could include, but are not limited to the following:

- Lift bus requirement.
- Equipment needs, such as car seats, restraints, etc.
- Extension/mid-day run assignment.
- Location of the trip.
- Experience of working with special needs.
- Drop offs and returns.

Note: Special needs field trips occurring after normal business hours will be posted for bid but will be subject to qualifications listed above.

EMERGENCY FIELD TRIPS - Emergency Field Trip assignments may be required.

a. Situations could include, but are not limited to the following:
   • No bids are received.
   • Field trip request is received late.
   • There is a “NO SHOW”.
   • Field Trip is returned to clerk within 24 hours of the trip.
   • Unforeseen additional buses required.

b. Criteria for Emergency Field Trip Assignments

An Emergency Field Trip Sign up Sheet will be posted at each station on the first workday of the week. It will remain posted until approximately 10:00 AM the last working day of that week prior to the weekend. A driver’s name and an indication of availability date(s) on this form communicate that an employee will be available to receive an emergency field trip that may occur during the dates posted at the top of the sign up sheet. At the end of the posting period the list will be removed and all names will be placed by seniority in descending order. As an emergency Field Trip situation occurs, assignments will be made with seniority being heavily considered. Exceptions would include, but are not limited to, restrictions as stated in section “a” above.

If an employee is assigned and declines an offer at any time during the period of time posted on the form, their name will be placed at the bottom of the list. Over the course of the school year, once an employee declines three offers, they will no longer be eligible to sign any Emergency Field Trip Forms, essentially making them ineligible for emergency field trip situations for the remainder of the school year.

D. RULES GOVERNING FIELD TRIP BIDDING AND ASSIGNMENTS

1. All trips that are open for bidding will be posted in the designated area. No trip will be posted earlier than two (2) weeks prior to the date of the trip.
2. Drivers must complete the “Field Trip Bid Form” and submit it at the station’s designated location no later than 10:00 AM on the closing date on the “Field Trip Information Sheet.”
3. Bidding will close four (4) days prior to the trip date.
4. Should a tie bid be received, awarding of the trip will be determined by seniority.
5. No “0” bids will be accepted for any trip. If no bids are received for a trip, the Station Manager or their designee will assign the trip. No points will be assessed for assigned trips.
6. No re-bidding or second bids will be accepted for any trip.
7. Each trip is assigned a control number (field trip number). Drivers may bid on more than one trip per day; however, only one field trip can be driven per day. If bids are submitted for more than one trip per day, there is NO GUARANTEE which trip will be awarded to you if all the qualifications are met.
8. Field trip requests received with little or no advanced notice will be processed as follows:
   - Requests received with 24 to 48 hour notice will be posted for one working day only – the day it is received.
   - Requests received with less than 24-hour notice will be assigned according to the Emergency Field Trip procedures.
9. Awarded trips will be posted as soon as possible. The posting will show:
   - Trip date
   - Trip control number
   - Driver’s name
   - Bus number
   - Points bid
   - Trip origin and destination
   - Possible special instructions.

**NOTE:** Field trip tickets will not be placed in driver’s boxes. Drivers who are awarded field trips must personally contact the field trip clerk to receive and sign for the field trip ticket no less than 24 hours prior to the field trip. Drivers failing to do so will be replaced from the emergency field trip sign up sheet, and the points bid will be forfeited.

If multiple buses are assigned on a trip, and one or more buses are required to return to the station, if no one volunteers to do so, the driver(s) who bid the lowest points will be required to return to the station. (See sample forms at end of chapter.)

**E. RULES GOVERNING CANCELLATIONS AND TRIP TURN-INS**

1. If the driver returns a field trip 24-hours or more prior to the trip date, it will be awarded to the next driver in line (according to points bid), and the driver that returned the trip will have their points reinstated.
2. If the driver returns the field trip less than 24 hours prior to the start of the trip, the driver will forfeit their bid points and the trip will be awarded to the first driver in line according to Emergency Field Trip procedures. The Station Manager may make exceptions for personal illness or other emergencies.

**NOTE:** Drivers may not reassign/transfer field trips to other drivers. Retracted/refused field trips must be immediately returned to the field trip clerk for reassignment.

3. If a field trip is postponed or canceled and rescheduled within five (5) days, it will be awarded to the original driver. If the trip is rescheduled after five (5) days, it will be reopened for bids.

4. If a field trip is canceled after a driver begins the trip (as stipulated by the time printed on the Trip Information Sheet) the driver will be paid for two (2) hours. All trip documentation must be turned in, and all bid points will be reinstated.
5. If a driver is removed from any field trip with cause, as determined by a Manager, all bid points for that trip will be forfeited.

**F. MISCELLANEOUS GUIDELINES**

- A driver must be present for their regular route runs on the day of the field trip. If the field trip is on a Saturday, the driver must be present on the day before the field trip. If the driver is absent, the Transportation Manager may reassign the trip.
- Unless authorized by the Transportation management, no request for special drivers will be granted.

**MEALS DURING FIELD TRIPS**

- Drivers who accept field trip by normal bidding or by emergency procedures shall bring their own meals with them. If the field trip is at an NISD District facility, i.e. (Farris or Gustafson stadiums), or other District facility, drivers are required to eat at the facility. If you are the only NISD bus driver and on the field trip, the same procedures apply as indicated above.
   - The only exception for leaving the field trip location or group is for meals, and only if the bus is at an isolated or remote location. Then only one (1) bus and lead driver and/or two (2) employees will be allowed to leave the location for a meal run. However, they must return and eat their meal at the field trip location. Drivers are responsible for coordinating with the sponsor return time, phone #, and location of restaurant prior to leaving the field trip location.
   - Failure to follow any or all directives listed above shall result in corrective disciplinary action for all persons who violate these directives.

**Notification:** Inform Manager of a field trip assignment during the call in when you cannot report to work on the day of Field Trip.

**Destination:** If you do not know location of the school, destinations, or best route for getting there, seek assistance from office personnel. When you arrive, make sure you completely understand the field trip and what is expected of you.

You are to notify the office if the field trip sponsor chooses to change the destination.

**Obligation to Group:** As a field trip driver, your first obligation is to the group. At times it may be necessary to stay with the bus for security or other reasons. A driver is not to leave the bus unless they are with a group, has to get something to eat, or use the restroom facilities. During those times, a driver will inform the group leader and/or lead driver of their whereabouts.

When it comes to field trip groups, NEVER take anything for granted. When you arrive at a school, go into the office and ask the secretary to please notify the teacher/group leader of your arrival, and that you are ready to leave when they are.
If the field trip goes into the afternoon or is an afternoon trip, make sure the teacher/group leader in charge knows the time that you must return in order to perform the afternoon route.

**Sign-out Sheet:** Prior to departure of a field trip the bus must be properly signed out and upon return must be signed in. This pertains to both the driver’s regularly assigned bus and use of reserve fleet buses.

**Field Trip Forms:** Driver must complete and properly fill out the Field Trip Responsibility Form for each field trip and turn it in as soon as you return. The “in and out” mileage should be legible and correct. Any change in departure or return times must be authorized by office personnel.

**Bus Inspection and Appearance:** Pre- and Post-trip inspections are to be carried out on buses used for field trips, just as if they were being used on a regular route.

### BUS WASH

Bus wash duties include driving buses and pre-wash. It is desirable that employees participating in the bus wash share duties, i.e., trading off between driving and pre-wash with others involved. Assistants may also participate in the pre-wash phase, based on positions available. Assignments will be made based on seniority. Failure to show for a scheduled Bus Wash will constitute a No-show and result in a Progressive Discipline report and penalty points.

**BASIC FIELD TRIP GUIDELINES**

1. Drivers must notify the field trip clerk no later than 48 hours prior to the scheduled field trip if they cannot perform the field trip after accepting the trip. All field trip tickets must be returned to the field trip clerk with the reason(s) of retraction/refusal.
2. If you do not know the location of or best route to the field trip destination, seek assistance from the field trip clerk.
3. Before departing the station, be sure you have completely read and understand the instructions on the field ticket.
4. The bus MUST be signed in and out for any field trip. This applies to route and reserve buses. Use the bus that is noted on the field trip ticket unless previous arrangements have been made. The bus you elect to take instead may already be assigned to another trip or route and must remain at the station.
5. Never take anything for granted. Check with the campus secretary upon arrival to: 1.) Notify them you have arrived for the trip. 2.) Check for any possible changes in the field trip.
6. Notify Transportation Staff if the sponsor changes the field trip times or destination. Start and return times MUST be authorized by Transportation Staff.
7. Introduce yourself, this is very important. Establish a rapport with the group. At that time, go over:
   - Student conduct rules.
   - Nothing permitted to block the rear emergency exit (ice chests, wagons, etc.)
   - Locations of all emergency exits, emergency evacuation speech and how to operate them.
   - Individuals that are not official members of the field trip will NOT be transported.

   - No one will be permitted to stand in the stairwell.
   - Never, under any circumstances, allow a student to sit in the driver's seat.
8. Bus should be clean before the field trip. Upon returning the bus to the parking place it should be swept and cleaned. Seats should be checked for articles that may have been left and for damage.
9. Field trip forms:
   - Completed and properly filled out.
   - Should be turned in on time.
   - Departure and return mileage and times should be recorded accurately, completely, and legibly.

**NOTE:** Field trip hours reported by the driver that vary from the times on the field trip ticket will be verified at the campus level before payment is authorized.

### OVERNIGHT / OUT-OF-TOWN FIELD TRIP GUIDELINES

This checklist should be used in conjunction with the guidelines indicated in the Basic Field Trip Checklist.

a. When overnight lodging is required, employees may receive reimbursement for actual cost of room. Itemized hotel/motel bill, listing individual daily charges are required.

b. Per Administrative Regulation BUS-05, reimbursement will be provided for meals occurring during authorized travel and shall be limited to the following allowances:
   - Breakfast: $10.00 (must leave before 6:00 AM)
   - Noon: $14.00 (must leave before 11:00 AM or return after 1:00 PM)
   - Evening: $22.00 (must return after 7:00 PM or must leave before 5:00 PM)

c. Driver(s) on out of town field trips will be supplied with a “Fuel Man” purchasing card to obtain fuel (gasoline and diesel) while on the trip. Information on authorized use and documentation will be provided at the time the card is issued.

d. If any driver encounters a mechanical problem and there is a question on the severity and solution to that problem, they should call the shop personnel, Station Manager, or Assistant Director.

**Note:** Meal costs will only be reimbursed for overnight trips. Out of town and Overnight trips may require out of pocket expense by the driver that will be reimbursed after completion of the trip and processing paperwork for reimbursement.
CONDUCT AND DRIVING RULES:

1. All student conduct rules apply on field trips.
2. Coaches, band directors, and sponsors on field trips must follow the same rules as any other rider on the bus. Individuals who are not official members of the field trip will not be transported.
3. The bus doors are to be operated ONLY by the driver.
4. No one is allowed to stand in the door well on the bus – INCLUDING COACHES AND BAND DIRECTORS.
5. Keep the entrance door closed at all times when the bus is in motion.
6. The emergency exit door may not be obstructed at anytime.
7. Never let a student or anyone except a Transportation Department driver sit in the driver’s seat or drive the bus.
The above listed individuals will be considered and transferred to the Emergency Field Trip Program based on the guidelines on page 49 of the Transportation Department Auxiliary Personnel Handbook.
Employees are restricted to a typical 40-hour workweek. The regular routes and extension/mid-day runs will take priority. In awarding trips based on bid or assignments as needed, the number of hours reflected in the Kronos schedule will be considered. Overtime restrictions may require that trips be awarded to the driver(s) with the least likelihood of garnering overtime as a result of the field trip. It is the driver's responsibility to ensure that they are adequately rested prior to departing on any field trip.
Chapter Four

Supplemental Duties and Guidelines

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Supplemental Duties and Guidelines

SUPPLEMENTAL FUNCTIONS

Employees are restricted to a typical forty (40) hour work week, supplemental duties may be removed at any time based on employee hours, logistics of the bus/driver location or seniority date. The dispatch office will provide a daily sign-up sheet for employees who are available to work a supplemental duty. The dispatch office will use the sign up sheet to assign a supplemental duty to an employee. Assignments will be made based on employees’ hours, seniority and availability unless an administrative assignment is necessary.

FUELERS - GENERAL GUIDELINES

Fueling is an opportunity to garner extra hours over the normal route assignment by volunteering to become a fueler or reserve fueler. No bid points are required to become a fueler.

NORTHSIDE ISD TRANSPORTATION
FUELING GUIDELINES

GENERAL INFORMATION AND DETAILS

1. Must be a driver.
2. Should accrue no more than 40 hours per week including total route time, and fueling duties unless the need for an emergency assignment arises.
3. Should be able to work morning, afternoon, night, or Saturday shifts.
4. Fueling is an opportunity to garner extra hours over your normal route assignment. You only need to ask to become a fueler or reserve fueler to become one. You are not required to bid points, or make any other sacrifice to become a fueler. As such, there are seniority lists specific to the fueling crew.
5. The fueling seniority list is specific to the date a driver became a fueler, or reserve fueler, not the original hire date of the employee. The reason for this is that if a one or two year employee has been fueling since they were hired, that employee should not be “bumped” by another employee that has been driving for a longer period of time and decides that they wish to become a fueler.
6. Drivers who sign up, complete training, and receive an assigned schedule will be placed on the fueling seniority list. Reserve fuelers will be placed on the reserve fueler seniority list.
7. Fueling seniority status begins the day you become a fueler and part of the daily fueling schedule.
8. Reserve fueler seniority status begins the day you become a reserve fueler.
9. Fuelers with seniority are assigned as “Shift Leaders” for each of the a.m. & p.m. shifts.
10. If you are not assigned a day on the fueling schedule, you are used as a reserve fueler.
11. New reserve fuelers are placed at the bottom of the list. You have a choice of either being a reserve fueler or a regular fueler (provided there is an opening in the fueling schedule).
12. When a fueling assignment becomes available, it will be offered to reserve fuelers first (from the reserve at the top of the list down), then we turn it over to the seniority list if the reserve fuelers decline it. If a reserve fueler declines three opportunities for an assignment, they will not be considered for an assignment for the remainder of the current school year.
13. If you quit the fueling crew for any reason, you will lose your fueling seniority status.
14. If you are removed from the fueling crew because of excess hours resulting from requesting additional route duties, you will lose your fueler seniority status. You will then be placed on the reserve fueler list, if desired, and assigned a reserve fueler seniority date.
15. If you are removed from the fueling crew as a result of a reduction in force (elimination of fueling positions, etc.) you will not lose your fueler seniority status.
16. If you are removed from the fueling crew for administrative reasons (disciplinary action, etc.) you will lose your fueler seniority.
17. If you take any kind of leave of absence, whether it is medical, personal, or professional, and have the supportive paperwork, you do not lose your seniority or assignment provided the leave of absence falls within district guidelines (maximum 30 working days excluding paid holidays); a reserve fueler will take your place until you can resume fueling duties.
18. Reserve fuelers are used to replace a regular fueler who cannot work their shift. Fuelers are not to obtain their own replacements. This must be done by the office staff or other appropriate personnel.
19. Field Trips that conflict with your scheduled fueling day are only allowed if an administrator assigns them. (This is considered to be an emergency replacement). Those fuelers that do not adhere to this condition will be removed from fueling duty if multiple violations occur.
20. If you have a mid-day run, you cannot work during the morning shift on any day you have a mid-day run.
21. Weekly hours in excess of 40 are only permissible with prior approval of a supervisor.
22. Any fueler who introduces gasoline into a diesel bus or diesel fuel into a gasoline bus will be removed from fueling duties immediately.
23. While you are on your shift, you are allowed one 15-minute paid break upon completion of half of the assigned buses. This also includes the a.m shift which has the priority “mid-day run” buses. Fuelers and Reserve Fleet members do not clock out, nor are you allowed to leave the premises during the break time.
24. All district policies and procedures must be followed while performing fueling duties.
25. Absences: Three absences with notification – The first and second occurrences will result in a memo for record. The third occurrence will result in a PDR and removal from fueling duties.
26. No Call/No Show: The first occurrence will result in a memo for record. The second occurrence will result in a PDR and removal from fueling duties.
27. Fuel Guard Transaction System: Each authorized fueler is assigned an individual access code. If you do not have access to the system, you are not authorized to fuel vehicles. Any fueler found to have given their code to any other employee will be removed from fueling duties immediately.
28. Appropriate attire needs to be worn while performing fueling duties.

(See “Dress/Uniforms” in General Policies and Procedures for details.)
TRANSPORTATION RESERVE BUS DRIVER AND BUS ASSISTANT DUTY

Transportation reserve bus driver/bus assistant duty is an opportunity for experienced employees to help station management perform multiple duties during high peak operating times. Drivers and assistants will continue to perform their primary bus driver or bus assistant duties or if unassigned assist as a backup driver or assistant for absent employees. Individuals performing this duty must:

1. Be very knowledgeable of streets, campuses, and traffic patterns in the station’s route area.
2. Know station-operating procedures and follow directions from station management.
3. Be able to clearly communicate information to supervisors, drivers, assistants, campus administrators, parents, etc. in a calm and professional manner.
4. Immediately notify station management of situations you become aware of involving students, campuses, vehicles, or personnel and maintain confidentiality. Failure to maintain confidentiality will result in disciplinary action and can subject the individual to criminal or civil prosecution.
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Chapter Five

Student Management Policies and Procedures

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Student Management Policies and Procedures

STUDENT BEHAVIOR

A driver or assistant must maintain good control on the bus. This is a MUST for safe school bus operation. Some guiding principles for maintaining good student behavior are:

a. Know your students and their respective bus stops.
b. Post and explain to the students the rules that govern their conduct on the bus at the beginning of the school term and review those rules from time to time, thereafter.
c. Assign seats to students, which is mandatory. This aids in student control, and in the investigations of vandalism and accidents.
d. Listen and observe carefully for trouble-making situations; correct them as soon as possible.
e. Do not assign student monitors (strictly prohibited).
f. Fill out and turn in Bus Safety Reports to report and respond to disciplinary problems/situations.
g. Confer with the principal/vice principal, and/or station management, to get assistance in dealing with extreme disciplinary problems/situations. It is imperative the Driver and Bus Assistant establish good interpersonal skills with campus administration.
h. Do not return students to the campus without authorization from station management.
i. Whistles, horns, or other noise-making devices used to gain the attention of the students are not permitted.

NOTE: Drivers/Assistants do not have the authority to suspend or deny bus privileges.

WAYS TO MAINTAIN EFFECTIVE STUDENT MANAGEMENT

a. Never give an order you cannot or do not mean to enforce.
b. Good communication skills are imperative.
c. The response of the child should be an action. Give your command to stimulate action, not to check it. “Do this,” rather than, “Don’t do that.” Suggest an action that can be successfully obeyed.
d. Give a child time to react or respond.
e. Have a reason for what you ask a child to do and, when possible, take time to give the reason (the child can see the point if you can).
f. Be honest in what you say and do. A child’s faith in you is a great help.
g. Be fair! It isn’t punishment, but injustice that makes a child rebel against you.
h. Be friendly. Always show an interest in what the children are doing.
i. Commend good qualities and actions.
j. Try to be constructive, not repressive in all dealings with children. Phrases such as “shut up” or other negative phrases that may be considered disrespectful to the students are not permitted.
k. Remember that a good sense of humor is extremely valuable.
l. Never touch a student unless protecting the child from injuring himself or others or administering first aid. Any inappropriate verbal or physical contact with students may be grounds for immediate dismissal.
m. Do not judge misconduct on how it annoys you.
n. Do not take your personal feelings and prejudices out on the children.
o. Maintain poise at all times. Do not lose your temper. Do not nag, bluff, or be officious.
p. Look for good qualities— all children have them.
q. Do not “pick” on every little thing a child does. Sometimes it is wiser to overlook some things.
r. Bear in mind that misbehavior is seldom willful. There usually is a cause and it may be in yourself, or some other influence outside the child.
s. Listen for suggestions and complaints from the children.
t. When a student returns to your bus after a suspension or you know that they received discipline in school, do not make reference to the disciplinary action or past problems by saying something like, “are you going to behave now?” or “did you enjoy your vacation?” or greet them using a sarcastic tone of voice. Always use a normal friendly greeting and treat them just the same as any other student, what happened in the past is in the past. If you make an issue of the discipline or the behavior that caused the discipline, the student will continue to rebel against your attempts to maintain a safe and orderly bus.
u. Be sincere in your work.
v. Set a good example for your students by being courteous to them and others and communicating with them in a calm and professional manner. Students will follow a good example; it’s up to you to set it.
w. Intelligence in handling youth consists of thinking faster than they do. Stay one step ahead. You should see possibilities before they become results, which reflect an individual’s maturity. The secret here is good leadership.
x. Defiance of established procedure comes from failure in some adults to keep the situation in hand. If there is a danger of a direct break, the child should not be forced. An adult’s will should never be pitted against that of a child. It is far wiser to give some simple directions that will be mechanically obeyed and pick up the reins of control in a quiet way.
y. Never make fun of a student or another person in public, whether they are on the bus or not, even if the students on your bus do not know the student or person you are talking about. If any student sees or hears you making fun of another individual, they will do the same. This will create an unsafe environment on your bus where harassment and bullying will occur.
z. If a problem occurs and you are unable to control the situation enough to safely transport the students to school or home, contact your station dispatch using your communications device. If you cannot reach your station, call the closest one to your location. Do not give up trying to contact someone for assistance. If you are in an area where your communication device does not work, you may use your personal cell phone to call or use any available phone to contact your station dispatch. If you are able to reestablish control so that you can proceed, let your station dispatch know, they may have special instructions for you.

aa. If there is a weapon on the bus or you believe a weapon is
on the bus: Stay calm and do not physically or aggressively confront the student or individual with the weapon. You can calmly ask them to give it to you, but do not attempt to take it from them. If on the way to school, contact dispatch as soon as you can and tell them that someone has a weapon or bomb, or you believe someone has a weapon or bomb on the bus and to have an administrator and/or campus officer meet you at the bus loop. If the incident occurs on the way home, report it to dispatch as soon as you safely can. If a student or individual is threatening to use the weapon/bomb to injure you or your passengers, stay calm and follow their directions. Attempt to call dispatch with as much information as possible so police can be dispatched to your location. Do not attempt to disarm or physically restrain the individual.

ab. Overhearing students making threats: You may overhear students talking about planning to or threatening to harm other individuals or students while you are driving the bus. If this occurs, do not confront the students - but do remember who they were and the seats they were sitting in. If it is on the way home, as soon as the students have left the bus, contact dispatch and let them know what you overheard. If it is on the way to school, contact dispatch and ask them to please have an administrator meet you in the bus loop.

ac. If you hear or observe students harassing or bullying other students, you must tell the students to stop the harassing behavior. If they continue the harassment, submit a Bus Safety Report and/or Incident Report to the school. Complete an incident report on returning to the station every time you see harassment or bullying.

If you are threatened by a Student or a Parent:

You can calmly ask them to give it to you, but do not attempt to take it from them. If on the way to school, contact dispatch as soon as you can and tell them that someone has a weapon or bomb, or you believe someone has a weapon or bomb on the bus and to have an administrator and/or campus officer meet you at the bus loop. If the incident occurs on the way home, report it to dispatch as soon as you safely can. If a student or individual is threatening to use the weapon/bomb to injure you or your passengers, stay calm and follow their directions. Attempt to call dispatch with as much information as possible so police can be dispatched to your location. Do not attempt to disarm or physically restrain the individual.

Bus Rider Regulations: The Northside Independent School District, as permitted by the State Board of Education, provides transportation for the normal school day to eligible students. Students who ride buses to and from school will be expected to conduct themselves in a courteous manner. Any student who cannot abide by the Transportation Rules of Conduct will be subject to disciplinary action that could result in loss of bus privileges.

STUDENT RESPONSIBILITIES

a. Cooperate with the Transportation Staff at all times.
b. Be on time at the bus stop since that bus cannot wait for those who are tardy. Students should be present at their stop at least five (5) minutes prior to the designated departure time.
c. Wait a sufficient distance from the pavement to allow the bus to pull off the road onto the shoulder. Never stand in the roadway while waiting for the bus.
d. Wait in an orderly line before boarding the bus.
e. Board and leave the bus carefully and courteously with no shoving or pushing.
f. Students must sit in assigned seats.
g. Remain seated in a safe manner at all times while the bus is in motion.
h. Keep arms, head, and/or other parts of the body out of the bus windows. Clothing or other articles should not be extended through the bus windows.
i. Get on and off the bus at the designated bus stop nearest your residence.
j. Bring a signed note from the parent/guardian for permission to get off the bus at a stop other than that previously designated as the regular stop. A school official must authorize this note with a signature, initial, etc. The note must be presented for authorization on the morning of the requested day to allow sufficient time for parent verification.
k. Ride the route to which assigned. In genuine hardship (emergency) situations, i.e. hospitalization of a single parent, the school administrator may approve a temporary assignment of an eligible student to a different route until the family can make other arrangements. Such assignments may not exceed five (5) school days.
l. Do not throw, pitch, or shoot articles within the bus, out of the windows of the bus, or at any other vehicle.
m. Do not carry harmful or dangerous articles. Explosives, fireworks, knives, weapons, mace, tear gas, etc. are prohibited.
n. Refrain from making excessive noise such as loud talking, screaming, whistling, etc.
o. Do not possess or consume intoxicating beverages or illegal drugs aboard a bus. This includes Marijuana and hallucinogenic drugs.
p. Do not use tobacco products on the bus.
q. Do not fight on the bus or at the bus stop.
r. Do not eat, drink, or chew gum on the bus.
s. Do not bring animals on the bus unless authorized by the Transportation Department.
t. Do not board or leave the bus through the emergency door unless there is an emergency, as instructed by the driver / bus assistant.
u. Do not take or handle any emergency equipment inside the bus.
v. Do not write upon, disfigure, or destroy any part of the inside or outside of the bus. Students who damage School District property will be charged for such damage and may be subject to disciplinary action, including loss of privileges.
w. Do not use unacceptable language, gestures, or actions.
x. Do not play radios, tape players, or other similar equipment on the bus.
y. Do not behave in any manner that may jeopardize the safe operation of the bus.
z. Band instruments should not be placed in the aisles, in the front of the bus, or blocking emergency exits. Because of limited space, instruments should be placed in the student’s lap, unless there is a vacant seat available.

CONSEQUENCES FOR VIOLATIONS OF STUDENT SCHOOL BUS RULES AND REGULATIONS

• First Offense: (Verbal Warning) – The driver will warn the student verbally for the first incident of misconduct. (Exception: See Major Offense, below).
• Second Offense: (1st Written Offense) – The bus driver will submit a written report to the school principal or designated assistant. This document signifies the second warning of misconduct. The administrator will take appropriate action, which may include removal of bus privileges. Copies of the report will be sent to the parents and the Transportation Department.
• Subsequent Offenses: May result in extended or permanent removal of transportation privileges.
• Major Offense: Regardless of sequence, any offense considered major can result in a written report by the driver and/or immediate removal of bus privileges by the school administrator at their discretion.
• Removal: Students removed from bus service for any offense shall not be allowed to ride another school bus for transportation to and from school during the removal period. The student may also be denied transportation on special trips during this time.

Student Gets Hurt or Becomes Ill on the Bus:
1. Pull the bus over to a safe spot as soon as you can.
2. Contact station dispatch immediately to let them know you have stopped for a sick or injured student. Do not delay checking on the student if you cannot immediately contact dispatch.
3. Go to the student to find out what the problem is and then inform dispatch.
4. Follow your training to aid the injured or ill student.
5. If dispatch has notified EMS or you have contacted EMS for a student who is not breathing, unconscious, has severe bleeding, or is experiencing an extreme allergic reaction, do not waste time trying to drive to school or to a fire station, let EMS come to you.
6. If the injury or illness is minor and does not require immediate EMS assistance, notify dispatch of the problem and follow their directions, usually they will tell you to take the student to school or to home. If you are at the school, notify an administrator in the bus loop or send someone to the main office to get help. When taking the student home, make sure an adult or other responsible individual is at home to receive an injured or ill student. If no one is there, notify dispatch and get additional guidance. If you are headed to school, notify dispatch so they can have someone meet you in the bus loop. If no one meets you in the loop, secure your bus, notify dispatch that you are taking the student to the nurse’s office.
7. Dispatch will be making every effort to contact campus and/or parents and notify them of the incident.

Reporting Child Abuse: Employees are required by law to report child abuse or suspected child abuse. A suspicious situation(s) should be kept confidential and reported to the administration of the student’s school of attendance.

Eligible Riders: Do not allow anyone on the bus except eligible students and school officials. News media and parents are NOT allowed on the bus unless previous permission has been given. Friends, relatives, your children, etc., are not permitted on the bus, on regular routes or field trips unless they are part of the authorized group. Under special circumstances, students are permitted to ride a different bus other than their assigned bus. A written note from the parent or guardian requesting the change must be received and a school administrator or Transportation Manager must approve the change before the assignment will be made.

Transportation Incident Report: The Incident Report form is a multipurpose document that provides management with details of an incident. This may include: documentation for violation of pertinent guidelines between employee-to-employee, student, parent, or other constituent; information associated with an accident; student management issue; report of reckless/negligent driving; or other matters that may require management’s attention. (See sample form at end of chapter.)

Accident Procedures with Students on the bus:
Whenever you have or think you have been hit by another vehicle or hit or bumped another vehicle or object, it is your responsibility to notify dispatch/supervisor before proceeding with your route and keep your students safe until assistance arrives.
• Make a determination whether or not you have to evacuate the bus, most of the time it is safer to keep the students on the bus. If you evacuate the bus, keep the students together and notify dispatch that you have evacuated the bus.
• If there are any injuries, no matter how minor they may seem, contact dispatch and let them know so they can notify EMS. Take care of the injured students to the best of your ability. If by standers offer help, you may accept the help if you need it. Keep track of your students and do not let them leave with anyone until cleared by police officer, EMS, and/or supervisor.
• If there are no injuries you need to let the students know that you will need to collect their names, seat numbers, age, gender and nationality for the police and that they cannot leave until the police officer gives permission. The form to do this is located in the Accident Folder on your bus and is called “Northside ISD School Bus Passenger List for Texas Peace Officer’s Crash
You will need to complete two copies of this form, one for the police officer and one for transportation.

- If the students have cell phones and want to call their parents, let them. Tell the students to let their parents know they cannot leave until the police officer says it is okay and we will need some ID from the parent so we know who the child went home with.
- You are not authorized to use physical force or restraint to prevent a student from leaving the accident scene or a parent taking a child. Remind them that they need to stay until released by the police officer, and that you will be notifying your dispatch and the police when they arrive, but do not take physical action to prevent a student’s departure. Note the name of the student, who they went with, where they went, and then notify dispatch and the responding police officer when they arrive.
- Normally a supervisor or campus administrator will arrive and assist you. Once they arrive, they are in charge. Always follow their directions and the directions of the police officers, EMS, or Fire department to the best of your ability.
- Remember the safety and well being of your student riders is up to you.
Northside Independent School District
TRANSPORTATION DEPARTMENT
BUS PERMISSION SLIP
(Temporal re-assignment of transportation qualified students - Elementary/Middle School)

FOR ADMINISTRATIVE USE ONLY

SCHOOL: ___________________ STUDENT NAME: ____________________________

STUDENTS REGULAR BUS # ___________________

The above named student will ride on bus #______ from ___________ to _________________, space permitting.

Any questions, please contact the office.

_________________________________________________ ______________
ADMINISTRATOR APPROVAL DATE

White Copy — Driver Pink Copy — Campus

FOR HIGH SCHOOLS

Northside Independent School District
TEMPORARY TRANSPORTATION PERMISSION SLIP
FOR ADMINISTRATIVE USE ONLY

School_________________ Student Name _________________________________

Student ID# ___________________ Student’s Regular Bus # ____________________

Space permitting, the above named student will ride on:

Bus # ___________________ from ___________ to _________________

Any questions, please contact the office.

_________________________________________________ ______________
ADMINISTRATOR APPROVAL DATE

BOTH FORMS ARE PRINTED ON YELLOW PAPER.
NORTHSIDE INDEPENDENT SCHOOL DISTRICT
TRANSPORTATION INCIDENT REPORT

Bus #: ___________ Date of Incident: __________________________

Driver/Assistant: __________________________ Time Reported: ______________

School: __________________________ Time of Incident: ______________

Description of Incident:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

_______________________________ /___/____
Driver/Assistant Signature Date Submitted

Action Taken:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

_______________________________
Supervisor’s Signature

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2 YEARS

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Chapter Six

Payroll and Attendance Policies and Procedures

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Payroll and Attendance Policies and Procedures

REPORTING ABSENCE FROM DUTY

You must give as much advance notice as possible if you will not be able to work. An Absence From Duty Report must be completed and submitted to the appropriate Manager as soon as possible. Discretionary personal leave will be granted on a first-come, first-served basis. The effect of the employee’s absence on the department operations will be considered by the supervisor before approving personal leave requests. Requests for use of discretionary leave may be considered granted unless the immediate supervisor notifies the employee to the contrary within two working days of the scheduled absence. In an emergency situation, if an employee is going to be absent, they must personally communicate with their Manager at least 45 minutes prior to their designated clock-in time of the respective route. The Manager must be advised whether the absence is for the morning, afternoon, supplementary run, or entire day. If an absence is for more than one (1) day, the employee must notify the Manager of their inability to return the following day prior to the end of the workday so that arrangements for a substitute can be made. If the employee fails to notify the Manager that they are returning to work following an absence, and a substitute has already been engaged for the day, the employee may be sent home without pay.

Good attendance and punctuality are required for employees to fulfill their job tasks and responsibilities. Employees who are tardy or absent have a direct negative impact on the accomplishment of the department's and District's missions. Employees showing a pattern of absenteeism, tardiness or leaving work early may be counseled and/or subject to appropriate disciplinary action. Any employee with absences in excess of the number of days allocated per current employment year may be subject to disciplinary action up to and including termination (refer to attendance and punctuality section located in the Northside ISD Employee Handbook).

In order to expedite the payroll process, employees time detail reports will be provided by the Station Payroll Clerk on Mondays after 9a.m. Employees will review, verify, and sign the time detail report and return any corrections to the Station Payroll Clerk by 2p.m. that Monday afternoon. Any changes returned after 2p.m. will be incorporated into the next pay period.

Employees returning from an authorized leave of absence in excess of thirty (30) working days will lose the route to which they were assigned. The reassigning of the route after thirty (30) working days absence of the assigned employee is critical to maintain the integrity and continuity of the route and management of assigned students.

TEMPORARY PLACEMENT

It may become necessary, during the school year, for the Driver and Assistant to be temporarily moved to another bus route or assigned an extended run at the discretion of station management (because of absences, tardiness, the need to learn another route, and other unusual circumstances).

CLOCK IN/OUT POLICIES AND PROCEDURES

Refer to the Northside ISD Employee Handbook for complete guidelines and procedures/use of the Kronos Automated Time Clock System.

Along with these guidelines, employees are required to first park their personal vehicles in an assigned parking space; walk to the building prepared for duty and clock in; and then walk to the assigned bus to begin the pre-trip inspection of the vehicle. Employees must walk from the bus to the building to punch out upon completion of the route. Any variation(s) from the above guidelines may result in disciplinary action.

Employees will be paid a two (2) hour minimum for work scheduled as long as the employee has a thirty (30) minute break in the work schedule.

When a trip back to the station is less than thirty (30) minutes before the next route, drivers will be asked to continue to their next assignment as an extension.

Employees are required to clock out upon completion of routes/assignments.
NORTHSIDE INDEPENDENT SCHOOL DISTRICT

Absence From Duty Report

Employee Number: ____________________________________________

Employee’s Name: __________________________________________ Regular Bus #: ___________________________

Circle One: All-Day AM-Only Mid-Day/Extension PM-Only

Date(s) of Absence: ____________________________________________

Indicate if you have a Field Trip: Yes _____ No ______

Mid-Day Extension Bus # (if driving different from AM/PM route) ____________________________

(Select One)

☐ Sick Leave
☐ Personal Business (Discretionary Leave)
☐ Military Duty (Attach Orders)
☐ Jury Duty (Attach Verification)
☐ Vacation (Technicians Only)
☐ Comp Time ___________ Hours Used
☐ No Call/No Show

Date: _____________________ Employee’s Signature _______________________________

Approved by: _________________________________________________________

Supervisor Signature

White – Supervisor Yellow- Office Payroll Clerk Pink – Driver/Assistant

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Appendices

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District’s Technology Resources
Employee Agreement for the Acceptable Use of the District’s Technology Resources

District employees will be given access to the District’s Technology Resources. Technology Resources are defined as the District’s network, servers, computer workstations, telephones, peripherals, applications, databases, library catalog, online resources, Internet access, email, online class activities and any other technology designated for use by the District for employees.

With this educational opportunity comes responsibility. It is important that employees read the Northside ISD Administrative Regulation for Acceptable Use (TEC-01) and this agreement form, and then ask any questions if you need help understanding them. The Northside ISD Administrative Regulation for Acceptable Use (TEC-01) will apply to personal laptops and mobile devices as well as the use of such devices in the workplace. Inappropriate system use of the District’s Technology Resources will result in the consequences below, including loss of the privilege to use this education tool.

Please acknowledge receipt and understanding of these items and more found in Appendix D in the Northside ISD Employee Handbook by completing and returning the Notice of Acknowledgment and Agreement Form in the back of that handbook.

Please note that Internet access is part of the District’s Technology Resources. The Internet is a network of many types of communication and information networks, which are used frequently in classroom assignments and include access to library materials and purchased online databases. Some material accessible via the Internet may contain content that is illegal, inaccurate, or potentially offensive to employee. It is possible for employees to access (accidentally or otherwise) these areas of content. While the District uses filtering technology and protection measures to restrict access to such materials, it is not possible to absolutely prevent such access. It will be each employee’s responsibility to follow the rules for appropriate and acceptable use.

SOME RULES FOR APPROPRIATE USE

- Employees must only open, view, modify, and delete their own computer files, unless they have specific permission from a supervisor to do otherwise.
- Internet use must be primarily related to work assignments and projects.
- Employees may be assigned individual accounts to District resources and must use only those accounts and passwords that they have been granted permission by the District to use. All account activity should be for educational purposes only.
- Employees are responsible at all times for their use of the District’s Technology Resources and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.
- Employees must have the freedom to do otherwise.

SOME EXAMPLES OF INAPPROPRIATE USES

- Using the District’s Technology Resources for illegal purposes (e.g., gambling, pornography, computer hacking).
- Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
- Sharing/borrowing usernames, passwords, account access or logging in as someone else.
- Purposefully opening, viewing, using, or deleting files belonging to another system user without permission.
- Electronically posting confidential personal information about yourself or others (e.g., addresses, phone numbers, and pictures).
- Downloading or plagiarizing copyrighted information without permission.

from the copyright holder.
- Intentionally introducing a virus or other malicious program onto the District’s Technology Resources.
- Electronically posting message or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.
- Wasting or abusing school resources through unauthorized system use (e.g., online gaming, Internet radio, downloading music, watching non-educational videos, participating in chat rooms, checking personal email, etc.)
- Gaining unauthorized access to restricted information or network resources.

PERSONAL WIRELESS/MOBILE DEVICES

Personal wireless and mobile devices will be provided filtered access to the Internet as well as access to any web-based applications (e.g., gradebook, DiscoveryStreaming, eFiles) that would normally be accessible to employees from home. The District is not responsible for the loss or theft of a personal devices, nor for damage, nor unauthorized access to the device nor the data that resides therein. In addition:

- Employees must take full responsibility for setting up and maintaining their personal wireless and mobile devices. The District will not provide technical support for these devices including Work Orders/repairs/software installations.
- When personal wireless and mobile devices are not in the employee’s possession, they must be secured by the employee.
- Employee selection of appropriate, tasteful screensavers and wallpaper is expected.
- All users with District or personal devices being used for instruction or other District business must use the District provided wireless network which is filtered according to the Children’s Internet Protection Act (CIPA) requirements.
- Personal laptops and mobile devices are permitted for use by all staff and students, however, they are never to be plugged into the wired network (i.e., computers wall jacks, other District equipment, etc.).
- If an employee uses a personal device in an inappropriate manner, they will be subject to consequences for inappropriate use as outlined in Acceptable Use Regulation TEC-01, the Employee Handbook, and this employee agreement form.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the District’s Technology Resources;
- Revocation of the District’s Technology Resources account(s); and/or
- Other appropriate disciplinary or legal action in accordance with applicable laws.

NOTE: The employee agreement to abide by these guidelines must be renewed each academic year. Also, District Policies and Administrative Regulations are included as an appendix in all Human Resources Handbooks for your review.
BACKGROUND

The increasing reliance on sophisticated technology for instructional, communication, and general business purposes has resulted in a substantial expenditure of funds by the District. Commensurate with this expenditure many staff are being vested with an ongoing obligation and a periodic business expediency need to be in receipt of minor District assets at an ever increasing rate. For purposes of this Administrative Regulation minor is defined as equipment with an acquisition cost of less than $5,000. This Administrative Regulation is intended to address both mandatory and elective mobile business equipment users.

Mandatory Business users are those who by nature of their position have been assigned Mobile Business Equipment to use on a continuous full time basis. Elective Business Equipment Users are those who for reasons of District business expediency are called upon to be in possession of Mobile Business Equipment on an as needed periodic basis.

The standard of care regarding District Mobile Business Equipment shall be the same for both Mandatory and Elective Mobile Business Equipment users.

PURPOSE

The NISD instructional and support environment requires freedom of movement and trust in students, staff and visitors to our facilities. In order to maintain and establish a vehicle for continuous improvement to this environment this Administrative Regulation is intended to provide guidelines as to the procurement, use, and physical security of Mobile Business Equipment. For the purposes of this document Mobile Business Equipment shall include but not be limited to Telephones, Combination Radio/Telephone Communicators, Radios, Laptop Computers, Tablet Personal Computers, Digital and SLR Cameras, Digital and Analog video cameras, Personal Data Assistants, Pocket Personal Computers, and LCD Projectors.

ACQUISITION OF EQUIPMENT

The purchase of Mobile Business Equipment must be on a District purchase order. The Technology Services Division will provide information on the vendor for cellular telephones, to include airtime plans available and equipment specifications. The NISD image should be on all Laptop Computers, and any device that is connected to a computer or the network must be managed by Network Administrators to ensure proper security configuration and virus protection.

The configuration of Telephones, Combination Radio/Telephone Communicators and Radios that will use the NISD network resources must be configured in accordance with District regulations as well as virus protection requirements. The Technology Services Division will
provide purchasing information on the Intranet to support the acquisition of Mobile Business Equipment. These products and services will be procured through the competitive bid process.

The use of leased or rented cameras and/or projectors must be coordinated with Technology Services if there is an expectation of being connected to the NISD network to avoid service disruption and ensure compatibility.

TYPES OF COMMUNICATION DEVICES AND AUTHORIZATION

All requests for cellular telephones/paging devices and combination telephone communicators must be submitted in writing to the appropriate administrator for approval.

This request should include:
- Business case or justification for use of the equipment.
- User location/department.
- Account code to be charged.
- Name of person who will have custodial responsibilities.
- Any special requirements.

Final approval will be made by the appropriate administrator.

After approval has been received, the equipment user department must issue a requisition for the equipment, with a copy of the approval attached to the requisition.

The District allows for the use of both portable and vehicle mounted equipment and accessories. Cellular telephone/paging devices and combination telephone communicators should be the digital type which allows for a return telephone number to print out on the LCD screens.

While not illegal or against policy, users are encouraged to minimize use of voice communication via mobile telephone and telephone/radio devices while operating vehicles. Users are encouraged to use hands free devices whenever possible. Texting while driving is illegal and could result in disciplinary action up to and including termination.

CARE AND SECURITY

All users of Mobile Business Equipment shall be responsible for filing and updating, on an as needed basis, the Mobile Business Equipment Check-Out form (ITS 103 05-07 R), incorporated into this Administrative Regulation.

The user of the Mobile Business Equipment will be responsible for safeguarding the equipment and ensuring its proper business use. (Users of cellular telephones and paging devices must notify the Purchasing Department the next working day of any changes in use, location, conditions, loss or theft. Users of combination telephone/radio communicators must notify their supervisor.)

The portability of Mobile Business Equipment while an asset, is also the greatest risk factor in the ownership and use of such devices. All campuses/departments and users are encouraged and directed to take reasonable measures, and act in good faith to secure District Mobile Business Equipment.
The measures taken should at a minimum encompass the following areas:

- **Monitoring** - All campuses/departments are required to place one or more responsible persons in charge of all minor equipment. This responsibility should include at a minimum a check-out and tracking procedures to include the collection of Mobile Business Equipment upon termination of employment.

- **Physical Security** - To prevent theft, all mobile business equipment should be kept under lock and key when not in use, not left unattended in vehicles, stored in carrying cases so as not to be as conspicuous, equipped with securing cables or subject to other anti theft measures.

- **Identification** - While some Mobile Business Equipment is now marked with a bar code inventory label, this does not protect the equipment from being stolen or assist in its recovery. Barcodes and serial numbers can easily be removed. Campuses/departments are advised to engrave all equipment with the letters “NISD” and the inventory number, if applicable. Engravers are available for loan from NISD Police Department. Police Officers can assist with engraving.

- **Crime Prevention** - NISD Police and/or Benefits and Risk Management staff can assist campuses/departments by conducting security surveys and offer recommendations for theft prevention methods. Nothing in this Administrative Regulation relieves District users from the responsibility of complying with other District directives regarding the care and use of Mobile Business Equipment

**REPLACEMENT OF MOBILE BUSINESS EQUIPMENT**

If Mobile Business Equipment is stolen, it is the responsibility of the user to report the theft the next working day/within 24 hours to the NISD Police department and their supervisor if the theft occurred on District property. If the theft occurs off District property it must be reported within 24 hours to the NISD Police, their supervisor and the policing authority in the jurisdiction where the theft occurred. The user suffering the theft is responsible for providing the Purchasing Department a copy of the police report(s) within two weeks of the theft.

With appropriate documentation of the theft, the Mobile Business Equipment will be replaced by the district at no charge to the user.

If a piece of Mobile Business Equipment is accidentally damaged by an employee, the damage must be reported the next working day after the damage occurs to the Purchasing Department and to the users’ supervisor.

- If it is the first incident of damage, the District will replace or repair the Mobile Business Equipment.
- If it is the second incident of damage, the employee will be required to pay for one-half of the repair/replacement cost of the Mobile Business Equipment.
- For any subsequent incidents, the employee will be required to pay the entire repair/replacement cost of the Mobile Business Equipment.
- If a piece of Mobile Business Equipment is lost or intentionally damaged by the user, the loss must be reported the next working day to the Purchasing Department and to the user’s supervisor. It will be the responsibility of the employee to pay for the replacement of the Mobile Business Equipment.
INCIDENT CYCLE

When Mobile Business Equipment is issued to an employee, the employee will be subject to the conditions listed above for one calendar year. At the end of one calendar year, the employee will start a new cycle of incidents and consequences. The one year cycle will remain in effect regardless of the regular district replacement schedule for any/all equipment.

The one year cycle does not apply to Laptop Computers, Hand-held Computers or Personal Data Assistants. These items will be subject to a 3 year cycle.

It will be the responsibility of the Principal/Director to monitor the Incident Cycle and advise the Purchasing Department regarding Mobile Business Equipment replacement cycle status concurrent with the request to replace these items.

BUDGET AND ACCOUNTING

It shall be the responsibility of the department to budget funds for the purchase of all equipment requested. It will also be the responsibility of the department to secure service and maintenance required on Telephones, Combination Radio/Telephone Communicators and Radios. This service and maintenance will include any cost for consumable supplies required to operate the equipment. The Purchasing Department will provide the names of vendors to be used for repair services.

Funds for the initial purchase of equipment will be charged to the individual department. Funds for the repair and maintenance will be charged to the individual department 62XX account. The maintenance of Laptop Computers, Tablet Personal Computers, Digital and SLR Cameras, Digital and Analog video, Personal Data Assistants, Pocket Personal Computers and LCD projectors will follow established procedures as per Technology Services work order system. Replacement of Mobile Business Equipment on an incident driven basis will be governed by Administrative Regulation PUR-02.

TELEPHONE AIR TIME CHARGES

All official District air time charges will be paid by the District. The District recognizes that occasionally a personal call may be a necessity. In this case, the telephone user, not the District, is responsible for the airtime charges incurred for personal telephone calls. District telephone airtime charges are subject to public information requests, including charges incurred for personal telephone calls.

Employees assigned District cellular phones will be periodically required to sign-off on communication device invoices attesting to the nature of charges. Employees shall be responsible for personal airtime usage in connection with communication devices assigned to them. An airtime fee of 10 cents per minute has been designated for personal calls. Payment should be submitted to the Accounting Department for processing not more than 90 days after receipt of invoices containing personal calls. All accounts are subject to retrospective audit and monitoring.
Mobile Business Equipment Check-Out Form

Mobile business equipment (e.g., laptops, digital cameras, tablet PCs, cell phones, PDAs, digital projectors) may be assigned to an employee to use on a continuous basis or made available to an employee on an as-needed periodic basis (e.g., professional development, student contests, curriculum-related development of materials). In either case, in accordance with Administrative Regulation PUR-03, the employee will be responsible for safeguarding the equipment and ensuring its proper business use. (Some insurance companies provide insurance riders on homeowner policies for such situations and employees may want to pursue this option.) This form is used to identify the person responsible for the equipment and its temporary location. Desktop computers and network printers are not available for check-out.

List each item, fill in all appropriate information, sign, and submit the form to your Department Director or Campus Principal. Please print all information:

<table>
<thead>
<tr>
<th>Brand</th>
<th>Description (Type &amp; Model)</th>
<th>NISD #</th>
<th>Serial #</th>
<th>Value</th>
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Reason for Checkout: ____________________________  Check-out Date ____________________________
Anticipated Return Date ____________________________

Temporary Location of Equipment: (Site Name, Site Address, Room #) ____________________________

Home Phone ____________________________  Work Phone ____________________________

Employee Name ____________________________  Authorization signature ____________________________

Employee Acceptance of Responsibility: I have read the above requirements and am willing to accept all responsibility, including financial, for the equipment and abide by District requirements/restrictions for use as stated in Administrative Regulation PUR-03.

Employee Signature ____________________________  Date ____________________________

Return/release Authorization signature ____________________________  Date ____________________________
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