**KING GEORGE COUNTY**

**PUBLIC SCHOOLS**



**Transportation Department**

**Employee Manual**

**“TRANSPORTING THE YOUTH OF KING GEORGE COUNTY**

**THROUGHOUT THEIR EDUCATIONAL PATH”**

**Revised: 22 May 2020**

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**KING GEORGE COUNTY PUBLIC SCHOOLS**

**TRANSPORTATION DEPARTMENT EMPLOYEE MANUAL**

**INTRODUCTION**

The purpose of this manual is to inform all concerned parties about the duties, responsibilities, procedures and regulations involved in the operation of King George County Public School Buses.

You, as a school employee, are entrusted with an awesome, and often challenging, responsibility of transporting students to and from school safely. Keep in mind that safety on our highways depends largely on your skill and attitude. Safety is something that we can never take for granted. It must be practiced each and every day. Working with students has a tremendous amount of responsibility. You have a responsibility to your passengers, passengers’ parents, your employer, Supervisor, fellow employees and to the general public.

To increase your effectiveness as a school bus driver/monitor, you should be a responsible, upstanding person, able to gain the knowledge, skills and abilities necessary to safely operate a school bus. You should be able to demonstrate a positive attitude toward safe driving, be generally alert and practice good judgement, be concerned about the needs of your passengers, willing to practice patience, be understanding and even tempered. You should also be physically and mentally prepared for the task and remain free from the effects of alcohol, illegal drugs and medication. All employees are to be neat, clean and properly dressed.

Your performance as a transportation employee is a reflection not only on the transportation department, but the entire school division. It is expected that these procedures will be followed in your daily operation of the school bus and thus reducing the chance of injury to yourself and/or your very precious cargo.

In making this handbook for the drivers and monitors of King George County Public Schools, the Department of Education Driver Curriculum and the driver handbooks from Hanover, Loudon, Spotsylvania and Stafford Counties were excellent resources and guides.

School buses play a vital role in today’s school system. This role calls for the transportation of thousands of children in a safe, orderly and efficient manner. As a bus driver/monitor (who represents the school division) you are a dominant figure in the life of a student. You are the first to see the students in the morning and often the last to see them in the afternoon. You are an important person not only to each student passenger but also to the school division.

An annual update is completed on this handbook and a copy is forwarded to the King George County Public School Board and Division Superintendent.

***Our***

***Transportation***

***Daily Prayer***

Watch over this precious group. Follow them through their daily assignment; from their first step on the bus until their last step off the bus.

Keep their eyes keen, reflexes quick and their patience strong.

Through their day, that may be stressful and long,

Protect them and provide relief and relaxation.

Our workforce endures more than most will ever know,

For, they are the carriers of our little darlings, our precious cargo.

Keep them safe day to day, year by year.

These are my special people, who transport *“the most precious cargo.”*

**SECTION 1**

**EMPLOYEE POLICIES & PROCEDURES**

1.1: **DRUG/ALCOHOL FREE WORKPLACE**

Smoking, chewing or any other use of any tobacco products by any staff, student or visitor is prohibited on school property. School property shall mean all property owned, leased, rented or otherwise used by a school including but not limited to the following:

1. All interior portions of any buildings or other structure used for instruction, administration, support services, maintenance or storage.
2. Any indoor facility or portion of such facility owned or leased or contracted for and used for the provision of regular or routine health care, day care, or early childhood development (Head Start/Pre-K) services.
3. All vehicles used by the division for transporting students, staff, visitors or other persons.

“Tobacco” shall include cigarettes, cigars, pipe tobacco, snuff, chewing, E Cigarettes and all other kinds and forms of tobacco prepared in such a manner as to be suitable for chewing, smoking or both. “Tobacco” shall include cloves or any other product packaged for smoking.

“Smoking” means the carrying or holding of a lighted pipe, cigar, E Cigarette, or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, E Cigarette or cigarette of any kind. Staff and students found to be in violation of this policy shall be subject to appropriate disciplinary action.

1.2: **DRUG/ALCOHOL RULES**

The following is a general overview of the Federal Motor Carrier Safety Administration’s (FMCSA) alcohol and drug testing rules for persons required to obtain a commercial driver’s license (CDL).

1. The FMCSA regulations require alcohol and drug testing of drivers, who are required to have a CDL. The regulations also include procedures for urine drug testing and breathe alcohol testing.
2. The FMCSA rules apply to safety-sensitive employees, who operate commercial motor vehicles requiring a CDL.

Alcohol is a legal substance; therefore, the rules define specific prohibited alcohol related conduct. Performance of safety-sensitive functions is prohibited:

1. While using alcohol.
2. While having a breath alcohol concentrations of 0.04 percent or greater as indicated by an alcohol breath test.
3. Within four hours after using alcohol.

Refusing to submit to an alcohol test or using alcohol within eight (8) hours after an accident or until tested (for drivers required to be tested) are prohibited. The following alcohol tests are required:

1. Post-accident: Tests are conducted after accidents on drivers whose performance could have contributed to the accident (as determined by a citation for a moving traffic violation) and for all fatal accidents even if the driver is not cited for a moving traffic violation.
2. Reasonable suspicion: Tests are conducted when a trained Supervisor or company official observes behavior or appearance that is characteristic of alcohol misuse.
3. Random: Tests are conducted on a random unannounced basis just before, during, or just after performance of safety-sensitive functions.
4. Return to duty and follow up: Tests are conducted when an individual has violated the prohibited alcohol conduct standards and returns to performing safety-sensitive duties. Follow-up tests are unannounced. At least six (6) tests must be conducted in the first twelve (12) months after a driver returns to duty. Follow up testing may be extended for up to sixty (60) months following return to duty.

As stated, random alcohol testing must be conducted just before, during or just after a driver’s performance of safety-sensitive duties. A driver is randomly selected for testing from a “pool” of subject drivers. These testing dates and times are unannounced and are reasonably spread throughout the year. Each year, the number of random tests conducted by the employer must equal at least 10% of average number of driver positions subject to the regulations.

Alcohol testing is done in the following way:

1. The rules allow for screening tests to be conducted using saliva devices or breath testing using Evidential Breath Testing (EBT) and non-evidential breath testing devices approved by the National Highway Traffic Safety Administration (NHTSA). NHTSA periodically publishes a list of approved devices in the Federal Register.
2. Two (2) tests are required to determine if a person has a prohibited alcohol concentration. A screening test is conducted first. Any result less than 0.02 alcohol concentration is considered a “negative” test. If the alcohol concentration is 0.02 or greater, a second confirmation test must be conducted. The driver and the individual conducting the confirmation breath test (called a Breath Alcohol Technician (BAT)) completes the alcohol testing form to ensure that the results are properly recorded. The confirmation test, if required, must be conducted using an EBT that prints out the results, date and time, a sequential test number, and the name and serial number of the EBT to ensure the reliability of the results. The confirmation test results determine any actions taken.

Employers are responsible for implementing and conducting the testing programs. They may do this using their own employees or contract services, or by joining together in a consortium that provides services to all member companies. Law enforcement officers will not conduct the tests as part of roadside or other inspections. However, under certain circumstances, post-accident tests conducted by law enforcement personnel will be acceptable. Any individual conducting the test must be trained to operate the EBT and be proficient in the breath testing procedures.

Drivers who engage in prohibited alcohol conduct must be immediately removed from safety-sensitive functions. Drivers who have engaged in alcohol misuse cannot return to safety-sensitive duties until they have been evaluated by a substance abuse professional and complies with any treatment recommendations to assist them with an alcohol problem. To further safeguard transportation safety, drivers who have any alcohol concentration (defined as 0.02 or greater) when tested just before, during or just after performing safety-sensitive functions must also be removed from performing such duties for 24 hours. If a driver’s behavior or appearance suggests alcohol misuse, a reasonable suspicion alcohol test must be conducted. If a breath test cannot be administered, the driver must be removed from performing safety-sensitive duties for at least 24 hours.

Drivers who violate the alcohol misuse rules will be referred to a substance abuse professional for evaluation. Any treatment or rehabilitation would be provided in accordance with the employer’s policy or labor/management agreements. The employer is not required under these rules to provide rehabilitation, pay for treatment, or reinstate the driver in his/her safety-sensitive position. Any employer who does decide to return a driver to safety-sensitive duties must ensure that the driver has been evaluated by a substance abuse professional, has complied with any recommended treatment, has taken a return to duty alcohol test (with a result less than 0.02) and is subject to unannounced follow-up alcohol tests.

Employers are required to keep detailed records of their alcohol misuse prevention programs. The FMCSA will conduct inspections or audits of employers’ programs. Additionally, selected employers will have to prepare annual calendar year summary reports for the FMCSA. These reports will be used to help monitor compliance and enforcement of the rules, as well as to provide data on the extent of alcohol misuse and the need for any future program and regulatory changes.

All driver alcohol testing is confidential. Test results and other confidential information may be released only to the employer and the substance abuse professional. Any other release of this information is only with the driver’s written consent. If a driver initiates a grievance, hearing, lawsuit, or other action as a result of a violation of these rules, the employer may release relevant information to the decision maker.

Drug testing rules are covered the same for drivers as the alcohol testing rules. The types of tests required are: pre-employment, reasonable suspicion, post-accident, random, return to duty and follow up.

Drug testing is conducted by analyzing a driver’s urine specimen. The analysis is performed at laboratories certified and monitored by the Department of Health and Human Services (DHHS). The list of DHHS approved laboratories is published monthly in the Federal Register. The driver provides a urine specimen in a location that affords privacy and the “collector” seals and labels the specimen, completes a chain of custody document, and prepares the specimen and accompanying paperwork for shipment to a drug testing laboratory. The specimen collection procedures and chain of custody ensure that the specimen’s security, proper identification and integrity are not compromised. The Omnibus Transportation Employee Testing Act of 1991 requires that drug testing procedures for commercial motor vehicle drivers include split specimen procedures. Each urine specimen is subdivided into two bottles labeled as a “primary” and a “split” specimen. Both bottles are sent to a laboratory. Only the primary specimen is opened and used for the urinalysis. The split specimen bottle remains sealed and is stored at the laboratory. If the analysis of the primary specimen confirms the presence of illegal, controlled substances, the driver has 72 hours to request the split specimen be sent to another DHHS certified laboratory for analysis. This split specimen procedure essentially provides the driver with an opportunity for a “second opinion”.

All urine specimens are analyzed for the following drugs:

1. Marijuana (THC metabolite)
2. Cocaine
3. Amphetamines
4. Opiates (including heroin)
5. Phencyclidine (PCP)

The testing is a two stage process. First, a screening test is performed. If it is positive for one (1) or more of the drugs, then a confirmation test is performed for each identified drug using state of the art gas chromatography/mass spectrometry (GC/MS) analysis. GC/MS confirmation ensures that over the counter medications or preparations are not reported as positive results.

All drug test results are reviewed and interpreted by a physician (Medical Review Officer (MRO)) before they are reported to the employer. If the laboratory reports a positive result to the MRO, the MRO contacts the driver (in person or by telephone) and conducts an interview to determine if there is an alternative medical explanation for the drugs found in the driver’s urine specimen. If the driver provides appropriate documentation and the MRO determines that it is legitimate medical use of the prohibited drug, the drug test result is reported as negative to the employer.

The drug rules prohibit any unauthorized use of the controlled substance. Illicit use of drugs by safety sensitive drivers is prohibited on or off duty. The FMCSA has some additional rules that prohibit the use of legally prescribed controlled substances (such as barbiturates, amphetamines, morphine, etc.) by safety sensitive drivers involved in interstate commerce.

The consequences of a positive drug test requires a driver to be removed from safety sensitive duty. The removal cannot take place until the MRO has interviewed the driver and determined that the positive drug test resulted from the unauthorized use of a controlled substance. A driver cannot be returned to safety sensitive duties until he/she has been evaluated by a substance abuse professional, has complied with recommended rehabilitation, and has a negative result on a return to duty drug test. Follow up testing to monitor the driver’s continued abstinence from drug use is also required.

Employers are responsible for conducting random, unannounced drug tests. The total number conducted each year must equal at least 50% of the safety sensitive drivers. Some drivers may be tested more than once each year; some may not be tested at all depending on the random selection. Random testing for drugs does not have to be conducted in immediate time proximity to performing safety sensitive functions. Once notified of selection for test, however, a driver must proceed immediately to a collection site to accomplish the urine specimen collection.

Employers must provide information on drug use and treatment resources to safety sensitive drivers. All Supervisor and officials of businesses with safety sensitive drivers must attend at least one (1) hour of training on the signs and symptoms of drug abuse. This training is necessary to assist Supervisors and company officials in making appropriate determinations for reasonable suspicion testing.

Driver drug testing results and records are maintained under strict confidentiality by the employer, the drug testing laboratory, and the MRO. They cannot be released to others without the written consent of the driver. Exceptions to these confidentiality provisions are limited to a decision maker in arbitration, litigation or administrative proceeding arising from a positive drug test. Statistical records and reports are maintained by employers and drug testing laboratories. This information is aggregated data and is used to monitor compliance with the rules and to assess the effectiveness of the drug testing programs.

Federal regulations require a collector or observer to directly observe you while you provide your urine specimen if:

1. Your previous urine specimen was out of normal temperature range; or
2. The collector previously observe you attempting to tamper or substitute a specimen; or
3. Your previous test result was invalid due to an interfering substance and you did not have a legitimate medical explanation; or
4. Your spit specimen could not be testing following a non-negative result; or
5. A Federal return to duty or follow up test (after you’ve had Federal positive test or refusal to test).

The collector or observer must be of the same gender as you for direct observation.

A driver may have a “shy bladder”, if so:

1. After your first unsuccessful attempt to provide an acceptable specimen, you have up to three (3) hours to produce a single specimen of sufficient volume (you can’t combine specimens). You can consume up to forty (40) ounces of fluid.
2. If you do not provide a specimen within those three (3) hours, you must undergo a medical evaluation to determine whether there was a medical reason for your inability to do so. If a physician determines there was not a medical reason for your failure to provide a urine specimen, you will be charged with a refusal.
3. Hours of service limitations generally apply to random collections except when the collector determines a direct observation is required (as referenced above).

A refusal to take a Federal test usually has harsher penalties than a positive test result. Never refuse to cooperate with the testing requirements. Take the test and if needed, address any issues you have later. A refusal includes:

1. Failure to appear for a test or remain at the testing site.
2. Failure to cooperate with the testing process.
3. Failure to provide a sufficient amount of breath or urine (without an adequate medical explanation as determined by a physician through a required medical evaluation).
4. Adulteration or substitution of your urine specimen.
5. Failure to permit any part of the new direct observation procedures.

There are only a few procedural errors serious enough to be considered “fatal” flaws that cause a Federal drug or alcohol test to be cancelled. A fatal flaw is a non-correctable procedural error which calls into question whether the specimen tested was really yours or whether the test result on your specimen was correct. An example would be if the specimen ID numbers on your specimen bottle did not match those on your test form.

1.3: **HARASSMENT – SEXUAL, RACE, ORIGIN, DISABILITY OR RELIGION**

The King George County Public Schools division is committed to maintaining a learning working environment free from sexual harassment and harassment based on race, national origin, disability, religion. Therefore, the King George County Public Schools Division prohibits sexual harassment and harassment based on race, national origin, disability, religion, of any student or school personnel at a school or any school sponsored activity.

It shall be a violation of this policy for any student or school personnel to harass anyone based on race, national origin, disability or religion. Further, it shall be a violation of this policy for any school personnel to tolerate sexual harassment or harassment based on a student’s race, national origin, disability or religion, by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel includes, School Board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the School Division.

**The School Division shall:**

1. Promptly investigate all complaints, written or verbal, of sexual harassment and harassment based on race, national origin, disability or religion.
2. Promptly take appropriate action to stop any harassment and to also take appropriate action against any student or school personnel who violates this policy and take any other action reasonably calculated to end and prevent further harassment of school personnel or students.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retraining employment or education, or submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education, or that conduct or communication substantially or unreasonably interfering with an individual’s employment or education or creates an intimidating, hostile or offense employment or educational environment (i.e. the conduct is sufficiently serious to limit a student’s or employee’s ability to participate in a benefit from the education program or work environment).

Examples of conduct which may constitute sexual harassment if it meets the immediate preceding definition include:

1. Unwelcome, sexual physical contact.
2. Unwelcome ongoing or repeated sexual flirtation or propositions or remarks.
3. Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
4. Graphic comments about an individual’s body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual rumors.
7. Touching an individual’s body or clothes in a sexual way.
8. Displaying sexual objects, pictures, cartoons or posters.
9. Impeding or blocking movement in a sexually intimidating manner.
10. Harassment based on race, national origin, disability or religion consists of physical or verbal conduct relating to an individual’s race, national origin, disability or religion when the conduct creates an intimidating, hostile or offensive working or educational environment, substantially or unreasonably interferes with an individual’s work or education; or otherwise is sufficiently serious to limit an individual’s employment opportunities or to limit a student’s ability to participate in a benefit from the educational program.
11. Examples of conduct, which may constitute harassment based on race, national origin, disability or religion if it meets the immediate preceding definition:
12. Graffiti containing racially offensive language, name calling, jokes or rumors
13. Physical acts of aggression against a person or their property because of that person’s race, national origin, disability or religion, or
14. Hostile acts which are based on another’s race, national origin, religion or disability.
15. Written or graphic material which is posted or circulated on individuals based on their race, national origin, disability or which intimidates or threatens religion.

**Formal Complaint Procedures:**

Any student or school personnel who believes he/she has been the victim of sexual harassment or harassment based on race, national origin, religion or disability by a student, school personnel or a third party should report the alleged harassment to one of the compliance officers designated in this policy or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made with fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to one of the compliance officers designated in this policy or to any school personnel. A school personnel who has noticed that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to one of the compliance officers designated in this policy.

The reporting party should use the form, Report of Harassment, JFHA-F, to make complaints of harassment. However, oral reports or other written reports shall also be accepted. The complaint should be filed with either the building principal or one of the compliance officers designated in this policy. The principal shall immediately forward any report of alleged prohibited harassments to the compliance officer or principal. Any complaint that involves the compliance officer shall be reported to the Superintendent.

The complaint and identity of the complainant and alleged harasser will be disclosed only to the extent necessary to fully investigate the complaints and only when such disclosure is required or permitted by law. Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the School Division’s ability to fully respond to the complaint.

**Investigation Procedures:**

Upon receipt of a report of alleged prohibited harassment, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the School Division. The investigation shall be completed as soon as practicable, which generally should be not later than fourteen (14) calendar days after receipt of the report by the compliance officer. Upon receiving the complaint, the compliance officer shall acknowledge the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Also upon receiving the complaint, the compliance officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the complainant and in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the compliance officer determines that more than fourteen (14) days will be required to investigate the complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded. If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Services in accordance with Policy JHG.

The investigation may consist of personal interviews with the complainant, the alleged harasser, and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The School Division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum:

1. The surrounding circumstances.
2. The nature of the behavior.
3. Past incidents or continuing patterns of behavior.
4. The relationship between the parties.
5. How often the conduct occurred.
6. The identity of the alleged perpetrator in relation to the alleged victim (i.e., whether the alleged perpetrator was in a position of power over the alleged victim).
7. The location of the alleged harassment.
8. The ages of the parties.
9. The context in which the alleged incidents occurred; whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The compliance officer shall issue a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

**School Division action will be:**

1. Within five (5) calendar days of receiving the compliance officer’s report, the Superintendent or designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the complainant and the alleged perpetrator.
2. If the Superintendent determines that prohibited harassment occurred, the King George County Public Schools division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge.
3. Whether or not the Superintendent or designee determines that prohibited harassment occurred, the Superintendent or designee may determine that school wide or division wide training be conducted or that the complainant receives counseling.

**How to appeal:**

1. If the Superintendent or designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the School Board within five (5) calendar days of receiving the decision. Notice of appeal must be filed with the Superintendent who shall forward the record to the School Board. The School Board shall make a decision within thirty (30) calendar days of receiving the record. The School Board may ask for an oral or a written statement from the aggrieved party and the Superintendent and any other individual the School Board deems relevant.
2. If the Superintendent or designee determines that prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.
3. Employees may choose to pursue their complaints under this policy through the relevant Employee Grievance Procedure instead of the complaint procedure in this policy.

**Compliance officer and alternate compliance officer:**

The King George County Public Schools Board has designated Mrs. Mary Fisher, Coordinator of Guidance and Social Work Services, as Compliance Officer and Mrs. Beth Yezierski, Director of Human Resources, as the Alternate Compliance Officer. Address for both is P.O. Box 1239, King George, VA 22485. Phone number for Mrs. Fisher is 540-775-8614 and phone number for Mrs. Yezierski is 540-775-8616.

**The compliance officer shall:**

1. Receive reports or complaints of harassment.
2. Oversee the investigation of any alleged harassment.
3. Access the training needs of the school division in connection with this policy.
4. Arrange necessary training to achieve compliance with this policy.
5. Ensure that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment opportunity education, including the authority to protect the alleged victim and others during the investigation.

**Informal procedure:**

1. If the complainant and the person accused of harassment agree, the student’s principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher or administrator.
2. If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the formal procedures set forth herein. The principal or designee shall notify the complainant and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

**Retaliation:**

1. Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The school division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings.
2. Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

**Prevention and notice of policy:**

1. Training to prevent sexual harassment and harassment based on race, national origin, disability, religion and sexual orientation should be included in employee and student orientations as well as employer in service training.
2. This policy shall be:
	* 1. Displayed in prominent areas of each division building in a location accessible to students, parents and school personnel.
		2. Included in the student and employee handbooks; and
		3. Sent to parents of all students within thirty (30) calendar days of the start of school. Further, all students, parents/guardians and employees shall be notified annually of the names and contact information of the compliance officer.

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action, as well as any civil or criminal legal proceedings.

1.4: **EFFECT OF CRIMINAL CONVICTION OR FOUNDED COMPLIANT OF CHILD ABUSE OR NEGLECT**

The School Board will not hire or continue the employment of any part time, full time, temporary or permanent personnel who are determined to be unsuited for service by reason of criminal convictions, or information appearing in the registry of founded complaints of child abuse and neglect by the Department of Social Services.

As a condition of employment for all of its public school employees, whether full time or part time, permanent, or temporary, the King George County Public School Board shall require on their application for employment certification that the applicant has not been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child and whether the applicant has been convicted of a crime of moral turpitude.

The King George County Public School Board shall also require on its application of employment, as a condition of employment requiring direct contact with students, whether full time, part time, permanent, or temporary, certification that the applicant has not been the subject of a founded case of child abuse or neglect.

As a condition of employment, any applicant who is offered or accepts employment whether full time, part time, permanent or temporary with the King George County Public School Board shall submit to fingerprinting and provide personal descriptive information. The information and fingerprints shall be forwarded through the Central Criminal Records exchange to the Federal Bureau of Investigations for the purpose of obtaining criminal history record information on applicants who are offered or accept employment.

To conserve the costs of conducting criminal history record checks to applicants and School Boards, upon the request of the applicant, the King George County Public School Board shall inform another School Board with which reciprocity has been established and to which the applicant also has applied for employment of the results of the criminal history record information conducted within the previous ninety (90) days that it obtained concerning the applicant. Criminal history record information pertaining to an applicant for employment by a School Board shall be exchanged only between School Boards in the Commonwealth in which a current agreement if reciprocity for the exchange of such information has been established and is in effect. Reciprocity agreements shall provide for the appointment of the costs for the fingerprinting or criminal records check between the applicant and the King George County Public School Board as provided by statue.

If an applicant is denied employment because of information appearing on his/her criminal history record, the School Board shall provide a copy of the information provided by the Central Criminal Records Exchange to the applicant.

**Founded complaints of child abuse or neglect:**

The School Board requires, as a condition of employment, that any applicant who is offered or accepts employment requiring direct contact with students, whether full time, part time, permanent or temporary provide written consent and the necessary personal information for the School Board to obtain a search of the registry of founded complaints of child abuse and neglect. The registry is maintained by the Department of Social Services. The School Board shall ensure that if such searches are requested that they are in conformance with the regulations of the Board of Social Services. In addition where the applicant has resided in another state within the last five (5) years, the School Board requires as a condition of employment that such applicant provide written consent and the necessary personal information for the School Board to obtain information from each relevant state as to whether the applicant was the subject of a founded complaint of child abuse and neglect in such state. The School Board shall take reasonable steps to determine whether the applicant was the subject of a founded complaint of child abuse or neglect in the relevant state. Such reasonable steps shall include, but not be limited to, contacting any central child abuse and neglect registry maintained by the relevant state. The Department of Social Services shall maintain a database of central child abuse and neglect registries in other states for use by local school boards. The applicant may be required to pay the cost of any search conducted pursuant to this subsection at the discretion of the School Board. From such funds as may be available for this purpose, however, the School Board may pay for the search.

If the information obtained pursuant to the preceding paragraph indicates that the applicant is the subject of a founded case of child abuse and neglect, such applicant shall be denied employment, or the employment shall be rescinded.

If an applicant is denied employment because of information appearing on his/her record in the registry, the School Board shall provide a copy of the information obtained from the registry to the applicant. The information provided to the School Board by the Department of Social Services shall be confidential and shall not disseminate by the School Board.

**Employee Charges and Convictions:**

An employee who is charged by summons, warrant, indictment, or information with the commission, of a felony; a misdemeanor specified in Virginia Code – 221-315; any crime involving controlled substances; any drunk driving or driving under the influence conviction if that person’s job requires or relates to the operation of equipment or vehicle; or, for all employees, any second or subsequent drunk driving or driving under the influence conviction may be suspended in accordance with policies GCPD and GDPD and/or may be dismissed.

If a current employee is suspended, or dismissed because of information appearing on his/her criminal history record, the School Board shall provide a copy of the information provided by the Central Criminal Records Exchange to the employee.

The Superintendent shall inform the School Board of any notification of arrest of School Board employee received pursuant to Virginia Code 19.2-83.1. The School Board shall require such employee, whether full time, part time, permanent, or temporary, to submit to fingerprinting and to provide personal descriptive information to be forwarded along with the employee’s fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigations for the purpose of obtaining criminal history record information regarding such employee. The contents of the employee’s criminal record shall be used only to implement dismissal, suspension or probation in accordance with 22.1-307 and 22.1-315 of the Code of Virginia.

For the purpose of this policy, a court’s placement of an individual on probation pursuant to Virginia Code Section 18.2-251 shall be treated as a conviction and as a finding of guilt.

The School Board shall pay the costs of the fingerprinting, criminal record check and abuse and neglect check conducted pursuant to this policy.

1.5: **REPORTING ACTS OF VIOLENCE AND SUBSTANCE ABUSE**

The purpose of reporting acts of violence and substance abuse shall be to develop a program of prevention activities to prove a safe environment conducive to learning.

Except as may otherwise be required by federal law or regulations, reports shall be made to the division Superintendent and the principal or designee on all incidents involving the:

1. Assault, or assault and battery, without bodily injury of any person on a school bus, on school property, or at a school – sponsored activity.
2. The assault and battery which results in bodily injury, sexual assault, death, shooting, stabbing, cutting or wounding of any person, or stalking of any person as described in Virginia Code 18.2-60.S. on a school bus, on school property or at school – sponsored activity.
3. Any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance and anabolic steroid on a school bus, on school property or at a school sponsored activity, including the theft or attempted theft of a student’s prescription medication.
4. Any threats against school personnel while on a school bus, on school property or at school – sponsored activity.
5. The illegal carrying of a firearm as defined in Virginia Code 22.1-277.07 onto school property.
6. Any illegal conduct involving firebombs explosive materials or devises or hoax explosive devices as defined in Virginia Code 18.2-85 or explosive or incendiary devices, as defined in the Virginia Code 18.2-433.1; or chemical bombs as described in Virginia Code 18.2-87.1, on a school bus, on school property or at school – sponsored activity.
7. Any threats or false threats to bomb as described in Virginia Code 18.2-83, made against school personnel or involving school property or school buses.
8. The arrest of any student for an incident occurring on a school bus, on school property, or a school sponsored activity including the charge of any illegal weapons, alcohol, drugs or tobacco products.
9. The principal of each school shall collect and maintain information on the above listed acts which occur on school property, a school bus, or at a school – sponsored activity.
10. The Division Superintendent and the principal or his/her designee shall receive reports from local law enforcement authorities on offences, wherever committed, by students enrolled if the offense would be a felony if committed by an adult or would be a violation of the Drug Control Act (Virginia Code 54.1-3400 et seq.) and occurred on a school bus, on school property or at school sponsored activity, or would be an adult misdemeanor involving any incidents described in clauses a through i of subsection 1.5, and whether the student is released to the custody of his parent or, if 18 years of age or more, released on bond. When the Division Superintendent receives notification that a juvenile has committed an act that would be a crime if committed by and adult pursuant to Subsection G of Virginia Code 16-1-260, the Superintendent will report such information to the principal of the school in which the juvenile is enrolled.

1.6: **SEARCH AND SEIZURE**

The purpose of search and seizure is to maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel. School authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term “unauthorized” means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

The locations at which searches of students and student property may be conducted are not limited to the school building or school property, but may be conducted wherever the student is involved in a school-sponsored function.

A student’s person and/or personal effects (e.g. purse, book bag, etc.) may be searched by a school official whenever the official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation.

If a search yields illegal or contraband materials, such findings must be turned over to proper legal authorities for ultimate disposition.

If a student gives a school official consent for a search the school official does not need to demonstrate reasonable suspicion. A student’s consent is only valid if given willingly and with knowledge of the meaning of consent. Students should be told of their right to refuse to be searched, and students must not perceive him/her at risk of punishment for refusing to grant permission for the search.

1.7: **ADJUSTING GRIEVANCES FOR SUPPORT STAFF**

The School Board adopts the following procedure for Adjusting Grievances to provide, in accordance with statutory mandate of 22.1-79(6) of the Code of Virginia, a timely and fair method of resolving disputes arising between the School Board and eligible employees regarding dismissal, or other disciplinary actions.

**Part I**

The following words and terms, when used in this Procedure, shall have the following meaning:

1. “Eligible Employee” or “Employee” means an employee who has completed the probationary period established in policy GDG excluding the Division Superintendent and those employees covered under Article 2(22.1-293 et seq.) and Article 3 (22.1-306 et seq.) of Chapter 15 of Title 22.1 of the Code of Virginia. Substitutes, consultants or individuals receiving remuneration for providing contracted services and part time employees are not eligible to use these procedures.
2. “Days” means calendar days unless a different meaning is clearly expressed in the Procedure. Whenever any period of time fixed by this Procedure shall expire on a Saturday, Sunday, or legal holiday, the period of time for taking action under this Procedure shall be extended to the next day that is not a Saturday, Sunday, or a legal holiday.
3. “Grievance” means for the purpose of Part II, a dispute eligible employee and the School Board regarding disciplinary action other than the dismissal or disciplinary probation of the employee. Employee evaluations are not “disciplinary actions”. For the purpose of Part III, “grievance” means a dispute between an eligible employee and the School Board regarding such employee’s dismissal or probation. Grievances must be initiated in writing and describe the event or action complained of, the date of the event or action, a concise description of the basis for the claim and the relief requested on the form provided by the School Board. The term “grievance” does not include a dispute relating to the establishment and revision of wages, salaries, position classifications or general benefits, suspension, the establishment or contents of personnel policies, procedures, rules and regulation, failure to promote, or discharge, layoff, or suspension from duties because of decrease in enrollment, decreased in enrollment in a particular subject, abolition of a particular subject, budget cuts, or insufficient funding, hiring, transfer, assignment, and retention of employees with the school division, suspension from duties in emergencies, or the methods, means, and personnel by which the school division’s operations are to be carried on.
4. “Personnel File” Means any and all memoranda, entries, or other documents included in the eligible employee’s file as maintained in the central school administration office or in any file regarding the employee maintained within a school in which such employee serves.
5. “Disciplinary Probation” or “Probation” means a period not to exceed one (1) year, during which time it shall be the duty of the employee to remedy the conduct that gave rise to the probationary status.
6. “Shall File”, “shall respond in writing”, or “shall serve written notice” means the document is either hand delivered to the grievant or office of the proper School Board representative or is mailed by registered or certified mail, returned receipt requested, and postmarked within the time limits prescribed by this Procedure. Such notice may be mailed to the last address provided by the grievant to the School Board. It is the duty of the grievant to notify the School Board in writing of any change of address.
7. “Work Days” means days the School Board office is open.

**Part II**

Part II provides a timely and fair method of resolving disputes concerning disciplinary actions, other than probation or dismissal. An equitable solution should be secured at the most immediate level of administration. This Part shall not be construed as limiting the right of any eligible employee to discuss any matter of concern with any member of the school administration. Nor should this Part be construed to restrict any employee’s right to seek or the School Board administrator’s right to provide informal review of complaints that are not included in the definition of grievance. Nothing in this procedure shall be interpreted to neither limit the School Boards exclusive final authority over the management and operation of the school division, nor confer any property right whatsoever.

**Management Steps:**

1. Step 1 – Immediate Supervisor: The first step shall be an informal conference between the eligible employee and his or her immediate Supervisor. The employee shall state the nature of the grievance, and the immediate Supervisor shall attempt to adjust the grievance. This step may not be waived. If the grievance is not resolved in Step 1, the grievant may proceed to Step 2.
2. Step 2 – At this step, the grievant must file Form A with the Supervisor within fifteen (15) days following the time when the employee knew or reasonably should have known of its occurrence. Regardless of the outcome of Step 1, if Form A is not filed within the specified time, without just cause, the grievance shall be concluded. Form A shall be provided by the School Board. The grievant must indicate the specific relief requested on Form A. A meeting shall be held between the Supervisor and the grievant within five (5) workdays of the receipt of the grievance (Form A) by the Supervisor. The Supervisor shall set the time and place of the meeting. Both the grievant and the Supervisor have the right to present appropriate witnesses and to be represented by a representative other than an attorney. The Supervisor shall respond in writing (on Form A) to the grievant within five (5) workdays following the meeting. The Supervisor may forward the grievant, within five (5) days from the receipt of the written grievance, a written request for more specific information regarding the grievance. The grievant shall file an answer within ten (10) days of the receipt of the request, and the meeting must be then held within five (5) days after the answer is filed or due to be filed, whichever is earlier.
3. Step 3 – Superintendent, if the grievance is not resolved to the grievant satisfaction in Step 2, the grievant may proceed to Step 3 by so indicating (on Form A) and filing it with the Superintendent within five (5) workdays after the receipt of the Step 2 response (or the due date of such response). A meeting shall then be held between the Superintendent or his designee or both and the grievant at a mutually agreeable time within five (5) workdays of the Superintendent’s receipt of the grievance. Failure of the grievant to agree upon a meeting time shall result in the conclusion of the grievance. At such meeting both the Superintendent and the grievant are entitled to present witnesses and to be represented by legal counsel or another representative. A representative may examine, cross examine, question, and present evidence on behalf of the grievant or Superintendent without violation of Section 54.1-3904 of the Virginia Code. If the grievant representative is an attorney, the grievant must give advance notice to the Superintendent and agree to a meeting date when the School Board Attorney can attend. The Superintendent shall determine the propriety of attendance at the meeting of persons not having a direct interest in the grievance. The Superintendent shall respond in writing (on Form A) within five (5) workdays following the meeting. The Superintendent or designee may request more information from the grievant if such was not requested in Step 2. The grievant shall respond to such request within ten (10) days of receipt, and the meeting shall be within five (5) days of the date on which the answer was received by the Superintendent or due to the Superintendent. The grievant shall bear his or he own expenses. The School Board shall bear the expenses of the Superintendent. Witnesses who are employees of the School Board shall be granted release time to appear at the meeting if the meeting is held during their working hours.
4. Step 4 – School Board, if the grievance is not resolved to the satisfaction of the grievant, he or she may advance the grievance to the School Board by so indicating on Form A and filing if with the Superintendent within five (5) workdays after the decision of the Superintendent or the due date thereof. The Superintendent shall forward the grievance record to the School Board within five (5) workdays of receipt of Form A. The School Board may, at its option, hold a hearing or may make a decision based on the grievance record and written evidence presented by the grievant and the Superintendent. The School Board shall provide its written decision to the grievant within thirty (30) days of the hearing or if no hearing is held within thirty (30) days of the receipt of the grievance record. If the School Board holds a hearing, the grievant will bear his own expenses and the School Board shall bear the expenses of the Superintendent. Witnesses who are employees of the School Board will be granted release time if the hearing is held during their working hours. The hearing shall be held at the school in which most witnesses work, if feasible. The hearing will be set within thirty (30) days of the Board’s decision to have a hearing, and the grievant must be given at least fifteen (15) days written notice of the date, place and time of the hearing. The grievant and the Superintendent may be represented by legal counsel or another representative. The School Board shall establish the rules for the conduct of any hearing. Such rules shall include the opportunity for the grievant and the Superintendent to make an opening statement and to present all material or relevant evidence, including the testimony of witnesses and the right of all parties or their representatives to cross-examine the witnesses. Witnesses may be questioned by the School Board. The School Board’s attorney, assistants, or representative, if he, or they, represented a participant in the prior proceedings, the grievant, the grievant attorney, or the representative and notwithstanding the provisions of 22.1-60 of the Code of Virginia, the Superintendent shall be excluded from any closed session of the School Board which has as its purpose reaching a decision on the grievance. However, immediately after a decision has been made and publicly announced, as in favor or not in favor of the grievant, the School Board’s attorney or representative, and the Superintendent, may join the School Board in closed session to assist in the writing of the decision. A stenographic record or tape recording of the proceedings shall be taken unless the grievant and the School Board agree otherwise. If the recording is not dispensed with, the two parties shall share the cost of the recording equally, and if their party requests a transcript, that party shall bear the expense of its preparation. The decision of the School Board shall be based solely on the transcript, if any; and any evidence relevant to the issues presented at the School Board hearing in the presence of each party. The School Board shall give the grievant their written decision within thirty (30) days after the completion of the hearing. The School Board may affirm, modify, or reverse the decision of the Superintendent. The decision of the School Board is final.

**Part III**

1. Part III provides a timely and fair method of resolving disputes regarding dismissal or placing on disciplinary probation. An equitable solution should be secured at the most immediate level of administration. This Part shall not be construed as limiting the right of any eligible employee to discuss any matter of concern with any member of the school administration. Nor should this Part be construed to restrict any employee’s right to seek, or the school administration’s right to conduct, informal review of complaints that are not included in the definition of grievance. Nothing in this procedure shall be interpreted to neither limit the School Board’s exclusive final authority over the management and operation of the school division, nor confer any property right whatsoever.
2. In the event the Superintendent or designee decides to recommend dismissal or placing on probation of an eligible employee, written notice shall be given to the employee on a form provided by the School Board, Form B, notifying the eligible employee of the recommendation and informing the eligible employee that within fifteen (15) days of receiving the notice, the eligible employee may request a meeting with the Superintendent.
3. During the time between the notice and the Step 1 meeting, the merits of the recommended action shall not be considered, discussed or acted upon by the School Board. At the request of the eligible employee, the Superintendent shall provide the reasons for the recommendation in writing, or if the eligible employee prefers, in a personal interview. At the request of the employee, the Superintendent shall provide the employee or his personnel file and all other documents relied upon by the Superintendent in reason his/her decision, unless confidential by law. Within ten (10) days of the request of the Superintendent, the employee shall provide the Superintendent the opportunity to inspect and copy documents to be offered in rebuttal to the Superintendent’s decision. The Superintendent and the employee shall be under a continuing duty to disclose and produce any additional documents identified later that may be used in the respective parties. The cost of the copying shall be paid by the requesting party.

**Procedure:**

1. Step 1: The Superintendent. Within fifteen (15) days of receiving notice of his recommendation of dismissal or probations, the employee may initiate a grievance by submitting Form C, to the Superintendent. A meeting shall be held within five (5) workdays of the Superintendents receipt of Form C at the time and place designated by the Superintendent. Each party may be represented by an attorney or other representative and will have the opportunity to present witnesses and documents. The meeting shall be closed to all other persons. The Superintendent shall provide a written response on Form C within five (5) workdays of the conclusion of the meeting. This step may be waived at the option of the employee.
2. Step 2: School Board. An eligible employee may initiate a grievance by Filing Form C with the Superintendent within fifteen (15) days from the receipt of notice from the Superintendent or within five (5) days after the conclusion of Step 1. Form C shall be provided by the School Board. The employee shall specify each matter to be addressed by the School Board on Form C. The hearing shall be scheduled and conducted within thirty (30) days of the receipt of the grievant Form C. The grievant shall be given at least fifteen (15) days written notice of the date, place and time of the hearing and such notice shall be provided to the Superintendent. The grievant and the Superintendent may be represented by legal counsel or another representative. The hearing before the School Board shall be private, unless the grievant requests a public hearing. The School Board shall establish the rules for the conduct of the hearing. Such rules shall include the opportunity for the grievant/representative and the Superintendent/representative to make opening and closing statements and to present all material or relevant evidence, including the testimony of witnesses and the right of all parties to cross-examine the witnesses. Witnesses may also be questioned by the School Board. A record or recording of the hearing shall be made and preserved for six (6) months. If either grievant or the School Board requests a transcript of the record or recording prior to the expiration of the six (6) month period, it shall be made and copies furnished to both parties, The School Board shall bear the expense of the recording and the transcript. The School Board shall provide the grievant a written decision within thirty (30) days after completing the hearing. The decision shall be based on the grievance record and the information presented at the hearing, if any. The School Board’s attorney, assistants, or representative, if he or they represented a participant in the prior proceeding, the grievant, the grievant attorney, or representative and, notwithstanding the provision of 22.1-69 of the Code of Virginia, the Superintendent shall be excluded from any closed session the School Board which as its purpose reaching a decision on a grievance. However, immediately after the decision has been made and publicly announced, as in favor or not in favor of the grievant, the School Board’s attorney or representative and the Superintendent may join the School Board in closed session to assist in the writing of the decision. The School Board may accept, reject, or modify the recommendation of the Superintendent. The decision of the School Board is final.

**Part IV**

1. Determination of grievant-ability, Initial Determination – School Board. Decisions regarding whether a matter is grievant-able shall be made by the School Board at the request of the Superintendent or grievant. The School Board shall reach its decision after allowing the Superintendent and the grievant an opportunity to present written or oral arguments regarding grievant-ability. The decision as to whether the arguments shall be written or oral shall be at the discretion of the School Board. A decision regarding grievant-ability shall be made within ten (10) days of such a request. The determination shall be made after the grievance is reduced to writing and prior to any School Board hearing or the right to such determination is waived. Failure of the School Board to make a timely determination shall entitle the grievant to advance to the next Step of the Procedures as if the matter were grievant-able.
2. Final Determination – Circuit Court. Grievant-ability decisions of the School Board may be appealed to the circuit court having jurisdiction in the school division. The grievant must file a written notice of appeal with the School Board within ten (10) days after the date of the School Board’s decision and give a copy to all other parties. Within ten (10) days of receipt of the notice, the School Board shall transmit to the clerk of his court to which the appeal is taken a copy of its decision, a copy of the notice of appeal and the exhibits. The failure of the School Board to transmit the record within the allowed time shall not prejudice the rights of the grievant. The court, on motion of the grievant, may issue a writ of certiorari requiring the School Board to transmit the records on or before a certain date. Within ten (10) days of the receipt by the clerk of such record, the court, sitting without a jury, shall hear the appeal on the record and such additional evidence as may be necessary to resolve any controversy as the correctness of the record or other evidence the court determine is required by the ends of justice. The court’s decision shall be rendered not later than fifteen (15) days after the conclusion of the court’s hearing, if any, or review of the record. The court may affirm, reverse or modify the decision of the School Board.
3. Compliance with Procedural Requirement – The right of any party to proceed at the step of the Procedure shall be conditioned upon compliance with the time limitations and other requirements set forth in this Procedure. The failure of the grievant to comply with all substantial procedural requirements shall eliminate the grievant right to proceed with the grievance unless just cause for the failure can be shown. The failure of the School Board or any supervisory employee to comply with all substantial procedural requirements, without just cause, shall entitle the grievant, at his option, to advance the grievance to the next Step or, at the final step to a decision in his favor. The determination as to whether the substantial procedural requirements of this Procedure have been followed shall be made by the School Board. In any case in which there is a factual dispute as to whether the procedural requirements have been met or just cause has been shown, the School Board shall have the option of allowing the grievant to proceed to the next Step. The fact that the grievance is allowed to proceed in such case shall not prevent any party from raising such failure to observe the substantial procedure requirements as an affirmative defense at any further Step in this Procedure.
4. Separate-ability – In any portion this Part of the Procedure, or the application thereof, is held invalid by a court of competent jurisdiction, the remainder of this procedure and the application thereof in all circumstances where not expressly held invalid shall not be affected.
5. Proposed Dismissal of Support Staff – Complete Form B – As prescribe in Part III of the Procedure for adjusting grievances for support staff employees in accordance with 22.1-79.6 of the Code of Virginia; the grievant is advised to become familiar with the procedure for adjusting grievances. Special emphasis should be given to procedural steps.

1.8: **SUPPORT STAFF PROBATION**

The probationary period for all support staff will be eighteen (18) months. Per the King George County Public School department, effective July 1, 2012, all new hired employees will be under a ninety (90) day probationary period before being contracted.

1.9: **EVALUATION OF SUPPORT STAFF/PERFORMANCE REVIEW**

The Supervisor of Transportation shall evaluate the performances of each employee. The results of the evaluation shall be discussed with the employee and included in the employee’s personnel file. The evaluation is required for all staff by the King George County Public School Board and the Department of Education.

1. The evaluation process is to:
2. Provide a means by which bus drivers/monitors can annually receive formal recognition for a satisfactory performance.
3. Receive constructive criticism as to areas that are unsatisfactory or below average.
4. Improve the rapport between drivers/monitors and Supervisor of Transportation.
5. Familiarize drivers with the formal relationships between supervisory channels.
6. Staff members may also receive an evaluation for the following:
	* + 1. Beginning Probation for Poor Work Performance/Habits.
			2. Extension of a Probation Period or the successful completion of Probation for Poor Work Performance/Habits.
			3. Dismissal.
			4. Other areas; where work may need to be improved.
	1. The evaluated criteria for contracted bus drivers/monitors is:
		1. Quality of work:
			1. Operates bus on assigned route and doesn’t make changes without proper authorization.
			2. Keeps vehicle interior, windows, lights, lighting, lettering and mirrors clean.
			3. Uses tact and understanding when dealing with students. Follows proper guidelines for completing student discipline referrals.
			4. Employee fulfills their contacted hours for the term of the agreement between the employee and the school division.
		2. Knowledge of the job:
			1. Demonstrates knowledge of federal, state and local policies, procedures and regulations pertaining to the position. Obeys traffic laws and performs pre/post operation inspection to include but not limited to procedures for crossing railroad tracks.
			2. Checks vehicle interior after each run for lost items, vandalism and students who may not have gotten off of the bus. Performs bus evacuation drills and announces the location of the first aid equipment and emergency exits during the drill.
			3. Properly reports accidents. Follows procedures for loading and unloading students.
			4. Prepares for special trips ahead of time. Properly uses a two way radio. Demonstrates knowledge of and follows school board policies and procedures.
		3. Attitude: Shows interests in work and work assignments. Demonstrates ethical conduct and loyalty to the school division. Employee has a willingness to accept difficult assignments and to accept training ideas and new procedures pertaining to the department and school division.
		4. Cooperation: Cooperates with Supervisors, school staff, co-workers and parents.
		5. Attendance: Employee reports to work on time and conforms to work hours.
		6. Adaptability:
			1. Able to drive defensively under a variety of road, weather and traffic conditions; concentrates on driving duties regardless of noise and other distractions.
			2. Able to recognize medical problems and take appropriate action to meet a student’s needs.
		7. Judgement:
			1. Makes timely and accurate decisions; exercises good common sense and shows initiative.
			2. Enforces the prevention and obstruction of aisles to emergency exits/windows and entrance door
		8. Personal Appearance: Neat, well-groomed and appropriately dressed.

1.10: **BUS DRIVERS/MONITORS HEALTH CERTIFICATIONS**

Each staff member, as a condition of employment, shall have an initial health examination that shall include a screening for tuberculosis. Those drivers/monitors driving Head Start students must receive a screening for tuberculosis every three (3) years, unless recommended more frequently by their own health care provider.

1.11**: SUPPORT STAFF MEMBERS’ CONTRACT STATUS AND DISCIPLINE**

Support Staff shall be notified of impending dismissal by their immediate Supervisor at least two (2) calendar weeks, fourteen (14) days in advance of an anticipated separation date. Support personnel may be subject to immediate dismissal for just cause.

Support personnel who are removed from employment for just cause by the Superintendent shall be ineligible thereafter for employment in any school or duty station within the school system.

Support personnel, whether full-time or part-time, permanent or temporary, may be suspended for good and just cause when the safety or welfare of the school division or the students therein are threatened or when the support personnel has been charged by a summons, warrant, indictment or information with the commission of a felony, a misdemeanor involving sexual assault, obscenity and related offenses, drugs, moral turpitude or physical or sexual abuse or neglect of a child, or equivalent offense in another state.

Except when a support employee is suspended because of being charged by summons, warrant, indictment or information with the commission of any of the above listed offense, the Superintendent or appropriate central office designee shall not suspend a support employee for longer than sixty (60) days and shall not suspend a support employee for a period in excess of five (5) days unless such employee is advised in writing for the reason for the suspension and afforded an opportunity for a hearing before the board in accordance with state law. Any support personnel so suspended shall continue to receive his/her then applicable salary unless and until the School Board, after a hearing, determines otherwise. No support employee shall be suspended solely on the basis of the employee’s refusal to submit to a polygraph examination requested by the School Board.

Any support employee suspended because of being charged by summons, warrant, information or indictment with any of the above listed criminal offenses may be suspended with or without pay. In the event an employee is suspended with pay, an amount equal to the employee’s salary while on suspended status shall be placed in an interest bearing escrow account. Upon being found not guilty of any of the above listed criminal offenses or upon the dismissal of the charge, such employee shall be reinstated with all unpaid salary and accrued interest from the escrow account, less any earning received by the employee during the period of suspension, but in no event shall such payment exceed one (1) year’s salary.

In the event a support employee is found guilty by an appropriate court of any of the above listed criminal offenses and, after all available appeals have been exhausted and such conviction is upheld, all funds, including interest, in the escrow account shall be repaid to the School Board.

If a current employee is suspended or dismissed because of information appearing on his/her criminal history record, the School Board shall provide a copy of the information obtained from the Central Criminal Records Exchange to the employee. No support employee shall have his insurance benefits suspended or terminated because of such suspension in accordance with this policy.

For purposes of this policy, a court’s placement of an individual on probation pursuant to Virginia Code section 18-2-251 shall be treated as a conviction and as a finding of guilt. An employee not complying with the above mentioned responsibilities, requirements or procedures may have the following actions taken:

1. Verbal Warning – A verbal warning may be given to an employee one (1) time for not complying with a guideline or regulation. The Supervisor of Transportation may document this warning in writing.
2. Written Warning – A written warning may be given to an employee following a verbal warning for non-compliance with a regulation or guideline. This written warning will have a copy placed in the employee’s personnel file and will have notified the regulation or guideline that the employee violated.
3. Probation – An employee may be placed on probation for a specific length of time for violation of a rule. The Supervisor of Transportation and/or the Director of Personnel will confer with the employee as to the length of and reason for the probation. Also, the employee will be informed that continued violations will result in further disciplinary actions. A notice of the probation with a copy to the employee will be part of the employee’s personnel file.
4. Suspension (without pay) – A suspension without pay may be imposed by the Superintendent of Schools. The Supervisor of Transportation will confer with the employee as to the reason for the suspension, stating clearly that continued violations will result in further disciplinary actions. A notice of suspension, with a copy to the employee will be part of the employee’s personnel file.
5. Suspension (general) – Except when an employee is suspended because of being charged by a summons, warrant, indictment or information with the commission of a felony or a misdemeanor involving sexual assault, obscenity and related offenses, physical or sequel abuse or neglect of a child or the equivalent in another state.
6. Dismissal – An employee is subject to dismissal under the provision of the school board policy GCPD. By School Board Policy, an employee may be dismissed by the School Board for violation of the policies or procedures.
7. Immediate probation, suspension or dismissal with no verbal or written warning:
8. Insubordination to duly constituted authority.
9. Refusing to submit to random controlled substance and alcohol testing.
10. Using a school vehicle for other than official school business.
11. Being convicted of reckless driving whether in a school owned or in a privately owned vehicle.
12. Having two (2) moving traffic violations within one year whether driving a school vehicle or a privately owned vehicle.

1.12: **RESIGNATION OF POSITION**

All employees shall submit a written statement explaining the reason for resigning to the Supervisor of Transportation at least two (2) weeks before the final working day. The written statement will be forwarded to the Human Resource Office. The employee will be scheduled for an appointment to conduct an exit interview with the Director of Personnel prior to his/her final day of work.

1.13: **COMMUNITY PUBLIC RELATIONS**

There may be times when an outraged parent may try to board your bus to have a discussion with you or another student on your bus. In this circumstance, you need to advise the person, they are trespassing on county operated property and they need to either contact the Transportation Supervisor or the school. If the person refuses to get off of the bus, contact Transportation via radio advising of the situation and the Sheriff’s Department will be contacted to aid in the situation.

The Transportation Department has business cards made with contact information on it to hand out to parents in case of such situation, please keep a few of them on hand and feel free to check with the office staff for more if needed. These cards have the office contact number and email information for the Supervisor, Transportation Coordinator, Office Manager and Dispatcher.

Every employee dealing with the general public is reminded that the customer may not always be correct, but there is a time and a place for discussion of such matters. If you are confronted by a parent with a situation that cannot be handled briefly, it is suggested you explain to them that you need to keep on schedule and to contact the office if there is a problem with the route or the bus driver. If there is a problem with a particular student(s), let them know they will need to contact the school for administrative support.

Do not argue with a parent/citizen over a situation that has occurred on your bus. There are occasions that someone may approach your bus with information pertaining to another driver or a previous driver on the route, this information is to be handled in the same way as a route concern. Do not put down another driver or agree in any manner with a citizen speaking of another driver. Let the person know that if they have a concern of this nature to contact the Transportation office immediately.

Use the five (5) characteristics of professionalism:

1. Professional Attitude – courteous, good-natured and positive.
2. Professional Competence – Informed and skilled.
3. Professional Commitment – Clearly serious about job responsibilities, safety, etc.
4. Professional Appearance – Pride in appearance, with a neat and dignified manner of dress.
5. Professional Language- Refrains from cursing, demeaning comments and jokes, etc.

1.14: **SUPPORT STAFF LEAVE BENEFITS**

Leave benefits are available for employees hired on or after July 1, 2009 who work 34 or more hours per week and for employees hired prior to July 1, 2009 who work 20 or more hours per week.

A leave without pay may not exceed more than one (1) school year at a time.

Employees taking unauthorized leave may be subjected to disciplinary action including termination of employment, deductions from pay, a written reprimand filed in their personnel record and/or such other action the School Board deems appropriate.

All leave is granted/charged in one half (1/2) day increments.

The Superintendent may require additional and verification of information supporting the request for leave before approving leave in any of the various categories.

In the event of inclement weather, the Superintendent may close schools and the School Board offices at his/her own discretion, prior to normal working hours. In this event, all leave will be considered Administrative Leave. When the decision to close schools and the School Board offices happens after the school day or work day has started, all scheduled sick, vacation or personal leave will be charged in one half (1/2) day increments.

**Sick Leave**:

At the end of a school year, an employee shall reimburse the School Board for any used but unearned days of sick leave. A sick leave day shall be equal to the number of hours the employee would ordinarily be required to work in a day.

The fringe benefit schedule (GDBD-R) indicates the amount of sick leave allowed each category of employee.

The Board will accept the transfer of accumulated sick leave that the employee earned in another School Division in the State of Virginia, provided that the employee enters the division by the beginning of the third year from the date of their previous employment.

At termination, an employee’s accumulated sick leave may be transferred out of the division or be reinstated if the employee is re-employed by this School Division by the beginning of the third year. Unused sick leave may be paid to eligible employees upon retirement from the King George County Public School Division. Payment will not exceed a total of $3,000.00 and will be computed at a rate of twenty-five (25) percent of the daily salary, excluding coaches-sponsors supplements, in effect at the time of retirement. To be eligible, an employee must have completed a minimum of five (5) years uninterrupted service including the year of retirement.

Sick leave shall be allowed for personal illness, including quarantine, pregnancy or the illness in the immediate family requiring the attendance of the employee. Sick leave shall also include paternity leave not to exceed ten (10) days.

The immediate family of an employee shall be defined as follows: Natural parents, foster parents, father-in-law, mother-in-law, step-father, step-mother, grandparents, spouse, children, brother, sister, brother-in-law and sister-in-law.

Employees who use sick leave days that are not approved in this regulation shall forfeit their per diem salary for each unapproved sick leave day used. In addition, the Supervisor may place a reprimand in the employee’s personnel file or may take such other action, as the School Board may deem appropriate.

Employees must inform their Supervisor of their intention to use sick leave within a reasonable time for them to plan for the absence. Employees who anticipate being absent for more than one (1) day shall be responsible for keeping their Supervisor informed of their condition and their anticipated date of return. Failure to notify the Supervisor of this date may result in loss of pay equal to the pay of the substitute for that day and disciplinary action.

A certificate of illness, signed by a physician, may be required of an employee by the Superintendent prior to his/her approval of payment for sick leave.

An employee under contract to the School Board who has accumulated sick leave days may use these sick leave days without reporting to work in the new contract year.

Employees new to the School Division cannot claim any sick leave days until they have reported for duty. However, an employee new to the School Division who has reported for duty may use sick leave days up to the number to be earned under the current contract. Should the employee terminate employment prior to earning the sick leave days, the employee shall have the unearned sick leave days deducted from his final pay.

Sick leave days may be taken for any workday in the contract period.

Employees may use anticipated sick leave days during the school year. However, they must repay the School Board for the days used but not earned out of their final paycheck.

Employees on sick leave shall continue to earn sick leave days as long as they are in the employment of the School Board for more than one half (1/2) of the working days in the month.

**Sick Leave Bank:**

The King George County Public School Board Sick Leave Bank has been established to provide benefits in the event of catastrophic illness or injury. Membership in the Sick Leave Bank is voluntary. Membership is open to all full-time employees of the King George County Public School System who receive sick leave. Only members of the King George County Public Schools Boards Sick Leave Bank are eligible to receive donated sick leave from the Sick Leave Bank.

The donation of one (1) day of sick leave to the bank and completion of a membership application will verify membership. Members may voluntarily contribute additional days. Members will be assessed one (1) day of sick leave annually. The Sick Leave Advisory Committee will monitor the balance in the Sick Leave Bank and make projections based on past usage. If the projection shows a cushion of two (2) years usage, existing members may not be assessed the annual contribution. However, new members will be assessed their initial contributing day. If the projection shows an insufficient number of days, an additional day may be assessed.

**Enrollment:**

The open period of enrollment for the year is from October 1 through October 31. New employees who qualify after the enrollment period may join within thirty (30) school days of their date of employment. Employees must sign acknowledging receipt of enrollment information. This will be done with the September paycheck. From initial enrollment annual membership continues until a written request for termination of membership is received or full-time employment is terminated. Forms for enrollment will be available in the King George County Public School Board Office and at individual school offices.

The King George County Public Schools Board Sick Leave Advisory Committee makes decisions regarding applications based on the following:

1. The King George County Public School Board Sick Leave Bank will be administered through a seven (7) member advisory committee whose membership will be comprised of one (1) elected representative from each school, one (1) Assistant Superintendent of schools, and one (1) representative of non-certified employees to be appointed by the Superintendent.. The Advisory Committee will select their chairperson. The Advisory Committee is responsible for the development of procedures for administering the Sick Leave Bank and for processing approving, or rejecting all applications. Beginning with the 1997-98 School Years, the elected representative from each school will rotate on the following schedule: PES, KGMS, KGES, KGHS and SES.
2. The employee must apply for this benefit. It is not automatic. Applications must be made ten (10) working days before benefits are to begin. Applications should be submitted to a Sick Leave Bank representative or the Human Resources Department.
3. Members are eligible for a maximum of forty (40) days per contractual year of Sick Leave Bank time.
4. Days drawn from the Bank for any one period of eligibility must be consecutive. However, additional periods of disability resulting from recurrence or relapse of the original illness may be covered in full on a continuing basis up to the annual maximum of forty (40) days. Otherwise, members must return to work and must meet the stated requirements before becoming eligible to utilize the Sick Leave Bank benefits again.
5. The first twenty (20) consecutive days will not be covered by the Bank, but must be covered by the employee’s leave or leave without pay. A member of the Bank will not be able to utilize Sick Leave benefits until his or her own leave is depleted.
6. A doctor’s certificate is required before a Sick Leave Bank member can use his or her benefits. This certificate is to be submitted with the Sick Leave Bank application for benefits. It must include the employee’s full name and social security number. The doctor must indicate the fact that the employee is unable to perform his/her duties because of such illness or injury, the date the employee ceased work and approximately how long the employee will be unable to perform his or her duties.
7. The Sick leave Bank may be used when an enrolled employee is incapacitated by a catastrophic illness or injury. Conditions related to a non-catastrophic pregnancy are excluded from the Sick Leave Bank coverage. Benefits are for the enrolled employee only; family illnesses are excluded from the coverage.
8. Members utilizing benefits will not be require to replenish the benefits except as a regular contributing member of the Bank.
9. Employees on workman’s compensation will not be permitted to draw from the “Bank”, while receiving workman’s compensation benefits.
10. Upon termination of employment or withdrawal of membership from the Bank, participating employees will not be permitted to withdraw their contributing days.
11. If the Sick Leave Bank is declared inoperative for any reason, the School Board will not be held responsible to anyone currently drawing from the Bank nor to anyone who may become eligible to participate in the Bank after it is declared inoperative.
12. An applicant may appeal the decision of the Sick Leave Bank Advisory Committee to the Human Resources Department. Further appeals will be made to the King George County Public School Board.
13. Amendments recommended by the Sick Leave Bank Advisory Committee must be approved by a majority of the membership. All amendments are subject to approval of the King George County Public School Board.

**Personal Injury Leave:**

1. Leave is granted to all employees for injury sustained on the job under the above terms and in accordance with provisions of the Worker’s Compensation Act.
2. All on the job injuries must be reported to the immediate Supervisor and an on the job injury form completed within twenty-four (24) hours.

**Personal Leave:**

1. The purpose of personal leave is to allow eligible employees to attend to urgent personal business that cannot be transacted outside the regular school hours, or to attend to emergencies that require the presence of the employee and are not permissible under the sick leave plan.
2. Personal leave shall be granted annually in accordance with the Fringe Benefit Schedule (GDBC-R).
3. One (1) personal leave day may be accumulated from year to year, not to exceed four (4) days annually.
4. Personal leave shall not be approved for days prior to or immediately following school holidays, for any category of employees, except that it may be granted for 245 day contract employees.
5. The Superintendent has the authority to approve requests for the use of personal days that are compatible with the intent of this policy.
6. Unused personal leave in excess of four (4) days shall be transferred to the employee’s sick leave after July 1 each year.
7. Personal leave shall be credited to employees according to the Fringe Benefit Schedule, GCBD-R

**Bereavement Leave:**

In the event of death of a member of the immediate family of an employee paid leave shall not exceed three (3) days. Two (2) additional days may be granted by the Superintendent or his/her designee. For purposes of this policy, immediate family shall be defined as natural parents, foster parents, father-in-law, mother-in-law, step-father, step-mother, grandparents, spouse, children, brother, sister, brother-in-law, sister-in-law, daughter-in-law, aunt and uncle.

**Holiday Leave:**

1. All 180-220 day contact employees of the King George County Public School are granted holidays in accordance with the adopted school calendar. All 245 day contract employees will receive only the days listed below unless otherwise approved by the School Board:

**Memorial Day Independence Day Labor Day**

**New Year’s Eve (December 31) New Year’s Day – (January 1) Presidents’ Day**

**Thanksgiving Day Day after Thanksgiving Spring Vacation**

**Christmas Eve Christmas Day**

1. If an official school day is scheduled by Board authority for any of the holidays, all 245 days contract employees shall report for duty as usual. If any of the above holidays fall on a weekend, the holiday will be taken on the first available weekday. Additionally holidays may be granted at the discretion of the Board.

**Professional Development – Training:**

1. Training leave is provided to employees to allow individuals to participate in activities that further their job skills. Such training leave shall not exceed five (5) working days per year unless approved by the Superintendent or his/her designee. All training leave must be approved by the Superintendent or his/her designee.
2. Individuals who complete the bus driving course and are hired by the School Division will receive payment for forty-eight (48) hours of training at a rate equivalent to the first step on the bus drivers’ pay scale. This compensation will be included with the second pay period provided the employee completes forty (40) hours of driving time.

**Vacation Leave:**

1. Only 245 day contract employees shall earn vacation days for each month in which they have worked or in which they are on leave with pay for more than fifty (50) percent of the workdays. The Fringe Benefit Schedule GDBC-R indicates the amount of vacation leave allowed each category of employee.
2. Vacations must be approved in advance by the employee’s immediate Supervisor. Employees may accumulate up to thirty (30) days of vacation. Upon termination of employment, the employee shall be paid for unused vacation time.

**Religious Practices and Observances Leave:**

Those employees who are members of religions for whom our school calendar does not accommodate their religious holidays may make application to the Superintendent to request paid leave so that their religious practices and observances may be accommodated.

**Jury Duty:**

Employees called for jury duty during the term of the contract or agreement will be given paid leave. Compensation received for jury service will be endorsed to and submitted to the Treasurer of King George County via the Financial Administrative Assistant. This does not include expenses reimbursed to employee.

**Court Appearance:**

Employees subpoenaed or summoned to appear in court for legal transactions shall be absent without loss of pay. In order to be paid under these circumstances, a copy of the subpoena or summons shall be transmitted to the Financial Administrative Assistant.

**Required Military Reserve Duty Leave Employment Benefits:**

School Board employees who are called up for military duty are entitled to benefits while they are on active duty. These include:

1. Leave of Absence: Members of the military reserves are entitled to leave of absence from their duties when they are called up for military service. Employers are entitled to advance notice that an employee will need a leave of absence for military duty unless such notice is precluded by military necessity. No specific amount of notice is required. The notice may be either oral or written. Employees should give as much notice as possible.
2. Pay: Activated military reservists are entitled to a total of fifteen (15) days of paid military leave per year.
3. Seniority:
4. An activated military reservist shall not lose any accrued leave during his/her military service. However, activated military reservists may, at their request, use accrued vacation or annual leave while performing military duty.
5. Accrued Leave: An activated military reservist shall not lose any accrued leave during his/her military service. However, activated military reservists may, at their request, use accrued vacation or annual leave while performing military duty.
6. Re-employment: School Board employees who return from military duty have various rights established by law. These include:
	* + 1. Position: When the military reservist returns to School Board employment, he/she shall be restored to the position held when ordered to duty or to a comparable position.
			2. Timing: Federal law spells out when an employee must return to his/her regular employment after his/her military service ends. The time periods depend on the length of the military service. If an employee is absent for military service for less than thirty-one (31) days, he/she must return to work at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period. For service periods between thirty-one (31) and one hundred eighty-one (181) days, the service member must submit an application for reemployment within fourteen (14) days of release from service. For service of more than one hundred eighty (180) days, an application for reemployment must be submitted within ninety (90) days of release from service.

**Injured Employees:**

If an employee is injured or incurs a disability during military leave, the deadline for him/her to return to work may be extended for up to two (2) years. The employer must make reasonable accommodations for the employee’s physical condition.

**Maternity Leave:**

For the purpose of paid leave, pregnancy shall be considered as an illness and the employee may use accumulated sick leave during the period of pregnancy and as long as the employee is under the care of a physician or certified nurse-midwife who attests to this fact. The Board desires to maintain a continuity of service by employees. The Board stresses the need to minimize the disruptive effect of an employee’s absence on the student or the operation of the schools. The Board shall protect the employee’s position in the school for the remainder of the contract year following termination of pregnancy. The employee shall not lose earned benefits as a result of the pregnancy provide that she returns to work at the time agreed upon or when certified by her physical, or she has been granted additional leave, including Family and Medical Leave.

**Leave Without Pay:**

1. Leave without pay will be granted only after all appropriate forms of accountable leave (vacation leave, personal leave, or sick leave) are exhausted, or in accordance with the School Board Policies and Family and Medical Leave Policy.
2. When the employee does not specify the account from which to deduct leave, the payroll Supervisor will charge leave consistent with leave policies in the following order if applicable: annual leave, personal leave, sick leave and lastly leave without pay.
3. Exceptions will only be considered by the Superintendent upon written request by the employee.

1.15: **THE FAMILY AND MEDICAL LEAVE ACT OF 1993**

The Family Medical Leave Act (FMLA) entitles eligible employees to take up to twelve (12) workweeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons, or for any “qualifying exigency” arising out of the fact that a covered military member is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. The FMLA also allows eligible employees to take up to twenty six (26) workweeks of job-protected leave in a “single 12-month period” to care for a covered service member with a serious injury or illness.

**Employer Coverage:**

The FMLA applies to all public agencies, including state, local and federal employers, local education agencies (schools) and private-sector employers who employs fifty (50) or more employees in twenty (20) or more workweeks in the current or preceding calendar year, including joint employers and successors of covered employers.

**Employee Eligibility:**

To be eligible for FMLA benefits, an employee must:

1. Work for a covered employer.
2. Have worked for the employer for a total of twelve (12) months.
3. Have worked at least 1,250 hours over the previous twelve (12) months.
4. Work at a location in the United States or in any territory or possession of the United States where at least fifty (50) employees are employed by the employer within 75 miles.
5. While the twelve (12) months of employment need not be consecutive, employment periods prior to a break in service of seven (7) years or more need not be counted unless the break is occasioned by the employee’s fulfillment of his or her National Guard or Reserve military obligation (as protected under the Uniformed Services Employment and Reemployment Rights Act (USERRA)), or written agreement, including a collective bargaining agreement, exists concerning the employer’s intention to rehire the employee after the break in service.

**Leave Entitlement:**

A covered employer must grant an eligible employee up to a total of twelve (12) workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

1. For the birth and care of a newborn child of the employee.
2. For placement with the employee of a son or daughter for adoption or foster care.
3. To care for a spouse, son, daughter, or parent with a serious health condition.
4. To take medical leave when the employee is unable to work because of a serious health condition, or for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on active duty or called to active duty status as a member of the National Guard or Reserve in support of a contingency operation.
5. A covered employer also must grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of twenty six (26) workweeks of unpaid leave during a “single 12-month period” to care for the service member. For specific information regarding military family leave, see Fact Sheet #28A, The Family and Medical Leave Act Military Family Leave Entitlements.
6. Spouses employed by the same employer are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of twelve (12) workweeks (or twenty six (26) workweeks of leave to care for a covered service member with a serious injury or illness is also used). Leave for birth and care, or placement for adoption or foster care, must conclude within twelve (12) months of the birth or placement.
7. Under some circumstances, employees may take FMLA leave intermittently – taking leave in separate blocks of time for a single qualifying reason – or on a reduced leave schedule – reducing the employee’s usual weekly or daily work schedule. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer’s operation. If FMLA leave is for birth and care, or placement for adoption or foster care, use of intermittent leave is subject to the employer’s approval.
8. Under certain conditions, employees or employers may choose to “substitute” (run concurrently) accrued paid leave (such as sick or vacation leave) to cover some or all of the FMLA leave. An employee’s ability to substitute accrued paid leave is determined by the terms and conditions of the employer’s normal leave policy.

Serious health conditions: Serious health conditions means an illness, injury, impairment, or physical or mental condition that involves either inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care, or continuing treatment by a health care provider, which includes:

1. A period of incapacity lasting more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also includes treatment two (2) or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within seven (7) days and both within thirty (30) days of the first day of incapacity); or one treatment by a health care provider (i.e., an in-person visit within seven (7) days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy)
2. Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence.
3. Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence.
4. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment.
5. Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three (3) days if not treated.

**Maintenance of Health Benefits:**

A covered employer is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. In some instances, the employer may recover premiums paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

**Job Restoration:**

Upon return from FMLA leave, an employee must be restored to the employee’s original job or to an equivalent job with equivalent pay and benefits. An employee’s use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave, nor be counted against the employee under a “no fault” attendance policy. If a bonus or other payment, however, is based on the achievement of a specific goal such as hours worked, products sold, or perfect attendance, and the employee has not met the goal due to FMLA leave, payment may be denied unless it is paid to an employee on equivalent leave status for a reason that does not qualify as FMLA leave.

An employee has no greater right to restoration or to other benefits and conditions of employment than if the employee had been continuously employed.

**Employees Notice and Certification:**

1. Employees seeking to use FMLA leave are required to provide thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than thirty (30) days in advance, the employee must provide notice as soon as practicable, generally either the same or next business day. When the need for leave is not foreseeable, the employee must provide notice to the employer as soon as practicable under the facts and circumstances of the particular case. Absent unusual circumstances, employees must comply with the employer’s usual and customary notice and procedural requirements for requesting leave.
2. Employees must provide sufficient information for an employer reasonably to determine whether the FMLA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, and/or that the employee or employee’s qualifying family member is under the continuing care of a health care provider.
3. When an employee seeks leave for a FMLA qualifying reason for the first time, the employee need not expressly assert FMLA rights or even mention the FMLA. When an employee seeks leave, however, due to a FMLA qualifying reason for which the employer has previously provided the employee FMLA protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.

**Employer Notice and Certification:**

Covered employers must post a notice approved by the Secretary of Labor explaining rights and responsibilities under the FMLA. An employer that willfully violates this posting requirement may be subject to a civil money penalty of up to $110 for each separate offense. Additionally, employers must either include this general notice in employee handbooks or other written guidance to employees concerning benefits, or must distribute a copy of the notice to each new employee upon hiring. Employers may use the notice prepared by the U.S. Department of Labor to meet this requirement.

When an employee requests FMLA leave or the employer acquires knowledge that leave may be for a FMLA purpose, the employer must notify the employee of his of her eligibility to take leave, and inform the employee of his/her rights and responsibilities under the FMLA. When the employer has enough information to determine that leave is being taken for a FMLA qualifying reason, the employer must notify the employee that the leave is designated and will be counted as FMLA leave. Employers may use the optional forms WH-381 and WH-382 prepared by the U.S. Department of Labor to meet these notification requirements.

Employers may require that an employee’s request for leave due to a serious health condition affecting the employee or a covered family member be supported by a certification from a health care provider. An employer may require second or third medical opinions (at the employer’s expense) and periodic recertification for a serious health condition. An employer may use a health care provider, a human resource professional, a leave administrator, or a management official – but not the employee’s direct Supervisor – to authenticate or clarify a medical certification of a serious health condition. An employer may have a uniformly applied policy requiring employees returning from leave for their own serious health condition to submit a certification that they are able to resume work. If reasonable safety concerns exist, an employer may, under certain circumstances, require such a certification for employees returning from intermittent FMLA leave. Employers may use the optional forms WH-380-E and WH-380-F prepared by the U.S. Department of Labor for obtaining medical certifications of serious health conditions.

**Unlawful Acts:**

It is unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided by the FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceeding, related to the FMLA.

**Enforcement:**

The Wage and Hour Division investigate complaints. If violations cannot be satisfactorily resolved, the U.S. Department of Labor may bring action in court to compel compliance. Individuals may also be able to bring a private civil action against an employer for violations.

**Other Provisions:**

1. Special rules apply to employees of local education agencies. Generally, these rules apply to intermittent leave or when leave is required near the end of a school term.
2. Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under Regulations, 29 CPR Part 541, do not lose their FLSA exempt status by using any unpaid FMLA leave. This special exception to the “salary basis” requirements for FLSA’s exemption only to an “eligible” employee’s use of leave required by the FMLA.
3. For additional information, visit the Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call the toll-free information and helpline, available 8 a.m. to 5 p.m. eastern standard time, 1-866-4-USWAGE (1-866-487-9243).
4. This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

1.16: **SCHOOL YEAR/SCHOOL DAY**

**School Year:**

The length of the school year will be at least 180 teaching days or 990 teaching hours. Days on which a school or all of the schools in the division are closed due to severe weather or other emergencies will be made up as provided below if necessary to meet these requirements.

**Make Up Days:**

1. If severe weather conditions or other emergency situations result in the closing of a school or schools or all the schools in a school division for:
2. Five (5) or fewer days, all missed days will be made up by adding teaching days to the school calendar or extending the length of the school day.
3. Six (6) or more, the five (5) days plus one day for each two (2) missed in excess of the first five (5) will be made up by adding teaching days to the school calendar or extending the length of the school day.
4. If severe weather conditions or other emergency situations result in the closing of any school in a school division and such school has been unable to meet the 180 teaching day requirement, the school division may make up the missed teaching days by providing its students with instructional hours equivalent to such missed teaching days to meet the minimum 990 teaching hour requirement.
5. The Board of Education may waive the requirement that school divisions provide additional teaching days or teaching hours to compensate for school closings resulting from a declared state of emergency under certain circumstances.
6. If the School Board desires a waiver, it will submit a request to the Board of Education. The request will include evidence of efforts that have been made by the school division to reschedule as many days as possible and certification by the division Superintendent and Chairman of the School Board that every reasonable effort for making up lost teaching days or teaching hours was exhausted before requesting a waiver. If the waiver is denied, the school division will make up the missed instructional time.

**School Calendar:**

The School Board will establish the division’s calendar and teaching contracts in accordance with applicable regulations of the Board of Education to include contingencies for making up teaching days and teaching hours missed for emergency situations. An advisory committee composed of teachers, parents, and school administrators may be utilized to recommend a proposed calendar to the Superintendent. The recommendation of this committee shall be considered advisory.

1.17: **WORK SCHEDULES**

Work schedules for employees will be defined by the Superintendent or his/her designee, consistent with the Fair Labor Standards Act and the provision of Policy: GAA. Working hours for all employees, not exempted under the Fair Labor Standards Act, including school bus driver/monitors, secretaries and garage staff, will conform to federal and state regulations. The Superintendent will ensure that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors will make every effort to avoid circumstances which will require non-exempt employees to work more than forty (40) hours each week.

The King George County Public School Board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the expressed approval of his/her Supervisor.

All employees are expected to be present during all working hours. Absence without proper approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

**Use of Leave or Absences:**

1. At any time an employee is unable to complete their assignment (including special trips) for the day or part of a day, a call must be made to the transportation office between the hours of 5:15 AM and 5:30 AM. In the afternoon, call outs must be made prior to 12:00 PM. Employees **are not to leave a message on voice mail, text, or email** when calling off of their assignment for the day, nor call during non-business hours.
2. Personal Leave needs to be requested for scheduling at least two (2) weeks in advance of the first leave date. Personal Leave, up to one (1) day, not used by May 31 of the school year will be “rolled” over to the next fiscal year. Personal leave days totaling more than one (1) day, will be converted into sick days.
3. Leave without pay may be requested through the Superintendent, and will be approved on an availability basis.
4. When an employee is off and is utilizing sick leave, be sure to note the absence on the Time Sheet Form.
5. An employee using sick leave prior to or immediately following a holiday will required a doctor’s excuse.
6. Employees called for Jury Duty may be absent without loss of pay, subject to verification of actual days served by the Clerk of the Court.
7. Any employee off more than three (3) working days will required a doctor’s excuse before returning to work. The doctor’s note must state the cause of injury or illness and the length of the time the employee will be on restricted duties or unable to work at all. The note must also be detailed pertaining to the degree of the restrictions, if any.

**Benefits:**

Employees are considered full time when they are contracted to work 34 hours per week. Employees hired prior to July 1, 2009 are grandfathered to this requirement.

Fringe Benefits are available to those who are considered full time:

1. Nine (9) sick leave days.
2. Three (3) personal days.
3. Membership to the Retirement System and have optional Group Life Insurance and Health Insurance.

**Conditions of Employment:**

1. King George County Public Schools provides at will employment. It is understood that your employment can be terminated at any time by either party for any reason or no reason by giving two (2) weeks written notice.
2. All employees shall comply with the King George County Public Schools Policy Manual, State and Local Policies as well as the King George County Public Schools Transportation Department Employee Manual providing specific rules and regulations.
3. Duties will be assigned by the employee’s immediate Supervisor but, the Superintendent reserves the right to change the assignment as deemed necessary.
4. Transportation drivers are required to bring their assigned vehicles(s) to the maintenance facility for routine service without additional compensation, unless requested and approved by the Supervisor of Transportation.
5. Employees are required to work when school is in session in accordance with the school division calendar.
6. Unanticipated or unusual circumstances may decrease or increase the amount of time that the employee shall work. Employees are expected to complete the additional assignments unless the assignment is considered to be a hardship on the employee.
7. Employees assigned to routes/assignments to schools/programs other than King George County Public Schools are required to complete those routes/assignments as scheduled in accordance to the school/program calendar.
8. King George County Public School Board shall not be obligated to the salary terms unless and until sufficient funds are provided to fulfill the obligations of the School Board by the appropriating body; provided, further that the School Board shall give the employee written notice of such approval or disapproval, as the case may be, within seven (7) days of such action.
9. Continued employment is contingent upon continued funding. If funds are reduced or withdrawn, the employment of said employee may also be reduced or terminated.
10. The School Board shall deduct monthly from the salary due the employee appropriate deductions for state and federal tax purposes.
11. Employees can only be paid for services rendered. Therefore, if the employee does not fulfill the service for the position and does not have leave to cover the absence, the employee’s pay will be docked leave for the pay.
12. If, at any time during the period of employment (July 1 through June 30 of each calendar year) the employee is arrested or charged with a criminal offense, the employee must notify the Superintendent’s office in writing immediately, explaining the charges against said employee. This action or failure comply may result in the employee being placed on administrative leave without pay or a recommendation to the School Board for dismissal.

1.18: **SCHOOL BUS DRIVERS/CAR DRIVERS AND MONITORS ESSENTIAL JOB FUNCTIONS**

Listed below are some of the responsibility of a school bus/car driver and monitors:

1. Uses established routes and designate bus stops and operates a vehicle (bus/car/van) on an approved time schedule.
2. Reports accidents and student injuries to authorities, conducts emergency evacuation drills in keeping with division regulations and instructs riders in being responsible passengers. Monitors must be able to be involved in emergency evacuation drills.
3. Drives defensively under varying traffic conditions and inclement weather.
4. Reports personal absences in time for Supervisor to secure a substitute driver/monitor.
5. Performs housekeeping duties inside and outside vehicle and reports mechanical defects to garage staff and/or Supervisor.
6. Administers disciplinary procedures in keeping with School Board policies and administrative regulations.
7. Promotes a safe, clean, orderly and attractive work environment.
8. Manages emergency situations, as they occur, and enforces the rules of conduct/standards for acceptable behavior.
9. Performs all duties responsibly, accurately and in a timely manner.
10. Maintains a professional appearance and demeanor and respects confidentiality.
11. Positively supports the School Division throughout the Division and in the community.
12. Is punctual and has good attendance.
13. Demonstrates appropriate use of employee leave.
14. Is flexible and open to change.
15. Performs other tasks as assigned by the Supervisor of Transportation.
16. In addition, a Monitors job is to monitor the students safety and assists in the student’s loading and unloading on a daily basis to and from school and when necessary to extracurricular events on a non-regular basis.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions for this job. While performing the duties of this job, the employee is regularly required to use hand to hand, feel objects, materials, and/or controls; reach with hands and arms; and talk and hear. The employee must be able to stand, walk, sit stoop and kneel. The employee must be able to lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The employee will be working in a public school setting. The employee may be working in a very hot or a very cold atmosphere. The employee will be involved in indirect sunlight and direct sunlight, rain, snow and other inclement weather conditions. Noise levels will be quiet to moderate.

1.19: **PROCEDURES FOR CALCULATING WORK DAY**

Contracted Bus Drivers: Contracted bus drivers will be compensated from the “step on” to “step off” plus forty five (45) minutes for non-driving time. The forty five (45) minutes will include pre-tripping, fueling, completion of required paperwork, cleaning/washing of bus and to get bus to/from the garage for required monthly inspections/servicing. Activity routes will not be made a part of a bus drivers contracted hours.

Non-contracted personnel: Non-contracted personnel will begin logging time at the point they arrive at the vehicle or at the designated location assigned until they leave the vehicle or the designated location assigned.

1-20: **MANDATED TRAINING FOR AUTISM SPECTRUM DISORDER**

All employees will be trained on the Autism Spectrum Disorder. This training must be accomplished within sixty (60) days of hire.

1.21: **TECHNOLOGY USE POLICY**

*Note: The information below has been altered from the original policy to reflect toward transportation staff and to address the non-education use of the policy. Sections’ pertaining to students have been removed.*

Use of the King George County Public School Division’s computer system shall be consistent with the School Board’s goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines, devices, terminals, printers, drivers, CD-ROM devises, tape drivers, servers, mainframe and personal computers, portable memory/hard drivers, hand held devices, the internet and any other internal or external network including e-mail.

Technology allows free communication between people from all around the world. For this reason, the King George County Public School Division makes an effort to restrict and monitor access to material that may be inappropriate or harmful to the students who attend school in the division. Access to division technology and technology resources is contingent upon each user’s ability and willingness to adhere to the guidelines set forth in the policy. Users who do not or will not adhere to this policy will lose the privilege to use the technology resources provided by the King George County Public Schools Division.

All access to the division’s computer system shall be directly related to instruction and shall be consistent with the education objectives of the division.

Listed below are unacceptable use of the King George County Public School Division computer system and are strictly prohibited:

1. Sharing passwords for any technology resource.
2. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law.
3. Sending, receiving, viewing or downloading illegal material via the computer system.
4. Unauthorized downloading and/or installing of software not approved and purchased by the school division.
5. Violating of any copyright laws, including plagiarism.
6. Using the computer system for private, financial, commercial gain, including advertising.
7. Wastefully using resources such as file space.
8. Gaining unauthorized access to resources or entities.
9. Unauthorized posting of material created by another without his or her consent.
10. Submitting, posting, publishing any obscene, profane, threatening, illegal, sexual or other inappropriate material.
11. Vandalizing the computer system, including destroying data by creating or spreading viruses or by other means. Any damaged equipment will be replaced by the user who was responsible for the damage.
12. Using any form of instant messaging via client, or web browser with the exception of the system that is provided by the division.

Each user is expected to abide by generally accepted rules of etiquette which should include the following:

1. Be polite.
2. Users shall limit correspondence to only the parties immediately affected by the information contained within.
3. Users shall not forge, intercept or interfere with electronic mail messages.
4. Users shall use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
5. Users shall not post personal contact information about themselves or others.
6. Users shall respect the computer system’s resource limits.
7. Users shall not post chain letters or download files that are not essential for educational advancement.
8. Users shall not use the computer system to disrupt others.
9. Users shall not read, modify or delete data owned by others.

1.22: **USE OF HANDHELD PERSONAL COMMUNICATION DEVISES IN MOTOR VEHICLES OR COMMERCIAL MOTOR VEHICLES**

For the purpose of this section only, driving means operating a commercial motor vehicle, with the motor running, including while temporarily stationary because of traffic, a traffic control device, or other momentary delays. Driving does not include operating a commercial motor vehicle with or without the motor running when the driver has moved the vehicle to the side of, or off the highway, as defined in 49 CFR 390.5, and halted in a location where the vehicle can safety remain stationary.

It is unlawful for any person to operate a moving vehicle on the highways in the Commonwealth of Virginia while using any handheld personal communication device to manually enter multiple letters or text in the device as a means of communication with another person or reading any e-mail or text message transmitted to the device or stored within the device

Any person who uses obscene, vulgar, profane, lewd, lascivious, or indecent language, or makes any suggestion or proposal of an obscene nature, or threatens any illegal or immoral act with the intent to coerce, intimidate, or harass any personnel, over any telephone citizens band radio, in the Commonwealth, is guilty of a Class 1 misdemeanor. **“Over any telephone” includes, for the purposes of this section, any electronically transmitted message that is received or transmitted by telephone.**

1.23: **USE OF SCHOOL VEHICLES**

The School Board shall purchase, operate, maintain and insure buses and other motor vehicles necessary for the use in the school division. Vehicles owned by the Board shall be used for official school business only.

Operators of school vehicles must hold a valid operator’s license for the vehicle(s) he/she operates. All employees who operate School Board owned vehicles must receive authorization from the Superintendent or his designee and must have an updated copy of their driver’s transcript on file in the Transportation Office prior to driving a county owned/operated vehicle.

A Transportation Department employee, who operates King George County Public School vehicles, will be terminated if he/she has three (3) or more documented accidents/crashes, regardless of fault, documented on their Virginia Department of Motor Vehicles Driving Transcript within a three (3) year period.

The Virginia Department of Motor Vehicles (DMV) uses a points system to rate drivers. As a licensed motorist, you receive demerit points for unsafe driving and safe driving points for good driving.

1. Demerit points are assigned when you are convicted of a traffic violation and they remain valid for two (2) years from the date an offense has been committed.
2. Demerit points add up. Each time you commit a traffic offense, DMV adds additional points to your record.
3. Safe driving points are assigned for each full calendar year that you hold a valid Virginia driver’s license and drive without any violations or suspensions. In some cases, you may also earn safe driving point by completing a driver improvement clinic. **If required by a court order to complete a driver improvement clinic, employment will be terminated.**
4. A total of five (5) safe driving points can be accumulated and can be used to offset demerit points.

The following are moving violations that produces six (6) points, in a personal vehicle, which will cause an **IMMEDIATE TERMINATION OF EMPLOYMENT**:

1. Reckless driving – speeding in excess of 80 mph (11 years on record)
2. Reckless driving – speeding 20 mph or more above the posted speed limit (11 years on record)
3. Reckless driving – racing or injuring a person while racing (11 years on record)
4. Reckless driving – passing or overtaking an emergency vehicle (11 years on record)
5. Reckless driving – passing at a railroad crossing (11 years on record)
6. Reckless driving – passing two vehicles abreast (11 years on record)
7. Reckless driving – driving two vehicles abreast (11 years on record)
8. Reckless driving – driving too fast for conditions (11 years on record)
9. Speeding 20 mph or more above the posted speed limit (5 years on record)
10. Driving while intoxicated (11 years on record)
11. Driving under the influence of alcohol or drugs (11 years on record)
12. Driving under the influence of drugs (11 years on record)
13. Driving after illegally consuming alcohol (persons under age 21)(3 years on record)
14. Refusing blood/breath test (11 years on record)
15. Driving while your license is suspended or revoked while intoxicated – maiming (11 years on record)
16. Driving while your license is suspended or revoked while intoxicated – involuntary manslaughter (11 years on record)
17. Failure to stop at the scene of a crash – resulting in an injury (11 years on record)
18. Failure to stop at the scene of a crash – results in a death (11 years on record)
19. Failure to stop at the scene of a crash – property damage of $1,000 or more (11 years on record)
20. Emergency vehicle violation – death (11 years on record)
21. Vehicle assault or willful stopping, impeding or damaging vehicle (11 years on record)
22. Attempting to elude police: Felony offense (11 years on record) Misdemeanor offense (3 years on record)
23. Passing a stopped school bus – non-reckless driving (3 years on record)

The following are moving violations that produces four (4) points, in a personal vehicle, which will cause **Termination of Employment if two (2) or more violations in a thirty six (36) month period. Immediate termination of employment if convicted while driving a School Division Owned/Operated Vehicle:**

1. Speeding – (Generally 5 years on record)
2. Passing when unsafe, or to the left of an approaching vehicle (3 years on record)
3. Failure to drive to the right and stop for police/fire/emergency vehicle (3 years on record)
4. Failure to yield right of way (3 years on record)
5. Failure to yield when turning left (3 years on record)
6. Failure to yield to funeral procession (3 years on record)
7. Failure to drive on right half of highway or street (3 years on record)
8. Failure to keep to the right when crossing an intersection (3 years on record)
9. Driving to the left of rotary traffic island (3 years on record)
10. Following too closely (3 years on record)
11. Failure to signal before moving from curb (3 years on record)
12. Improper signal (3 years on record)
13. Failure to obey railroad crossing signal (3 years on record)
14. Failure to stop at railroad grade crossing (3 years on record)
15. Failure to keep to the right at a railroad crossing. (3 years on record)
16. Operating a motor vehicle while suspended/revoked/restricted with a blood alcohol content of 0.02% or more (11 years on record)
17. Failure to stop at the scene of a crash, unattended property, damage in excess of $500 (11 years on record)
18. Failure to stop at the scene of a crash, property damage (3 years on record)
19. Emergency vehicle violation – property damage (5 years on record)
20. Aggressive driving – general (5 years on record)
21. Failure to obey traffic signal (3 years on record)
22. Failure to obey lane directional signal (3 years on record)
23. Failure to obey highway lane markings (3 years on record)
24. Improper backing, stopping or turning (3 years on record)
25. Disregarding police officer’s signal to stop (3 years on record)
26. Disregarding crossing guard/officer’s signal (3 years on record)

The following are moving violations that produces three (3) points, in a personal vehicle, which will cause **Termination of Employment if two (2) or more violations in a thirty six (36) month period. Immediate termination of employment if convicted while driving a School Division Owned/Operated Vehicle:**

1. Speeding 1-9 miles per hour above the posted speed limit (5 years on record)
2. Impeding traffic, slow speed (5 years on record)
3. Improper passing or passing on the right (3 years on record)
4. Improper driving (3 years on record)
5. Changing course after signaling (3 years on record)
6. Coasting with gears in neutral (3 years on record)
7. Failure to give way of overtaking vehicle (3 years on record)
8. Failure to give way when abreast with another vehicle (3 years on record)
9. Driving through a safety zone (3 years on record)
10. Driving over a fire hose (3 years on record)
11. Unauthorized use of cross-over on controlled highway (3 years on record)
12. Driving/riding on sidewalk (3 years on record)
13. Improper U-Turn (3 years on record)
14. Violation of right turn on red (3 years on record)
15. Violation of left turn on red (3 years on record)
16. Failure to obey highway sign (3 years on record)
17. Evading traffic control device (3 years on record)
18. Driving without lights/excessive lights (3 years on record)
19. Failure to dim lights (3 years on record)
20. Parking without proper lights displayed (3 years on record)
21. Inadequate hazard lights (3 years on record)
22. No Virginia license plate (3 years on record)
23. Permitting unlicensed person to drive (3 years on record)

The following are moving violations that produces six (6) points, in a commercial vehicle, which will cause **immediate termination of employment if convicted while driving a School Division Owned/Operated Vehicle:**

1. Driving a commercial motor vehicle while disqualified (Permanently on record)
2. Driving a commercial motor vehicle with a blood alcohol content of 0.04 or more (Permanently on record)
3. Driving a commercial motor vehicle under the influence of drugs (Permanent on record)
4. Refusing blood/breath test while operating a commercial motor vehicle (Permanently on record)
5. Violating an out of service order (11 years on record)

The following are Railroad Crossing Violations which will cause **immediate termination of employment if convicted while driving a School Division Owned/Operated Vehicle:**

1. Failure to stop passenger carrying vehicle at railroad grade crossing (3 years on record)
2. Failure to slow down/stop at a railroad crossing (Permanently on record)
3. Failure to have sufficient space to drive through a railroad crossing (Permanently on record)
4. Failure to obey traffic control device or enforcement official at a railroad crossing (Permanently on record)
5. Failure to have sufficient undercarriage clearance at a railroad crossing (Permanently on record).

**SECTION 2**

**VIRGINIA DEPATMENT OF EDUCATION**

**REGULATIONS GOVERNING PUPIL TRANSPORTATION AND PREVENTIVE MAINTENANCE**

The intent of providing these regulations to our employees is to enable them additional knowledge and purpose for decisions. Some of the regulations that were previously noted in Section 1 of this manual have been removed, so not to duplicate information.

2.1: **DEFINITION**

The following words and terms used in this chapter shall have the following meanings unless the context clearly indicates otherwise.

1. “Classroom Instruction” means training provided by a qualified driver instructor through lectures, demonstrations, audio-visual presentations, computer based instruction, driving simulation devices, or similar means. Instruction occurring outside a classroom is included if it does not involve actual operation of a school bus and its components by the student.
2. “Color black” means federal standard No. 595, black.
3. “Color yellow” means national school bus yellow SBMTC color standard 008.

2.2: **TRANSPORTATION OF CHILDREN**

The greatest care shall be exercised at all times in the transportation of school children.

2.3: **SAFE SPEEDS**

A school bus transporting school children shall be operated at a safe speed as stated in 46.2-871 of the Code of Virginia. The maximum speed limit for school buses shall be 45 miles per hour or the minimum speed allowable, whichever is greater, on any highway where the maximum speed limit is 55 miles per hour or less, and 60 miles per hour on all interstate highways and on other highways where the maximum speed limit is more than 55 miles per hour.

2.4: **DRIVING TIMES**

Driving times for operators of any school bus, school activity bus, or school activity vehicle shall be pursuant to 46.2-812 of the Code of Virginia. No person shall drive any motor vehicle on the highways of the Commonwealth for more than thirteen hours in any period of twenty-four hours or for a period which, when added to the time such person may have driven in any other state, would make an aggregate of more than thirteen hours in any twenty-four-hour period. The provisions of this section, however, shall not apply to the operation of motor vehicles used in snow or ice control or removal operations or similar emergency situations.

2.5: **SEATING OF STUDENTS**

The number of students who may ride a school bus shall be determined by the total number who can be seated on the seat cushion facing forward, safely seating within the seating compartment, and shall not exceed the manufacturer’s capacity. Students may not be permitted to stand, except under unforeseen emergency conditions as identified by the local School Board.

2.6: **WRITTEN EMPLOYMENT AGREEMENT**

A written employment agreement shall be made by the School Board with all regular school bus drivers before they begin their duties. Substitute drivers shall meet the requirements prescribed for regular bus drivers and shall be approved and paid by the local School Board.

2.7: **ENTRANCE DOOR OF BUS**

The school bus driver shall open and close the entrance door and keep it securely closed while the bus is in motion. This responsibility shall not be delegated to any other person.

2.8: **TRAFFIC WARNING DEVICES**

Every school bus operated at public expense for the purpose of transporting school children shall be equipped with traffic warning devices.

2.9: **LOADING OR DISCHARGING PUPILS**

When loading or discharging pupils on the highway, stops shall be made in the right hand lane and shall be made only at designated points where the bus can be clearly seen for a safe distance from both directions. Pupils shall be picked up and discharged only at designated school bus stops approved by the local school division except in the case of an emergency. While stopped, the driver shall keep the school bus warning devices in operation to warn approaching traffic to stop and allow pupils to cross the highway safely. Pupils who must cross the road shall be required to cross in front of the bus. They shall be required to walk to a point ten (10) feet or more in front of the bus, stop before reaching a position in line with the left side of the bus, and wait for a hand signal from the bus driver before starting across the highway.

On dual highways divided by a physical barrier, unpaved area, or five (5) lane highway with turning lanes, buses shall be routed so that pupils will be picked up and discharged on the side of the road on which they live.

2.10: **SAFETY BELTS**

Persons operating a school bus shall wear the appropriate safety belt system while bus is in motion.

2.11: **PASSENGER RESTRAINT BELTS**

Pupils riding in school buses required by federal law to be equipped with passenger restraint belts shall wear them as required by state or federal law while the bus in in motion.

2.12: **PUPIL RIDER SAFETY INSTRUCTION**

Pupil rider safety instruction shall be included in the school curriculum, including demonstration and practices of safety procedures.

At the Pre-K to first grade levels, initial safety training shall occur during the first week of school with additional training on a periodic basis during the year.

Emergency exit drills shall be practiced by all pupil riders at least twice a year, the first occurring during the first thirty (30) instructional days and the second in the second semester. Summer session evacuation drills should be performed as needed.

A copy of the bus rider safety rules shall be sent to parents at the beginning of the school year. The information shall include a request that parents or their designee accompany their young children to and from the bus stop.

2.13: **MAINTENANCE INSPECTION**

All school buses and school activity vehicles used to transport public school pupils to and from school and school activity events shall be inspected and maintained by competent mechanics at least once every forty-five (45) days, with “school days” as determined by the school division’s approved yearly calendar or modifications in the calendar as approved by the Division Superintendent or designee, or every 5,000 miles. Any bus that is removed from service or dead lined so as to disrupt the scheduled maintenance shall be inspected prior to being returned to service. At no point shall any bus go without an inspection during the school semester and such inspections shall be no more than ninety (90) school days apart excluding summer sessions.

2.14: **CRASH/INCIDENT REPORTING**

A report on forms or in a format furnished by the Department of Education, of any crashes or incidents involving school buses, pupils and personnel who ride school or activity buses (including injury or death while crossing the road, waiting at bus stops, etc.) shall be sent to the Pupil Transportation Service, Department of Education by the Division Superintendent or designee at least once a month. The report shall give the apparent cause of the crash or incident and the extent of injuries to pupils or others. The Division Superintendent or designee shall notify the Pupil Transportation Service of any school bus crash or incident involving serious injuries, requiring professional medical treatment, or death within the next working day from the date of the crash or incident. A vehicle crash occurs when property damage is $1,500 or more or when persons are injured. An incident occurs when property damage is $999 or less and there are no injured individuals.

2.15: **RAILWAY CROSSINGS**

School buses shall stop, as required by law, at railway grade crossings. School buses equipped with a non-sequential lighting system must have these lighting systems deactivated when approaching a railroad crossing and the four (4) way hazard lights shall be activated when approaching the railway grade crossing and deactivated before crossing the track. The bus driver shall turn off all noisy equipment, open the entrance door of the bus and determine when it is safe for the vehicle to cross the railroad tracks. The entrance door shall be closed when the bus is in motion.

2.16: **ADVERTISING MATERIAL**

The use of posters, stickers or advertising material of any king is prohibited in or on school buses unless permitted by law.

2.17: **PASSAGE RESTRICTION**

No object shall be placed on any bus carrying passengers that will restrict the access to any exit or restrict the freedom of motion of the driver for proper operation of the vehicle. Drivers shall be observant of any objects that may cause injury.

2.18: **PRE-TRIP SAFETY INSPECTION**

Prior to the initial transporting of children each day, the drivers of school and activity buses shall perform a daily pre-trip safety inspection of the vehicle.

2.19: **EMERGENCY EQUIPMENT**

The driver of activity or extracurricular trip buses shall advise the pupils and/or sponsors of the location of the required emergency equipment and exits prior to the beginning of any such trip.

**SECTION 3**

**VEHICLE OPERATIONS**

3.1: **CHILD REMIND SYSTEMS**

All King George County Public School Bus Drivers are required to complete a post operation inspection of their bus/car. All buses are equipped with an electronic device, the Child Remind System (CRS). For most buses, turn the ignition switch to off, then to accessory. (Note: Some buses only require you to turn the bus to off). Walk to the rear of the bus checking for sleeping students, etc. Push the red “stop sign” button for approximately three (3) seconds – listening for the rapid pulsating beep. The bus is ready to be departed, if no students on board. (If a driver doesn’t complete the check after one (1) minute, the headlights will begin to flash and the horn will begin to sound).

The driver should refrain from having students completing their post trip inspection for them. This is a driver requirement.

3.2: **PROCEDURES FOR FUELING A VEHICLE**

Each bus/car will be equipped with a fuel card. All buses will be fueled at a depot using the below procedures:

1. Turn the engine off. Be sure there are no passengers on board, including your monitor or coworker.
2. Secure the vehicle by setting the parking brake and placing the transmission in neutral.
3. Write down or remember your mileage reading.
4. Safely exit the vehicle.
5. Open fuel door and slowly remove fuel cap.
6. Swipe or insert the fuel card and input your Employee ID Number (If your ID number has less than four (4) digits, add zeros to the front of your number. (Example: ID number is 236, enter 0236).
7. Once your tank is 95% filled, release the nozzle, turn off the pump and return the nozzle back to its holding position.
8. No receipt is required to be maintained.
9. When refueling you should not top off the tank because of expansion.

3.3: **PLACEMENT OF U.S FLAG DECALS**

Flag decal size are to be no more than 4” X 6” and the field must be to the top left. No reverse decals for the right hand side. Only a U.S. Flag decal can be place on a school bus. No other decals are authorized. Below are the only locations on a school bus for placement of a U.S. Flag Decal.

1. Type “C” bus:
2. Front of the bus: NONE
3. Side of the bus: Left and right, centered between the top two rub rails, right edge of decal positioned no closer than 3” from the bus number. Left edge no further than 12 inches from the bus number.
4. Rear of bus: Centered on door between upper and lower window.
5. Disability Accessible Buses:
6. Front of Bus: NONE
7. Sides of Bus: Left and right, centered between the top two rub rails, right edge of decal positioned no closer than 3” from the bus number. Left edge no further than 12 inches from the bus number.
8. Rear of bus: NONE. The International Symbol of Accessibility cannot be obstructed. The Virginia Department of Education position is that there is not an acceptable location on the rear of special needs buses.

3.4: **PROCEDURES FOR USING SPARE BUSES AND/OR ANOTHER DRIVER’S BUS:**

There are times when you may need to utilize a spare bus or borrow another driver’s assigned bus due to an athletic trip or a bus break down. The spare bus must be taken care of as well as your own. When using a spare bus, please be sure to park the bus in its assigned area, with a full tank of fuel and swept.

3.5: **SPECIAL USE OF SCHOOL BUSES**

The use of school buses for purposes other than transporting children to school for the regular school hours and for extracurricular activities is permitted with prior approval of the Superintendent and in accordance with regulations pertaining to special trips.

3.6: **PROCEDURES FOR VEHICLE OPERATIONS**

Follow behind other buses operating over the same highway in the same direction at a distance not less than 200 feet or 4 to 5 seconds. Drivers will refrain from passing other buses, unless a bus is in the left lane attempting to turn.

Refrain from operating a bus in reverse unless absolutely necessary, and if possible, have an adult or student direct you from the inside of the bus (back seat). Go around the block to avoid backing, if feasible.

The driver of any school bus is required by law to stop for a school bus loading or unloading students and shall use the red traffic warning lights. If another vehicle is stopped in front of you, stop and instead of using the red traffic warning lights, utilized the four way flashers.

Drive carefully at all times and obey all traffic regulations and laws with respect to giving proper signals, entering highways, turning off highways and keeping in the proper traffic lanes.

Observe and follow all regulations of the State Board of Education, and the policies, rules and regulations of the King George County Public Schools Board.

School buses should be operated within posted speed limits and consideration should be given to current road and climate conditions. In addition, the following must be observed:

1. The maximum speed limit for school buses shall be 45 miles per hour or the minimum speed allowable, whichever is greater, on any highway where the maximum speed limit is 55 miles per hour or less, and 60 miles per hour on all interstate highways and on other highways where the maximum speed limit is more than 55 miles per hour. The maximum speed limit for school buses on highways where the speed limit is greater than 55 miles per hour is 60 miles per hour.
2. If there is a minimum speed requirement that speed limit must be obeyed. Example: If there is minimum posted speed of 50 miles per hour in an area where travel speeds would normally be 45 mph, you must travel at 50 miles per hour.

The “move over” law requires drivers to move over to the left when approaching vehicles flashing blue, red or amber lights.

Listed below are some loading and unloading safety rules that should be followed:

1. On divided highways, five (5) lane where the middle lane is used for turning, or heavily traveled roads, load/unload the students on the side of the road where they live.
2. Upon a drivers discretion, hazard lights may be used in conjunction with traffic warning lights on the following roads:
3. Four lane highways.
4. A roadway that has a posted speed limit of 55 miles per hour or more.
5. A bus stop that is located in a safety sensitive area.
6. Stop only when the bus can be seen clearly at a safe distance.
7. Make sure all the students are on the bus and seated before moving.
8. Before backing, make sure all the students are on the bus and seated before moving.
9. When unloading, make sure all students are clear of the bus before moving. Most injuries occur when the bus is stopped to load or unload students.
10. Watch for children with long drawstrings, loose clothing, or other items that may become caught in handrails.
11. To assure safety at each stop, monitor and count the children as they exit your bus. If you are unable to account for a child outside of the bus, secure the bus and check both around and underneath the bus.
12. Never move the bus until you are positive all children are safely out of the danger zones ten (10) feet all the way around the bus.
13. After each stop, carefully scan the entire area before moving. Be alert for any warnings from bystanders, teachers or motorists outside the bus or students inside the bus as you pull away from the bus stop.

3.7: **PROCEDURES FOR USE OF TRAFFIC CONTROL LIGHTS/STOP ARM/CROSSING ARM**

You must activate your warning lights before you stop to load or unload students.

If the posted speed limit is 35 miles per hour activate your warning lights at least 100 feet before the stop. If the posted speed is 35 miles per hour or over, activate your warning lights at least 200 feet before the stop.

Do not use the warning lights except when loading and unload passengers. The warning lights are not to be used for turning around/backing.

Extend the warning sign and crossing control arm only when the bus is stopped to load and unload passengers.

3.8: **PROCEDURES FOR STOPPING AT A RAILROAD GRADE CROSSING**

Tap the brake lightly as you approach a railroad crossing to warn other drivers the bus is about to stop.

Activate the four (4) way hazard lights. As a rule, (not regulation or law) activate the four way hazard lights at the railroad crossing warning sign (Yellow with Black RXR) lettering. In areas of heavy congestion or high speeds, you may wish to activate four (4) way hazard lights sooner.

Stop within fifty (50) feet, but not less than fifteen (15) feet from the nearest rail. NOTE: The train will not only cover the track, but its cars will extend over the track about three (3) feet on both sides.

Instruct the children to be quite, turn off all heaters, defrosters, radio and fans.

Open the entrance door and the driver’s window. Ensure all warning lights are turned off. Listen and look carefully in both directions, being alert for the possibility of multiple tracks. If a train is approaching, hold the bus in its position and set the parking brake.

If a train passes from one direction, make sure that another train, possibly hidden by the first train, is not approaching on an adjacent track.

***For railroad crossings equipped with warning devises such as lights, bells, and/or gates, always obey the signals. Never ignore railroad crossing signals. If a police officer or flagman is present at the crossing obey their direction but be sure to make your own visual check.***

When it is safe to cross, close the entrance door and turn off the four (4) way hazard lights. In areas of heavy congestion or high speed, you may wish to leave four (4) way hazard lights on longer until your speed is maintained.

If you feel your bus cannot clear the track plus three (3) feet when you reach the stop sign or traffic light on the other side. DO NOT MOVE.

IF THE BUS STALLS WHILE CROSSING THE TRACKS, and the bus will not restart, evacuate the students and move them a safe distance away from the bus as quickly as possible. If a radio or telephone is available, notify the school bus dispatcher of the situation. If a train is approaching, have everyone walk in the direction of the train at a 45 degree angle way from the railroad tracks.

Weather conditions, such as rain, snow, fog and wind, can affect the drivers’ ability to see and hear an approaching train and to determine the safety of crossing railroad tracks. Additional caution must be exercised during such conditions.

Report malfunctioning railroad signals or hazardous crossing conditions to the transportation dispatch.

3.9: **PROCEDURES FOR BACKING A BUS**

For the purpose of this policy the phase “obstructed view to the rear” means anything that interferes with the overall view of the operator of the vehicle at ground level. In addition, the words “covered vehicle”, refers to a vehicle, while operating in reverse, has an obstructed view.

No employer or employee shall operate any covered vehicle in reverse unless:

1. The covered vehicle has a reverse signal alarm audible above the surrounding noise level.
2. The covered vehicle is operated in reverse only when a designated observer or ground guide signals that is it safe to do so, or before operating the covered vehicle in reverse, the driver visually determines that no employee is in the path of the covered vehicle.

While an employee is functioning as the designated observer/ground guide during reverse signaling activities he or she shall:

1. Not engage in any other activities other than those related to the covered vehicle being signaled.
2. Do not use personal cellular phones, personal head phones or similar items that could pose a distraction for the designated observer/ground guide.
3. Not cross behind in close proximity to a covered vehicle while it is operating in reverse.
4. Always maintain visual contact with the driver of the covered vehicle while it is operating in reverse and maintain a safe working distance from the covered vehicle.

When using a designated observer/ground guide, no driver of a covered vehicle shall operate in reverse unless they maintain constant visual contact with the designated observer/ground guide. If visual contact is lost, the driver shall immediately stop the vehicle until visual contact is regained and positive indication is received from the designated observer/ground guide to restart reverse operations.

3.10: **DAYTIME USE OF HEADLIGHT AND CLEARANCE (CLIP) LIGHTS**

Anytime a transportation department vehicle is in use on the highway during normal daylight hours, these vehicles will use low beam headlights. In addition, those vehicles equipped with clearance light (clip lights) will also ensure they are on during daylight hours.

3.11: **PROCEDURES FOR USE OF SCHOOL BOARD OPERATED VEHICLES**

School Board operated vehicles, including cars and vans, are used to transport students to and from school and school sponsored activities. The only exclusion is the use of a van for mail deliveries.

These vehicles, if available, will also be used for bus drivers who turns their bus in for repairs.

The following are examples of unauthorized use of school vehicles that could result in suspension or recommendation for dismissal:

1. Using a school vehicle for personal errands. A driver is not permitted to use a school owned/operated vehicle to go by the local stores, banks, laundry, drug store or doctor’s office. This policy applies during normal school hours, after school hours, weekends and holidays.
2. Using a school owned/operated vehicle to transport children (the driver’s or others) to other schools outside the district is prohibited. A driver may not use a school owned vehicle to transport a spouse and/or others to or from work, at any time.
3. It is not appropriate to park a school owned/operated vehicle in a secluded area and walk to a mall or any of the aforementioned locations. It is only permissible to go to these areas if the driver is doing so as part of an approved school sponsored activity.
4. It is not permissible to take school owned/operated vehicle to a friend’s or relative’s home for visiting while on a “layover” period.
5. If there are any questions as to whether the use of a school vehicle is permissible, call the Supervisor of Transportation before using the vehicle to avoid any misunderstandings.

3.12: **ENGINE IDLING PROCEDURES**

When arriving at loading and unloading areas, engines are to be turned “off” as feasible to eliminate idling time and reduce harmful emissions. The engine should not be restarted until it is ready to depart and there is a clear path to exit the pickup area. Exceptions include conditions that would compromise passenger safety, such as idling in traffic and completing assigned routes.

Buses should not idle while waiting for students during special trips, extracurricular activities or other events where students are transported off school grounds.

In colder weather, drivers may ask schools for a space inside the school where drivers can wait or gather on one bus. A “warmed” bus will maintain its warmth for the normal line up time of ten (10) minutes before dismissal.

3.13: **PROCEDURES FOR PROPER HOUSE KEEPING**

Cleaning the bus is the responsibility of the driver or the substitute. It is suggested that the exterior of the bus be washed at least once per month and prior to any out of county special trips (weather permitting).

The bus garage has facilities and an area for the washing of buses. While it is not always possible to wash the exterior of the bus, lights, windows and lettering need to be kept clean for obvious safety reasons.

A bus interior should be wiped down periodically with a mild soap and warm water solution to help keep down dust, mold, mildew and germs.

Random spot checks on vehicles may be conducted at various times. Any vehicle could be subject to an inspection at any time, especially when a vehicle is being serviced.

3.14: **PROCEDURES FOR GARAGING OF BUSES**

School bus drivers may drive vehicles home for garaging as long as the Supervisor of Transportation judges such action to be feasible, economical and practical. No vehicle operated by the school system shall be garaged out of the county unless such vehicle is assigned to the employee to fulfill their job description. (***This does not apply to school bus drivers).***

When your vehicle is garaged at its parking location, the ignition keys need to be placed on top of the first aid kit. This applies whether you are parking at home or at the garage. If you are going to leave your bus while on a special/athletic trip, take the ignition key with you.

3.15: **PROCEDURES FOR TWO-WAY RADIO USE**

The purpose of the two way radio installed in your vehicle is to provide communication between the Transportation Department, Garage and Bus Drivers/Monitors. It is also to assist drivers and monitors in the event of an emergency, i.e. mechanical breakdown, accident, student behavior that jeopardizes the safety of others, etc. The radio is also intended to be used to deliver messages and special assignments to bus drivers and monitors and to support emergency communications needs in coordination with the King George County Emergency Services Department. The proper use of the radio is for essential and emergency use only. Drivers need to use good judgement to determine what is essential and what is not.

Below are some procedures that should be followed:

1. Before using the radio, each driver should consider these questions:
2. What would I do if there were no radios?
3. Is it necessary that I use the radio?
4. If the answer is NO, then don’t use it.
5. If the answer is YES, then use the radio.
6. When transmitting, hold the microphone three (3) inches in front of your mouth.
7. Press the transmit button and wait approximately 2-3 seconds before speaking.
8. Speak clearly and in a normal tone of voice.
9. Keep the button firmly pressed until your message is complete and then release the button.
10. There is to be no communications between buses without the approval from the Transportation Department. Bus to bus communication must be for business related issues only.
11. There will be times, during emergency situations, that the Supervisor of Transportation will ask that no radio traffic be transmitted over the radio until further notice. The Transportation Dispatcher or the Supervisor of Transportation will let drivers know when radio traffic can resume.

Below are examples of non-essential radio communications:

1. Going direct with another driver without approval.
2. Drivers arranging transportation for their own children with other drivers.
3. Drivers advising other drivers that their flashers are on or not.
4. Asking other drivers to pull over so they can go around them.
5. Asking another driver to wait for them or what time will they be at a particular location.
6. Drivers asking for special trip directions.
7. A driver calling a bus back to school after the said bus has been dismissed by school staff. Drivers calling other drivers to ascertain if a book bag, lunch box, etc. was left on the bus.
8. Drivers calling the Transportation Department to get the correct time. It is the responsibility of each employee to keep accurate time and a reliable source of time with them while on duty.

3.16: **PROCEDURES FOR USE OF CELL PHONES**

Virginia State Law prohibits the use of cell phone, to include texting while driving a school bus or any other county vehicle, include ear plugs, blue tooth, walkie-talkie or any hands free devices.

Cell phones provided to employees by King George County Public Schools are to be used ONLY for school related business. Under no circumstances are they to be used for personal use.

3.17: **USE OF CHILD SAFETY RESTRAINT SYSTEM**

The seat located behind a seat with an occupied Child Safety Restraint System (CSRS) must be vacant or be occupied by a student in another CSRS or an adult utilizing a seatbelt.

A standard 39” seat shall have no more than two (2) safety vests or car seats installed per seat. Standard 30” seats shall have not more than one (1) safety vest or car seat installed per seat.

All CSRS used in a school bus must be installed and used in accordance with the manufacturer’s instructions. In addition, it must not be under recall and have all parts intact and in working order.

All CSRS equipment must be checked during a Pre-trip inspection.

**CAR SEAT information:**

1. Car seat is secured to the seat using the seat belt and following the manufactures directions.
2. Some care seats may have a “cam” belt that will wrap over the rear of the seat.
3. When securely mounted, a car seat must not have more than ¼ inch of movement in any direction.

**SAFETY VEST information:**

1. A safety vest (harness) is a combination pelvic and upper torso child restraint system that consists primarily of flexible material such as straps, webbing or similar material and that does not include a rigid seating structure for the child.
2. Cam straps need to be tightened to limit movement in the safety vest.
3. A lap belt must always be used with a safety vest.

**WHEEL CHAIR LIFT information:**

1. A padded barrier is required forward of any standard seating position and between lift gate and first seat to rear of lift gate.
2. Lifting mechanism shall be able to lift a minimum pay load of 1,000 pounds.
3. A clear opening and platform to accommodate at least a thirty (30) inch wide wheelchair shall be provided.

**WHEELCHAIR information:**

1. All transit wheelchairs should meet American National Standards Institute WC-10 “transit” style. Wheelchairs will be provided with four (4) easily accessible tie down points for facing forward restraint in a motor vehicle.
2. The standard further requires that the wheelchair and restraint points be dynamically crash tested at thirty (30) miles per hour with an appropriate size crash test dummy seated in the wheelchair.
3. The wheelchair may also be designed to be secured by other automatic tie down methods, but it must provide for four (4) point restraint to comply with the new standard.
4. Restraint straps should be attached to points on the main wheelchair frame, preferably near welded joints, near passenger seat level so straps are at an approximate 45-60 degree angle to the floor.
5. Straps should never be attached to removable or folding components or the wheels. Restraint points may be marked with tape (get parent approval FIRST). Sensitivity to the child is called for when fastening belts, etc. Children should be involved in the restraint process as much as possible. Many children can help attach belts, set brakes, etc.

3.18: **PROCEDURES FOR GARAGE WORK AREA**

A painted yellow line is located in the garage. No employee, except mechanics and office staff, are to cross over the painted line.

This procedure is in place to ensure a safe working environment in conjunction with the Occupational Safety and Health Administration (OSHA) standards/procedures. The procedures established by OSHA stipulate what employees can be in designated areas of a work area, pertaining to hazardous materials and the servicing of vehicles in a shop.

3.19: **PROCEDURES FOR COMPLETING MAINTENANCE WORK ORDERS/EQUIPMENT SUPPLY REQUEST**

Blank Maintenance Work Orders are available on the wall outside the entrance to the garage. Ensure the work order is completed properly by ensuring the vehicle number, vehicle mileage, date reported and mechanical problem is listed.

Blank Equipment Supply Requests are located in the basket next to the dispatcher’s window at the garage. These forms must be completed in order to receive cleaning supplies, paper towels, glass cleaner, first aid and body fluid kit refills.

3.20: **PROCEDURES FOR PARKING AT THE BUS GARAGE**

All buses, when entering the bus parking lot for office business, must park their buses in their assigned spaces. When turning in your bus for service/inspection, park your bus behind the bus garage. When bringing in your bus to wash, park your bus at the wash station.

All county cars are to be parked in their assigned spaces, along the fence line, parallel to the road.

All personal cars will be parked in the parking spaces located in front of the office doors. No cars will be parked in the bus spaces or county car spaces.

3.21: **PROCEDURES FOR USE OF STROBE LIGHTS**

Strobe lights will be used while the bus is transporting school children during periods of reduced visibility cause by atmospheric conditions other than darkness.

**SECTION 4**

**BREAK DOWNS & ACCIDENTS**

4.1: **FLARES AND OTHER SIGNALS RELATING TO STOPPED COMMERCIAL MOTOR VEHICLES**

Whenever any commercial motor vehicle is stopped on any roadway or on the shoulder of any highway in the Commonwealth at any time for any cause other than stops necessary to comply with traffic control devices, lawfully installed signs, or signals of law enforcement officers, the operator of such vehicle shall immediately activate the vehicular hazard warning signal flashers and as soon as possible.

Reflectors will be placed as follows:

1. The first red reflector triangular warning device shall be placed in the center of the lane of traffic occupied by the stopped vehicle not less than 100 fee therefrom in the direction of traffic approaching in that lane.
2. The second red reflector triangular warning device shall be placed not less than 100 feet from such vehicle in the opposite direction.
3. The third red reflector triangular warning device shall be placed at the traffic side of such vehicle not closer than ten (10) feet from its front or rear.
4. If such vehicle is stopped within 500 feet of a curve or crest of a hill, or other obstruction to view, the red reflectorized triangular warning device in that direction shall be placed as to afford amply warning to other users of the highway, but in no case less than 500 feet from the stopped vehicle.

Vehicular hazard warning signal flashers shall continue to flash until the operator has placed the three (3) red reflectorized triangular warning devices required.

4.2: **PROCEDURES FOR VEHICLE BREAKDOWNS**

Drivers must ensure that the bus or car they will be driving is in top condition before transporting students. In the event that the driver notes a problem during the pre-trip inspection or experiences a malfunction during the route, contact the Transportation Department for instructions.

Drivers should not take it upon themselves to proceed with faulty equipment. Secure the vehicle and set the parking brake, turn on the emergency four way hazard flasher, set out the three (3) reflective triangles, radio the Transportation Department and have the students remain on the bus until other transportation arrives, unless there is danger of harm to passengers. If there is danger or harm to passengers, conduct an emergency evacuation.

4.3: **PROCEDURES FOR MOTOR VEHICLE ACCIDENTS**

**STOP. DO NOT LEAVE THE SCENE**

Do not leave the scene of an accident or incident, no matter how minor, until so directed by your Supervisor. This includes incidents that do not involve collisions, such as an on-board injury to a student. If such a non-collision incident occurs while the bus is moving, pull the bus over at a safe location and contact base.

**AFTER A COLLISION, DO NOT MOVE YOUR BUS UNLESS ABSOLUTELY NECESSARY**

Documenting the final positions of vehicles involved in a collision is extremely important. Unless directed by police or your Supervisor, do not move your bus simply to let traffic pass. Move it only if there is danger of another collision or to move it away from a fire, etc. In such case, make a clear mental note of exactly where your bus was stopped after the collision – for instance, the bus bumper was at the stop line, etc.

**ASSESS THE SITUATION**

As a professional, you must train yourself to overcome panic and to calmly assess the situation immediately after the accident. Does there appear to be student injuries? Is there danger of fire, downed wires, or another collision? Are your students safer on the bus, or should you evacuate?

**REASSURE YOUR STUDENTS**

Your ability to remain calm can have an enormous effect on your students, and especially with young children or children with special needs. Take a moment to reassure students. Children are your #1 priority after an accident.

**RADIO BASE**

Use your radio to call the Transportation Dispatcher. Make it clear that your message is urgent by stating “This is Bus Number \_\_\_ and I have an emergency.” Stating your bus number is most important, for it allows dispatch to pin down where your vehicle should be even if no other information is forthcoming.

If possible, give the following information to base: Exact location, does there appear to be injuries, does there appear to be danger of fire, and are you evacuating students.

If base does not answer your radio call, repeat your basic message (giving your bus number each time). Base may hear you, but you may not hear their response. If evacuating the bus, leave key on and place microphone out the side window for possible use outside the bus.

All other drivers should clear the airwaves whenever there is an emergency report by radio.

**PROTECT THE SCENE**

In cases involving serious injury to students – for instance, severe bleeding – you may not have time to fully protect the accident scene before beginning first aid. This is your judgement as a professional.

Place reflectors or ask bystanders for assistance in placing reflectors or warning traffic. Place them far enough back to truly protect the bus from another collision. Make sure the four-way flashers are activated.

If children have been evacuated, make sure they are located in a safe place and are not wandering off.

**BEGIN FIRST AID IF NECESSARY**

Do not move an injured student unless absolutely necessary. Do not exceed the limits of your first aid training, for instance, the training covered in the Basic First Aid Course. Attend to life-threatening injuries: severe bleeding, not breathing, and shock. Follow universal precautions – use rubber gloves.

**ACCOUNT FOR ALL PASSENGERS**

As soon as possible, make an accurate passenger list. If possible, document exactly where each passenger (students, bus monitor, etc.) were located at the time of the accident. Note whether seat belts were worn (Special Needs Buses).

Be prepared to provide emergency responders with the exact number of passengers on board – this is extremely important. Also, be prepared to notify emergency responders of children with special needs, and the nature of those special needs.

Make absolutely sure that all children are accounted for. Ask older children or bystanders to help if necessary.

**NOTE ALL WITNESSES TO THE ACCIDENT**

Ask people who may have observed the accident to wait for police to arrive. Jot down license plate numbers of vehicles at the scene, especially of potential witnesses who are leaving before police arrive. If no witnesses are available, identify the first people who arrived at the scene.

**DO NOT RELEASE STUDENTS**

Even in minor accidents, do not release student to Good Samaritans, neighbors, etc., or allow any students to walk home on their own. Keep students at the scene until authorities arrive. Unless evacuation is necessary, children will usually be safer waiting on the bus than outside. If parents arrive at the scene, ask them to remain with their child until authorities arrive.

**COOPERATE WITH AUTHORITIES**

Emergency responders need your help. In severe accidents, a command post will be established to coordinate rescue efforts. As emergency personnel arrive, they will take over. Let them do their job.

**DON’T ARGUE – DON’T ADMIT GUILT**

Be professional and polite, but admit nothing, promise nothing, and don’t argue with the other motorist. What you say at the scene may be admissible in court. Do not discuss the accident with anyone other than law enforcement or your Supervisor. (You may also be approached later at home by insurance company investigators or lawyers representing the other side – do not discuss the accident with them – refer them to your Supervisor).

 **MAKE NO STATEMENTS TO MEDIA AT THE SCENE**

If approached by media, politely explain that school policy does not allow drivers to comment at the scene. Ask reporters to talk to your Supervisor. However, do not antagonize the media – for instance by saying “No comment,” which may sound like you have something to hide.

**MAKE NOTES OF THE ACCIDENT**

As soon as possible, make clear and legible written notes of everything you remember about the accident. Keep these notes.

**DRUG AND ALCOHOL TESTING**

Once you are released by your Supervisor, you will be asked to go the Hospital for a Drug and Alcohol test. This testing is an insurance policy requirement.

**ACCIDENT REPORT**

Complete an accident report, located on the King George County Web Site under the Transportation Department Forms. Turn in completed form to the Transportation Office within 24 hours.

4.4: **MOTOR VEHICLE CRASH DESCRIPTIONS**

An **ACCIDENT**, for Transportation purposes, is defined as any County motor vehicle that has sustained or caused property damage or which involves a personal injury, or any incident in which a passenger or driver receives an injury.

A **REPORTABLE ACCIDENT**, for Transportation purposes, is defined as any County motor vehicle that has sustained monetary damages or in which there is personal injury. All reportable accidents will be investigated by a police agency (State Police, Sheriff Department), Supervisor of Transportation.

An **INCIDENT**, for Transportation purposes, is defined as property damage to the bus when it is not classified as an accident. For example: Vandalism, fire, rock or other object strikes the windshield, etc.

4.5: **PROCEDURES FOR BUS EVACUATIONS:**

While students are almost always safer on the bus than off, there are a number of situations in which it may be necessary to evacuate your bus, such as when: a) your bus is stalled on railroad tracks, leaking fuel, on fire or smoking, rolled or tipping, in a crash with another vehicle which is leaking gas or burning; or b} there is an explosive device on the bus, a fight resulting in injuries requiring medical services, or other forms of violence, exposure to a traumatic medical emergency; or c) weather conditions such as a tornado (follow the tornado procedures); or d) any other situation in which the bus driver thinks it’s safer to evacuate than to stay on the bus.

**Take Action**: If you are in an emergency situation in which you need to evacuate the bus, follow these procedures:

1. Call Transportation Office (Dispatch) and 911, if needed.
2. Secure the bus: shut off motor, set brake and remove keys.
3. Determine the appropriate evacuation route such as: front door, side doors, rear exit, roof hatch or windows. If necessary, the windshield and rear glass panels can be kicked out. (During a school emergency evacuation, the rear exit will be used).
4. Choose an assembly area at least 100-200 feet from danger, usually up-wind. Keep in mind that if the emergency occurred due to weather or other environment conditions, other vehicles may lose control in the same place. Vehicles passing by may be distracted by the situation and cause additional crashes.
5. Identify student helpers to stand by the emergency exits and help students get off safely. Assign other helpers to lead students to the assembly area and keep everyone together. (During a school emergency evacuation, teachers and/or administrators are not to help with the evacuation, only to observe. Teachers/Administrators would not be available during a real emergency on the road.
6. Instruct students to evacuate and where to assemble. In cases when time is of the essence, instruct students to leave personal belongings on the bus. (During a school emergency evacuation, students will go directly into the school and to take all their personal belongings).
7. Check each seat and floor area to be sure everyone is off the bus.
8. Leave the bus last. Ensure the radio receiver is placed outside the bus, and if available, take a cell phone off the bus. If an actual evacuation on the road, set out your emergency triangles.
9. Gather with and keep the students together at the assembly area.
10. Do not re-enter the bus until cleared by the Transportation office (dispatch) or appropriate authorities.

**SECTION 5**

**SCHOOL BUS/CAR SITUATIONS (RECOMMENDED PROCEDURES)**

5.1: **LIFE THREATENING SITUATIONS**

Bus drivers are empowered to deviate from the roles described in this policy section (Section 5) including the order of those actions listed, whenever doing so is likely to reduce the risk of serious injury or death.

During any emergency situation the driver will be required to focus on all the interrelated pieces of that particular emergency situation. While each situation will be different and could have many parts, the driver will need to stay focused on their responsibility to work to provide a safe environment for all passengers regardless of their involvement in the emergency.

5.2: **BULLYING ON THE BUS**

Bullying is when purposeful acts of meanness are repeated over time in a situation where there is an imbalance of power. All suspected bullying or reports of bullying must be taken seriously, investigated and reported.

Bullying behavior can include:

1. **Physical Aggression:** such as hitting, shoving, pushing, kicking, threatening with weapon, stealing or destroying property;
2. **Verbal Aggression:** such as teasing, name calling, verbal threats of aggression or threats of bodily harm;
3. **Social Alienation:** such as gossiping, spreading rumors, public humiliation or leaving someone out;
4. **Intimidation:** Threatening to reveal personal information, playing a dirty trick, taking possessions, extortion, threats against family/friend or coercion.

**Take Action:** If you see, hear, have knowledge of or suspect bullying, take immediate action.

1. Stop the bus in a safe location. Secure the bus.
2. Call the Transportation Office if assistance is needed.
3. Take steps to protect the victim.
4. Give a verbal command: Tell the bully, “Stop it. That behavior is not allowed on this bus.”
5. You are required to separate the students, even if you’re not sure if it’s bullying. **This is mandatory!**
6. Depending on the severity of the situation the driver may consider moving the students to the front where visible in the drivers’ mirror.
7. Continue to monitor the behavior of the bully and the safety of others.
8. If necessary, the Transportation Department will advise you to return to the school and arrange for an administrator to meet the bus.

5.3: **SEXUAL HARASSMENT**

Sexual harassment is a form of bullying and can range from staring, gossip, graffiti, or comments about a person’s body, to more severe forms such as grabbing, fondling, or forces sexual activity. Even milder forms of sexual harassment can be devastating to a child’s sense of self-esteem. Sexual attraction between boys and girls is natural, but bus drivers and monitors must learn to distinguish between flirting and sexual harassment, just as they must be able to distinguish between teasing and bullying. Flirting is reciprocal, flattering, and boost self-esteem, it isn’t demeaning or one sided, and doesn’t result in feelings of powerlessness.

5.4: **FIGHT ON THE BUS**

If two or more students are fighting, or an individual is out of control, use the lowest level of response that will safely neutralize the crisis. You are not required to put yourself at risk but must behave in a reasonably prudent manner to try to reduce danger.

**Take Action:** If there is a fight, you MUST intervene. Every situation is different. Here are some strategies to try:

1. Stop the bus in a safe location. Secure the bus.
2. Take Charge
3. Use a calm, firm, authoritative voice. Do not yell.
4. Use specific verbal commands (Stop fighting! Sit down, now! “John” go to the front!) Use names if possible.
5. Use distractions (whistle, loud noise, clap your clip board against the seat, etc.)
6. Disperse bystanders, move to a neutral location on bus.
7. Call the Transportation Office.
8. If fight continues:
9. Keep trying verbal interventions.
10. Keep a safe distance, working to keep yourself and other students safe.
11. If fight stops:
12. Separate students to different locations on the bus.
13. Tend to first aid needs.
14. If necessary, return to the school and arrange for school principal to meet the bus.

5.5: **FIRE ON A BUS**

If there is smoke or if any portion of the bus is on fire; if the presence of gasoline or other combustible material create a danger of fire; or if the bus is near an existing fire and you are unable to move the bus away, take immediate action. Smoke and fire can spread quickly! Pull over, stop the bus and evacuate immediately!

**Take Action:**

1. Stop the bus in a safe location.
2. Call the Transportation Department.
3. Evacuate the bus. Follow evacuation procedures. (Remember to hang the radio microphone out of the driver’s side window).
4. If the engine is on fire, do not open the hood.
5. Fire extinguisher: Use the fire extinguisher if you discover a small fire, you may attempt to extinguish it. Remember that your primary responsibility during a fire is to evacuate your passengers safely.

**Wheel Chair Buses:**

All wheel chair buses are equipped with fire a blanket. Evacuating students in wheel chairs can be a time consuming process. Use the fire blankets, if necessary, to provide help in getting the student out of the bus.

**If someone’s clothing in on fire:**

1. Instruct them to **Stop, Drop, and Roll.** DO NOT allow them to run. Running will fan the fire.
2. Smother the fire by wrapping the person in heavy fabric (coat, blanket, etc.) and rolling the person on the ground. If fabric is not available, roll the person on the ground unwrapped.
3. Deluge with water, if available.
4. Call the Transportation Office.
5. Evacuate this bus. Follow evaluation procedures.

5.6: **HOSTAGE SITUATION**

If you are threatened with a weapon or if you or others are held against your will (taken hostage), try to remain calm. Use extreme caution. Do not confront the hostage taker unless he or she begins shooting or attacking others and you feel it is safer to try to disable them than to flee.

**Take Action:**

1. Stay calm. Do nothing to create a more dangerous situation.
2. Get Help. Discretely call the Transportation Department. Press the orange triangle on the radion to open the microphone.
3. Pull over. Stop the bus.
4. Cooperate. Follow the instructions of the hostage taker unless you feel that following their instructions would increase danger to yourself or others. Cooperate – don’t antagonize or argue with the captor or other hostages. Do not initiate conversation with the captor. If you are spoken to, cooperate and be concise. If possible, keep a safe, non-intimidating distance and avoid abrupt movements.
5. If the hostage taker appears receptive, inform them of any critical medical issues that you are aware of. If allowed by hostage takers, provide first aid as best as you can. Treat your wounds first then help others.
6. If the hostage taker appears receptive, try verbal interventions. Talk quietly and evenly to the aggressor. Try to calmly negotiate the evacuation of other students, treating injured, giving you the weapon, etc.
7. Be prepared to wait. Elapsed time is a good sign. Generally, the longer a hostage situation continues, the less likely a hostage taker is to use violence.
8. Be observant. Try to remember things you see or hear such as the location and number of hostages, description of hostage taker, weapons, etc. This is important if you are released while others are still held hostage.
9. Watch for the unexpected. Try to think of possible courses of action for various contingencies.
10. If a rescue takes place, crouch down in a protective position.
11. If released, follow law enforcement instructions.

5.7: **UNAUTHORIZED PERSON/INTRUDER**

A school bus driver shall not transport any person who is not a pupil, a teacher, or an official of the school while traveling a regular route, unless authorized to do so by an authorized school official. If an unauthorized person attempts to or actually boards your bus, here are some strategies to try as you work to keep students and yourself safe.

**Unauthorized person attempting to board the bus:**

1. Try not to allow them to board the bus. Close the door and do not open it.
2. Tell them our policy that only students assigned to this bus are allowed on the bus.
3. If it is safe to do so, ask them to come to the drivers’ window.
4. Stay calm. Be polite and professional. Try not to become emotional.
5. Listen. Talk with them and try to solve the issue if possible.
6. If unable to solve the issue, direct them to call the Transportation Office.
7. Notify the Transportation Office of the situation, including a description of the person, your location and if police notification is needed.

**Intruder on the bus:**

1. Call the Transportation Office if it appears safe to do so. Press the orange triangle on the radio to open the microphone.
2. Stand up to establish authority and carefully approach the individual.
3. Tell them our policy that only students assigned to this bus are allowed on the bus.
4. Ask them to step off the bus.
5. If they comply, immediately close the door.
6. If they do not comply, tell again to get off the bus or you will call the police.
7. Notify the Transportation Office of the situation, including a description of the person, your location and if police notification is needed.

5.8: **TRANSFER PROCEDURES**

In certain situations, you may be required to transfer students from your bus to another bus in order to complete a route. Situations that could potentially require moving students from one bus to another include, but are not limited to: mechanical failures, vehicle crashes, students on the wrong bus, and/or bombs/explosive devices.

**Take Action:**

1. If possible stop the bus in a safe location, such as a parking lot, and attempt to leave sufficient room for the transfer bus to park in front of your bus. Activate 4-way flashers. If you are unable to get the bus off the road, the transfer bus should pull up behind you and activate their Child Safety Lights until the transfer is complete.
2. Notify the Transportation Office and provide them with your exact location and your direction of travel.
3. Make the decision to evacuate or keep the students on the bus. If it appears safe to do so, keep your students on the bus unless you need to evacuate for safety reasons.
4. If you choose to evacuate, following the Emergency Evacuation Procedures.
5. When the transfer bus arrives, tell students they are required to move to that bus in a single file and in an orderly manner.
6. Both drivers will stand by their doors and maintain visual contact with each other until the transfer is complete.

5.9: **MEDIA PROCEDURES**

For all school bus emergencies, do not speak to any member of the media unless requested to so by the Superintendent or the Transportation Supervisor. The following guidelines should be followed:

1. Do not allow the media to interview students under your supervision.
2. If approached by the media, say “A company spokesperson will be commenting on the situation.”
3. Refer all media inquiries and requests to the Transportation Supervisor at 775-3870.
4. The Superintendent’s Office will designate a spokesperson for the emergency who will give regular updates to the media. The spokesperson will release only information approved by the law enforcement/fire incident commander, in instances when they are involved.
5. Remember, students have legal privacy rights and bus drivers should not discuss medical or other concerns of a student with any unauthorized person.
6. Do not post accidents or bus incidents on Face Book.

5.10: **WEAPONS VIOLENCE PROCEDURES**

Because there are a wide variety of possible weapons situations the following concepts should be viewed only as a general guide. You must adapt your response based on any situations you may encounter. Address your own safety first so you can then better protect students:

1. Violence or Gunshots near the Bus: If you hear gunshots or if there is a shooting or stabbing or other violent situation near the bus, use extreme caution. Quickly assess the situation, taking appropriate actions to increase your own safety and the safety of your students.
2. Instruct students to take cover.
3. Quickly decide whether you can drive away from the area or if you should pull over and take cover.
4. Call the Transportation Office as soon as safely possible.
5. Stay calm. Reassure students as you are able.
6. Be prepared to take additional protective actions as conditions change.
7. Weapons/Concealed Weapon on the Bus:If you learn that a person is in possession of a weapon on your bus and they have not yet displayed or used the weapon to threaten or attack others, here are some general guidelines:
8. Stay calm. Avoid creating a more dangerous situation.
9. Consider how your response could escalate the person with a weapon. Pretending you don’t know about the weapon could be a useful strategy.
10. Discretely call the Transportation Office, if possible (i.e., “I am starting my third route”). Press the orange triangle on the radio to open the microphone.
11. Make a Plan. Decide to continue route, modify route or stop bus.
12. If decision is to stop the bus, you may decide to mimic mechanical trouble. Stop in a safe location.
13. Do not directly approach the individual unless you know the student and feel comfortable asking for the weapon.
14. Shooting or stabbing on the Bus: If there is a shooting or stabbing on the bus, take defensive measures based on the situation to increase the safety of yourself and your students.
15. Call the Transportation Department as soon a safely possible. (i.e., stabbing/shooting on the bus, call 911, and my location is ……”)
16. Stop the bus. Secure the bus.
17. Do not confront the individual unless they are attacking and it is clear to you that it would be safer for you to try to disable the attacker than not to.
18. Tend to medical needs if you are able to.
19. Be prepared to take additional protective actions as conditions change.
20. Contact the Transportation Department as soon as safe

5.11: **MEDICAL EMERGENCY PROCEDURES**

Medical emergencies often occur without warning. Evaluate first aid needs. Assess the type, severity and immediacy of the medical emergency: Is someone choking, having trouble breathing, or passed out with no pulse? Is there an injury related to a collision or an act of violence? Does it involve bodily fluids such as vomit or blood? Has someone fainted or suffered a seizure with a related injury? Take immediate action if it is a life-threatening condition. If someone has an injury to the back or neck, don’t move him or her unless it is absolutely necessary for their immediate safety.

**Take action**: If there is a medical emergency on your bus, follow these procedures:

1. Pull over and stop the bus in a safe location.
2. Call on the radio to the Bus Transportation Office on the type of emergency and your current location.
3. Wear protective medical gloves.
4. Evaluate first aid needs. Treat the most critical conditions first, initiate CPR or other life-saving actions.
5. Assign other students to stay with those who are treated so you can continue to provide first aid to others.
6. Assign students to tend to the emotional needs of other students, working to calm and reassure them. Consider relocating non-injured students to another area on the bus in order to a) make space to provide first aid, b) protect others from bodily fluids, and c) reduce bystander’s trauma.
7. If a student is sent to the hospital, give their name and birthdate to the first responders. Keep a written record of all students taken to a hospital by ambulance. Note which hospital they are going to.
8. Account for and supervise students.

**Minor Medical Situations**- i.e. vomiting, stomach ache, feeling faint, bloody nose, cut or scratch. Treat all medical situations seriously regardless of how they appear. Without the medical history of each student, doing nothing is not an option.

**Vomiting** – If a student says they feel sick, provide them with a lined trash can. If the student becomes sick, utilize the Body Fluid Kit.

1. Wear medical gloves.
2. Spread absorbent powder evenly over the spill.
3. Wait 1 minute, then scoop the debris.
4. Clean the area with current cleanser provided by the Transportation Department.
5. Dry the area clean with paper towels.
6. Place all used items in the bio-hazard bag, tie the bag and dispose of it properly.

**Feeling Faint**- Have student lie down in the area and notify the Transportation Department Office.

**Bloody Nose**:

1. Wear medical gloves.
2. Provide student with paper towels or Kleenex. Have them pinch nose to help stop bleeding.
3. Place all used items in bio-hazard bag, tie the bag and dispose of properly.

**Cut or Scratch**:

1. Wear medical gloves.
2. Wipe excess blood from wound.
3. Cover with a Band-Aid.
4. Place all used items in the bio-hazard bag, tie the bag and dispose of it properly.

5.12: **WEATHER RELATED HAZARDS**

Hazardous weather-related problems are high winds, torrential rainfall or hail, street flooding, and snow/ice. When faced with these hazards, your visibility, bus stability and traction may be impaired limiting your ability to drive safely. Some precautions you should do is to reduce your speed, stop in a safe location, modify your route, and/or use alternate bus stops for children. In most of these cases, the Transportation Office will inform all drivers if alternates routes will be used.

Contact the Transportation Office if you need assistance or to inform them of unusually hazardous conditions.

Listed below are various considerations and potential actions for specific hazards.

1. SEVERE WEATHER: If severe weather such as dangerous winds, torrential rain fall or hail occurs and it is not safe to continue your route:
2. Park the bus in an area away from potential falling objects and remain there until the storm subsides. Consider a large parking lot.
3. Keep the students on the bus in their seats.
4. If additional protective actions are indicated, direct students to crouch down with their chest on their thighs. Body parts should be below window height.
5. WATER ON ROAD/FLOODING: In some situations, it may be safe to drive slowly through a small amount of standing water from our normal rainfall accumulations on the road. However, DO NOT drive through water on the road if:
6. The water is moving or has a current, or
7. There is debris in the water; or
8. You cannot see how deep it is or if there is a drop in the road which could create a deeper section of water, or
9. A portion of the road or shoulder has washed away, or
10. Any other condition in which you deem it is unsafe.
11. SNOWY/ICY CONDITIONS: If snow or icy conditions occur while en route:
12. Decrease your speed and leave yourself plenty of room to stop. You should allow at least three times more space than usual between you and the car in front of you.
13. Brake gently to avoid bridges, overpasses and infrequently traveled roads, which will freeze first. Even at temperatures above freezing, if the conditions are wet, you might encounter ice in shady areas or on exposed roadways like bridges.
14. If it is not safe to continue, stop the bus in a safe location and contact the Transportation Office.

5.13: **DOWNED POWER LINES**

Downed power lines are a reality. If you discover a downed power line on the road, discover a low hanging line, or if the bus comes in contact with a power line, assume it is energized and dangerous. Do not touch it or attempt to move the power line. Assume all power lines are energized.

 If a power line is down on the road or you discover a low hanging line:

1. Identify a safe place to stop, as far away as possible from the downed power line, at least 50 feet away. Stay Clear!
2. Keep everyone inside the bus. The rubber tires make this the safest place. The ground around the bus may be energized.
3. Do not drive over a fallen power line or under a low-hanging line.
4. Do not touch a power line or anything or anyone in contact with a fallen power line.
5. Contact the Transportation Office to come up with a plan for an alternate route and to notify other bus drivers.

If your bus comes in contact with a low or downed power line:

1. Stop the bus.
2. Call the Transportation Office.
3. Keep everyone inside the bus. This is the safest place. The ground around the bus may be energized.
4. Work to reassure students. Remain calm and in control.
5. Account for all students.
6. First responders will tell you when it is safe to get out of the bus or to move the bus.
7. If you have to evacuate the bus, have students keep their hands at their sides and jump clear of the bus, so they are not touching the bus when their feet hit the ground. Keep both feet close together and shuffle away from the bus without picking up your feet (do not run away from the bus). While on the ground, do not touch the bus or assist other students that are still on the bus.

5.14: **MISSING STUDENT**

In certain situations, you may be notified of a student missing from school or from his/her bus stop or who never made it home. In these cases, time is of the essence. You will need to determine if the student is or was on your bus that day. You may be able to collect information from other students who normally ride the bus with them. If you are already finished with your route, you may need to rely on your memory or the camera system.

**Take Action:** If you are notified of a potential missing student from your bus route.

1. Stop the bus in a safe location. Secure the bus.
2. Determine if the missing student is on the bus.
3. Walk the bus calling for the student. Younger or special needs students may need this extra prompting to respond. This will also give you a visual in case a student is hiding.
4. If necessary, ask other students if they know of the missing student’s whereabouts or who they were last seen with.
5. Communicate with the Transportation Office
6. If student is not found by the end of your route, go to the Transportation office to have your video tape pulled.

**SECTION 6**

**INCLEMENT WEATHER PROCEDURES**

6.1:  **CLOSING OR DELAYED OPENING OF SCHOOL**

The decision to close schools for an entire day or to delay school openings will be made as many hours in advance of scheduled starting times as possible. There are several possible decisions concerning school/bus operations that will be announced over local radio and television stations, which are:

1. All day closings: All King George County Public Schools are closed today. Do not move your bus.
2. Two hour delayed opening: All King George County Public Schools will open two (2) hours late. There will be no morning pre-school classes.
3. Early closing: All King George County Public Schools will be closing early. Dismissal times will be announced for secondary, middle and elementary school. Drivers need to be at their base school at the specified time.

During the chance of inclement weather, drivers and monitors are held responsible to keep in contact with the Transportation Department for updates. It is essential to keep your emergency contact number at the Transportation Department updated for these circumstances.

Closing of schools early is generally due to snow, ice, etc. However, keep in mind that schools are also closed due to extreme heat. It is recommended that you listen to local radio and television stations since they will be the first notified. In many cases, conditions change rapidly. Should you receive a delayed opening announcement, stay tuned until the time for your route to begin. A change in conditions may require changing the original announcements.

6.2: **INCLEMENT WEATHER PROCEDURES**

The decision whether to have closed schools, delayed opening, early dismissal or to use alternate bus routes due to inclement weather involves a number of steps.

The obvious first step is to keep a constant watch on the weather forecast. This is done by the Supervisor of Transportation and the Superintendent through local television and radio stations and King George County Emergency Management. If there is any indication that inclement weather is coming into the area that may create unsafe road conditions, additional steps will be taken.

As soon as the county is under a weather advisory, King George County Emergency Management sends an email alert to all individuals who subscribe to the system. This includes individuals in the King George County Public Schools Transportation Department and the Superintendent.

The Supervisor of Transportation, mechanics and all office staff will begin driving the roads in the county making sure to travel the roads with the greatest safety issues during inclement weather and to access roads in all parts of the county. This will start at 4:00 AM. Prior to 5:00 AM, the Supervisor of Transportation contacts the Superintendent, all information is shared, and a decision is made.

6.3: **SOURCES FOR INCLEMENT WEATHER ADVISORIES**

Radio Stations: WFLS (93.3 FM), WFVA/WBQB (101.1 FM)

Television Stations: Channel 4, Channel 7 and Channel 9

6.4: **INCLEMENT WEATHER SCHOOL CLOSING CODES**

Code 1: All employees are to stay home, no one comes to work.

Code 2: Only 12 month employees report, on time or within reason.

Code 3: Only essential personnel.

6.5: **ALTERNATE BUS ROUTES:**

If you drive on or off of a route listed in column “A” or “C”, when alternate bus routes are in effect, you need to alter your route and times to stop at the alternate locations. If your route is not listed below, complete your route as normal as feasible.

 Column A Column B Column C Column D

If you drive on Route: Alternate Route: If you drive on Route: Alternate Route:

Chapel Green Rd Fletcher’s Chapel & Kings Mill Rd Kings Hwy &

 Chapel Green Rd Kings Mill Rd

Dog Wood Lane Dog Wood Ln & Gambo Creek Rd Gambo Creek Rd &

 Chapel Way Owens Dr

Rokeby Drive Rokeby Dr & Chatterton Lane Chatterton Ln &

 Kings Hwy Caledon Rd

Muscoe Place Muscoe Place & Eagles Nest Lane Eagle Nest Lane &

 Comorn Rd Caledon Rd

Locust Dale Ln Locust Dale Ln & Potts Ln Potts Ln & Allen Ave

 Indiantown Rd

Brickhouse Rd Brickhouse Rd & Springfield Ln Springfield Ln &

 Windsor Dr Shiloh Loop

Kitchen Point Dr Brickhouse Rd & Big Timber Rd Big Timber Rd &

 Windsor Dr Kings Hwy

Pumpkin Neck Rd Pumpkin Neck Rd & Winston Pl Winston Pl &

 Tetotum Rd Comorn Rd

Stoney Point Rd Stoney Point Rd & Valley Hill Loop Valley Hill Loop &

 Tetotum Rd Caledon Rd

Alden Rd Alden Rd & Roseland Rd Roseland Rd &

 Round Hill Rd James Madison Pkwy

Ashland Mill Rd Ashland Mill Rd & Midway Rd Midway Rd &

 Canterbury Loop Mt Rose Dr

Wilmont Rd Wilmont Rd & St Paul’s Rd St Paul’s Rd &

 Rollins Fork Rd Berthaville Rd

Column A Column B Column C Column D

Greenlaw Way Greenlaw Way & Chastine Dr Chastine Dr &

 Rollins Fork Rd Kings Hwy

Cedar Ridge Rd Cedar Ridge Rd & The Meadows Monte Vista Dr &

 Passapatanzy Dr Grandview Rd

Hobson Dr Hobson Dr & Turkey Acres Rd Turkey Acres Rd &

 Dahlgren Rd Lambs Creek Rd

Oak Tree Dr Oak Tree Dr & Meadow Way, Aidan Cleydael Blvd

 Ridge Rd Way, Ormond Way

White Hall Rd White Hall Rd & Bald Eagle Rd Bald Eagle Rd &

 Lambs Creek Rd Salem Church Rd

State Rd State Rd & Nancy Ln Nancy Ln &

 James Madison Pkwy Green Blvd

River Rd River Rd & Ridgeway Dr Ridgeway Dr &

 Green Blvd Kings Hwy

Woodland Way Woodland Way & N. William Creek Rd, Fifteenth St &

 Millbank Rd Forrest Dr Gordon Dr

Woodstock Rd Woodstock Rd & Presidential Lakes Madison Dr &

 Mathias Point Rd Harrison Dr

Cleve Dr Cleve Dr & Presidential Lakes Roosevelt Dr &

 Port Conway Rd Hoover Dr

Nanzatico Ln Nanzatico Ln & Round Hill Estates Round Hill Estates &

 Salem Church Rd Round Hill Rd

Stephens Ln Stevens Ln & Canterbury Canterbury Ct &

 Comorn Rd Kent Rd

Dixon Ln Dixon Ln & Cedar Ln, Dixie Ln Cedar Ln &

 Owens Dr Shady Ln

Jones Ct Jones Ct & Ferry Dock Rd Ferry Dock Rd &

 Passapatanzy Dr Potomac Dr

Green Meadow Dr Green Meadow Dr & Culpeper Ct, Cleydael Blvd

 Ridge Rd Benton Ct

Shiloh Dr Shiloh Dr & French Ct Oakland Dr &

 Ridge Rd Passapatanzy Dr

Misty Ln Misty Ln & Julia Pl, Cleydael Blvd

 Ridge Rd Richards Ride

Beaver Dr Beaver Dr & Lee St, Clare St, Lee St & Eden Dr

 Round Hill Rd Taylor Pl

Thunder Rd Beaver Dr & Michael Dr Michael Dr &

 Round Hill Rd Indiantown Rd

Ward Rd Ward Rd & Sherwood Forest Dr Sherwood Forest Dr &

 Stuart Rd Indiantown Rd

Potomac Landing Dr Potomac Landing Dr & Ambassador Dr, Inaugural Dr &

 Caledon Rd Inaugural Dr Kings Hwy

Column A Column B Column C Column D

Washington Mill Rd Washington Mill Rd & Austin Dr, Fifteenth St &

 James Madison Pkwy Justin Dr Gordon Dr

 or, Washington Mill

 Rd & Windsor Dr

Lake Jefferson Stevenson Dr & Igo Worman Estates Worman Dr &

(Presidential Lakes) Rd, or Wheeler Dr Caledon Rd

 & Igo Rd

**SECTION 7**

**ROUTING PROCEDURES**

7.1: **PROCEDURES FOR COMPLETING ROUTES**

All school buses in operation shall be carefully scheduled on routes to schools. The schedule shall show the time the bus starts in the morning, the time it leaves each point at which pupils are taken on, and the time of arrival at school.

School bus routes, school sites and safety of pupils at bus stops are reviewed at least once each year. Bus routes are also reviewed for safety hazards, fuel conservation and to assure maximum use of buses.

After school activity (athletic) routes general have no set route design. It is up to the driver to complete the route in the most efficient manner as to not cause undo backing, back tracking or to cause students to be on the bus for an excessive amount of time.

Bus stops for after school activity for elementary students frequently do not transport students to their normal bus stop but may run a modified route depending on the area being covered.

7.2: **GUIDELINES FOR SCHOOL BUS ROUTES AND STOPS**

The danger zone for buses is a ten (10) foot area all the way around the bus. Situations where persons are positioned in close proximity of the wheels and/or the school buses body is especially dangerous. That danger is magnified when the school bus is in motion.

Students should be reminded of the following guidelines:

1. Never run towards, behind, away from or after a stopped or moving school bus.
2. Stop, look and listen for possible dangers prior to approaching or exiting the school bus.
3. Alert an adult or another student when any item is dropped around the school bus.
4. Do not play or stand too close to the road or in the roadway.
5. Be at the bus stop on time five (5) minutes before the bus arrival time.
6. Wait for the school bus driver to signal when it is safe to cross the roadway.

Bus drivers/monitors must take action on any activity they see/hear occurring at the bus stop or if a student reports inappropriate behavior.

King George County Public Schools Transportation Department considers the bus stop as an extension of the school building, such as the school bus is considered.

7.3: **PROCEDURES FOR STUDENT PICKUP AND DROP OFF**

All students in Kindergarten, Pre-school or Head Start may not be allowed to disembark a school bus unless the student is met/supervised by a parent or pre-approved individual.

Students in grade one through the age of nine (must be age 10 or older) may not be allowed to disembark a school bus unless the student is met/supervised by a parent, an individual authorized by the parent or the parent has signed a Student Release Form indicating that the student(s) may disembark the bus without a parent/guardian on site.

Bus drivers will not permit students to disembark at stops other than the student’s regular stop unless written permission is submitted to the school by the parent and the school forwards the information to the bus driver.

Should the environment at any bus stop where a student has not been met, appears to be insecure, the bus driver will have the right to return the student back to school. At the end of assigned route, communicate to the Transportation Department so that the school can be notified.

7.4: **SCHOOL BUS ROUTE RECOMMENDATIONS/CONSIDERATIONS**

Depart parking locations in time to reach scheduled stops on time and stop at the designated locations. Do not leave a designated bus stop earlier than the scheduled departure time. STOP at all regularly scheduled bus stops in the AM at the scheduled time, whether there is a student at the stop or not.

DO NOT blow horns at the bus stops to let students or parents know the bus is arriving or departing a bus stop.

It is recommended to keep written records for tracking abnormal scenarios along the bus routes, student/parent tardiness to the bus stop, etc.

Drivers are responsible to ensure that their computerized route schedules are kept up to date. Ensure the Transportation Department is advised on any students who no longer ride or for any students that start riding the bus. An updated copy of each route is to be kept on the bus at all times.

7.5: **PROCEDURES FOR IMPLEMENTING EMERGENCY SCHOOL BUS ROUTES**

Based on weather conditions or other conditions that may arise, the school system may remain open with limited transportation based on emergency bus routes.

Prior to the date of school reopening after a weather related closure, the Supervisor of Transportation will make a recommendation to the Superintendent that particular roads cannot be serviced due to hazards. If approved, the transportation staff and parents of students affected will be notified.

If emergency routes are implemented, they will remain in effect for the entire day, morning and afternoon.

In situations of early dismissals, students are to be taken back to the regular bus stops. Should a driver be unable to return students to their regular bus stops because of weather conditions, notify the transportation department so the student’s parents can be contacted.

7.6:  **TURNING RESTRICTIONS FOR SOME KING GEORGE COUNTY ROADS**

The below listed intersections and/or roads are restricted from travel, at any time, due to a hazard or inadequate turn around location:

1. A right turn from St Paul’s Rd onto Dahlgren Road.
2. Do not travel any further than house #16725 on Bald Eagle Road (turnaround must be made at 16725 Bald Eagle Rd).
3. No travel allowed on Michael Drive, past the end of state maintenance. (Turnaround must be made at the cul-de-sac).
4. No travel allowed on Eagle Nest Lane, past the intersection of Lighthouse Lane. (Turnaround must be made at Lighthouse Lane)
5. No travel authorized at all on Rosedale Road. (Off of Potomac Drive) (All turns to enter the NSWC Base in Dahlgren must be made from Fourteenth Street)
6. No travel authorized on LaGrange Lane.
7. No travel authorized on Luther Lane (Off of Kings Highway)
8. No left turn off of Inaugural Drive onto Kings Highway.
9. No left turn off of Dogwood Lane onto Caledon Road
10. No right turn from Caledon Road onto Valley Hill Loop (West end of Valley Hill Loop)
11. No U-turns allowed on James Madison Parkway, between Washington Mill Road and Hillcrest Motel.
12. No U-turns on Kings Highway between Sealston Market and 2nd Crossover past the Stafford County Line.
13. Any cross-over intersection that your vehicle cannot be safely positioned in, due to length, width or height.
14. A non-state maintained or private road that does not have adequate turn around locations. The bus stops for these students are at the intersection of the main road and the private road or at the intersection of the two state maintained roads.
15. The travel along any road, lane or drive that does not contain a state highway route number sign. Designated streets/roads for travel are noted on the route sheets.

7.7: **PROCEDURES FOR REPORTING BUS STOP CONCERNS**

Bus stop concerns should be submitted via phone or email. The concern should include the following information:

1. Bus stop location. Provide the 911 address or closest intersection.
2. Bus route number or bus driver.
3. Details of the concern.

Response with the outcome will be returned to the submitter. If the request required site work by the Virginia Department of Transportation (VDOT), the VDOT work order number will be returned to the submitter.

7.8: **PROCEDURES FOR REQUESTING A ROUTE OR ROUTE CHANGE**

Bus routes are assigned to drivers by their parking location.

An open route will be emailed to all drivers. Drivers who are interested must reply back to the Supervisor of Transportation.

If a driver wants a specific route, or a Head Start/Special Needs route, application must be made by email to the Supervisor of Transportation. This is only a request and it may not be approved for the upcoming year. The request will remain in the drivers personnel file or until it is approved.

Summer school routes are assigned according to a sign-up list, generally made available during the last employee in service meeting for the school year. Drivers are selected by the sign-up roster and seniority basis. If a driver on the list chooses not to do a summer school route, the next driver on the list (based on seniority) will be offered the route. This process will continue until all the routes have been assigned.

Should a regular summer school driver/monitor not work for two (2) consecutive summers, no matter the situation, they will return to an “upon available” status.

Bus routes are subject to be altered from one school year to another. Changes to driver’s routes may be due to overcrowding, over length or should the driver change their parking location.

Drivers are assigned to Activity Bus Routes upon their availability, ending route location and/or completion time.

**SECTION 8**

**SPECIAL/ATHLETIC TRIPS**

8.1: **SPECIAL/FIELD TRIPS**

The purpose of field trips is to extend the learning opportunities provided in the regular instructional program and to provide opportunities for competition for students in extracurricular programs. Trips shall be approved by the Superintendent or his/her designee.

Principals are responsible for following all procedures for requesting approval of field trips. The Supervisor of Transportation will determine if school vehicles and drivers are available for the field trip. The School Division will pay transportation costs for athletic and academic competitions including District, Regional, State and National Competitions.

8.2: **DRIVERS COMPENSATION FOR SPECIAL/FIELD TRIPS**

1. For In County Shuttles, drivers will be paid a minimum of 2.5 hours at their regular hourly rate. Drivers are not required to remain on the location of the event, however, drivers will be accessible at all times. If drivers are required to stay at the event per the sponsor’s request, then the driver will do so.
2. For In County Field Trips, drivers will be readily accessible at all times and will be paid their regular hourly rate.
3. For Evening Field Trips, drivers will be paid their regular hourly rate. During the layover period, drivers will be readily accessible at all times. If the trip is less than thirty (30) miles one way, and there is a stop for food, the Transportation Department will be compensated up to two (2) hours for the driver’s hourly rate.
4. For Overnight Field Trips drivers will receive their regular hourly rate from home port to the destination and from the destination back to home port. Once drivers are not on duty during an overnight trip, they will not be compensated. During the next day, drivers will receive compensation only when they are on duty providing transportation services to and from the site locations. Drivers will receive their regular hourly rate compensation for all on duty hours. Drivers who are required to remain on site during the day, they will receive their regular hourly rate compensation for up to eight (8) hours.
5. Unless approved in advance by the Supervisor of Transportation, drivers will not be housed with students, sponsors or chaperones.

8.3: **SCHOOL BUS DRIVER CONSIDERATION FOR SPECIAL/ATHLETIC TRIPS**

School bus drivers may request to be considered for special/athletic trips. Special/Athletic trips will be assigned by the Supervisor of Transportation, or his/her designee, on a rotating basis via a computer generated listing, but also with the best interest of the school system in mind. A special/athletic trip sign-up sheet will be provided at the first in-service of the year.

Drivers have the opportunity to select from the following Special Trip criteria:

1. Day time only: 9:00 AM until 2:00 PM.
2. Evening only: 2:00 PM until Midnight.
3. Weekend only: After midnight Friday through midnight Sunday.
4. All – A combination of the above.

8.4: **STUDENT/CHAPERONE RATIO**

An appropriate number of chaperones must accompany students on special trips. Minimum chaperone/student ratios will be one (1) chaperone for every ten (10) students at the High School and Middle School levels and one and a half (1.5} chaperons for every ten (10) students at the Elementary level. All overnight trips will have a minimum of chaperone/student ratio of 1.5.

The Superintendent or his/her designee shall approve trips. In addition, trips that require overnight accommodations must be approved, in advance, by the Superintendent.

8.5: **SPECIAL/ATHLETIC TRIP DRIVER’S RESPONSIBILITIES**

When a driver takes a trip, he/she must complete a Driver Trip Sheet Report. The following blocks must be completed:

1. Actual passenger count.
2. Start date/time.
3. Arrive at destination date/time.
4. Leave destination date/time.
5. Return date/time.
6. Start Odometer Reading.
7. End Odometer Reading.
8. Toll fees (if required).
9. Parking fees (if required).
10. Driver signature block.
11. Evacuation instruction block.
12. Chaperone verification block.

For any driver who does not come by the Transportation Department frequently, they may drop the trip sheet in the inter-office mail (Pony) at any school and address the envelope to “Transportation”. Reports are to be returned within three (3) working days.

Drivers who continue not to complete the trip report on time as required will be taken off of the trip roster for a period of thirty (30) calendar days. If the driver continues with a lack of responsibility, they will be taken off of the trip roster for the remainder of the school year and may return to the roster for the upcoming year.

While it is desirable to assign an equal number of trips to each driver who requests to take trips, it is not always practical or reasonable to do so. Example: A driver who has selected to do “All” trips will have more opportunities than a driver who has selected to do only day time trips.

Teachers, coaches nor principals are allowed to request a particular driver for a trip. A driver may ask to be considered for a trip that his/her own children are attending, however, accommodations will try to be met, but not guaranteed.

For all new drivers that are interested in driving special trips, the following criteria must be met prior to being assigned a trip:

1. All new drivers must complete three (3) months of driving time.
2. A driver must have at least one (1) year driving experience to be eligible for overnight trips requiring lodging, unless an emergency arises during an assigned trip.

Listed below are recommendations that should be considered when performing a special trip:

1. Go over the route prior to the trip. Directions will be provided by the Transportation Department.
2. If possible, utilize a Global Positioning System (GPS) while driving the route.
3. If you are expected to return late at night, consider bringing along a pillow and blanket in order to get some rest while on your layover.
4. When loading for special/athletic trips, check to see that only students and authorized adults board the bus. Be aware of parents/chaperones bringing under school age children on board.
5. Make sure all band instruments or other large objects do not block the aisle.
6. Request that the teacher/coach in charge be responsible for maintaining order on the bus.
7. When the destination has been reached, make sure all students know which bus they are to board and at what time. Remind teachers, if it took one (1) hour to get there, then it will take one (1) hour to return and your assigned routes are a priority. Adhere to the pre-planned special trip schedule so as not to adversely impact the regular route schedules.
8. Be certain that there is available parking space and that the bus will be secure at its destination. Park in a location which will reduce the likelihood of requiring to back the bus.
9. Eating and drinking on the bus should be prohibited. Some circumstances may allow eating/drinking pending on pre-arranged approval.
10. Inform every one of the location of emergency equipment and procedures for emergency exits.
11. Drivers will often be asked to stop on a return trip for students and staff to eat. The stop location must be within the route of the bus. If the driver has been asked to stop at a restaurant that has inadequate parking for the bus, the driver can refuse to make the stop.

8.6: **DRIVER ABSENCES BEFORE/AFTER A SPECIAL/ATHLETIC TRIP**

Trips will not be assigned to a driver who is scheduled off immediately prior to or following a trip event. Example: Driver is scheduled off on Tuesday, they will not be assigned to a trip on Monday, Tuesday or Wednesday.

Should a driver “call out” the day following a trip, the driver will receive the following disciplinary action:

1. First occurrence: Warning
2. Second occurrence: Written Warning
3. Third occurrence: Driver will be removed from the roster for a period of sixty (60) calendar days.

**SECTION 9**

**STUDENT MANAGEMENT**

9.1: **STUDENT CONFIDENTIALITY**

Child and family privacy is a very serious matter. Patents have sued bus drivers and school districts for unnecessarily revealing information about children. School bus drivers, monitors and other transportation staff must understand the importance of respecting the privacy of children and families.

A students’ right to confidentiality regarding information about their disabilities is absolute. These rights are guaranteed by the Federal Family Education Right to Privacy Act or the Buckley Amendment. The focus of this law is that information about children, including information about a child’s disability, may not be shared with anyone unless they have a genuine need to access the information for the safety of the child.

At all cost, drivers and monitors must avoid the following mistakes:

1. Passing along information about a child to any other person except in case of a true emergency when the information is needed to protect the child.
2. Gossiping about a child with other drivers in or out of the workplace.
3. Bad mouthing a child’s parent with other drivers, friends or family.

9.2: **BEING SENSITIVE TO THE CHILDREN**

Don’t assume children don’t understand. One of the most insensitive and unfortunately common mistakes people make when working with children with disabilities is to assume they don’t hear or understand a side conversation. Children have overheard thoughtless and horrific comments from drivers/monitors such as “I don’t know why we are bothering to take him to school” and “He’s just a vegetable”.

Below are some sensitivity tips that came directly from children and adults with disabilities:

1. Remember that we are people, not disabilities.
2. Not all disabilities are the same; there is a wide range of function with a disability.

9.3: **PROCEDURES FOR USING BUS SAFETY PATROLS**

These procedures apply to Kindergarten through sixth grade only.

Students must have permission from a parent/guardian to participate in the School Safety Patrol Program.

Bus Patrol members are typically students from the first bus stops in the morning and the last bus stops in the evening who provide assistance to the bus driver for the entire route.

Being a bus stop patrol is an important duty. Students often arrive at bus stops early and may not pay attention to traffic while waiting. The following are possible duties for the bus patrol:

1. Keeps students out of the street and away from traffic.
2. Can assist in lining students up for boarding when the bus arrives.
3. Can assist small student in boarding the bus.
4. Checks the bus stop to ensure no belongings are left behind.
5. Assist the bus driver if a school bus must be evacuated.
6. Directs the evacuation if a bus driver is incapacitated.

There are three (3) types of patrol members to a bus. There is a front patrol, middle patrol and rear patrol. The following are some of the responsibilities of each:

**Front Patrol:**

1. They will remain seated at all times when the bus is in motion.
2. Disembarks, if necessary, at regular stops to assist small students entering and exiting the bus.
3. Assist loading and unloading at the school.
4. Assist the driver in keeping objects out of the aisles.
5. Reminds students to keep hands and arms inside the bus.
6. Reaffirms a railroad track is clear at railroad crossings.

**Middle Patrol:**

1. They will remain seated at all times when the bus is in motion.
2. Assist loading and unloading the bus at school.
3. Assist the driver in keeping objects out of the aisles
4. Reminds students to keep hands and arms inside the bus.
5. Sits near the center emergency window exits/roof hatch.
6. Operates the emergency window exits/roof hatch in case of an emergency.

**Rear Patrol:**

1. They will remain seated at all times when the bus is in motion.
2. Monitors student noise level and behavior.
3. Assists loading and unloading the bus at school.
4. Assists the driver in keeping objects out of the aisles.
5. Reminds students to keep hands and arms inside the bus.
6. Sits near the rear emergency door. Operates the rear emergency door in case of an emergency.
7. Checks the bus for articles left behind by students.

9.4: **PROCEDURES FOR STUDENT SEATING ASSIGNMENTS**

By using the seating chart located on the Transportation Departments website, all students who regularly ride a school bus are required to have an assigned seat.

Students in Kindergarten should be seated in the front of the bus.

Drivers are to have updated seating charts for each route (High, Middle, Elementary, Head Start, Pre-K, etc.).

Seating charts should be updated each time a student discontinues to ride the bus and when a student starts riding the bus. A copy of each seating chart will be provided to the Transportation Office.

9.5: **PROCEDURES FOR ADDRESSING STUDENT CONDUCT**

The development, implementation and enforcement of a Student Conduct Policy is intended to ensure that all students have fair access to an education. This policy sets forth these standards of behavior believed to be appropriate in the learning environment (which includes the school bus and school owned property) and informs students, their parents and the larger community, including school bus drivers/monitors, of the consequences of violations of this policy.

The responsibility of the King George County Transportation Department is to provide a safe ride for all students. Emphasis should be placed on demonstrating a cooperative relationship with the parent, school administration and the student. Regularly remind students to follow the rules and procedures:

**S** - Speak respectively to the driver and other riders. Use inside voices.

**A** - Always be responsible for your actions.

**F** - Face forward for your protection.

**E** - Enforcement of the Code of Conduct is applied to all students.

**T** - Take your belongings with you.

**Y** - Your safety is our #1 Priority.

It is a privilege for students to ride a school bus. The safety and welfare of all riders and the safety of others sharing the road depend on proper behavior and observance of the School Bus Safety/Behavior Rules. Students will not behave in a disruptive manner or otherwise violate the Student Code of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus. These rules apply to students on regular to and from school bus routes as well as activity trips and extracurricular trips:

1. Any personal items (art/science projects, athletic/band equipment, etc.) must be held in their seat area. Items too large to be held in their area will need to be transported by another means. Glass items or live animals/insects are not permitted on the bus.
2. Students should arrive at the bus stop five (5) minutes prior to the bus arrival time. They should avoid running to catch the bus, as they could slip and fall under the vehicle. If a student must cross the road, they must wait for directions from the driver. Students in Kindergarten through the age of nine (9) must be met by an approved parent/guardian age thirteen (13) or older.
3. Students should assist in keeping the bus interior clean by not throwing trash on the floor. Students are not to throw objects out of the windows.
4. Students must remain quiet when approaching a railroad crossing and remain quiet until a safe distance after crossing the railroad.
5. Food, drinks, candy and chewing gum are prohibited. The consumption of these items can cause choking.
6. Students must keep all body parts inside the bus at all times.
7. Students should respect the bus and the equipment on it. Should any vandalism or defacing of equipment or property occur, the student, parent/guardian will be responsible for compensation of repairs.
8. Students will not fight, engage in violent behavior, threaten or bully another person.
9. Students will refrain from excessive/boisterous noise, inappropriate language.
10. Once on board, students are to remain seated in their assigned seat until they reach their destination. When boarding or getting off, always use the hand rails.
11. Students will refrain from hitting, pushing or tripping other students.
12. Electronic devices are authorized for use as allowed by the bus driver. There is to be no illegal and/or dangerous articles/substances, tobacco, alcohol, drugs or weapons on the bus or at the bus stop. Articles such as scissor, pens/pencils etc. are to be kept in the students’ book bag. These objects may become impaled if involved in an accident.
13. Students may only ride their assigned bus and get off at their assigned stop unless an authorized note is provided by the school administration.

9.6: **RESPONSIBILITY OF THE BUS DRIVER/MONITOR CONCERNING STUDENT BEHAVIOR**

When a student fails to obey the rule(s), the driver should give the student a verbal warning and document the occurrence. This needs to include the date of the portion of the day the incident occurred. When giving a warning, be sure to include the rule(s) broken and the behavior expectation with a reminder of the next step in the discipline ladder.

Should behavior not improve or worsen, change the student’s seating arrangement and include in the above documentation. Parents/guardians can be contacted at this time.

If a student continues to not follow the rules, the driver should complete a referral form and submit it to the appropriate school for disposition.

Only the school administrator has the authority to discipline a student.

9.7: **RECOMMENDED PROCEDURES FOR EFFECTIVE STUDENT MANAGEMENT**

Below are recommendations for effective student management:

**Consistency:** Students need to know that the same rules apply to everyone, every day.

**Firm but Fair Rules:** Provide clear limits. Effective drivers/monitors lay out simple rules from “Day one” and stick with them.

**Power of Positive:** Successful drivers consistently list “being positive” as one of the most important ways to improve student behavior.

**Use Psychology, not Force**: Drivers/monitors should not and cannot overpower students. Authority derives from understanding and moral influence, not force.

**Maintain a Log**: Drivers/monitors should maintain a daily log. Behavior problems and incidents that weren’t severe enough to trigger a referral should be noted in a log.

**Dishonesty Impairs Communication**: Honest communication is essential when problems arise on the bus ride. No one is perfect and the most dedicated and skilled bus driver will occasionally make a mistake. Most students, parents, teachers or co-workers understand an honest mistake, but few people forget it when they feel they have been deceived. Restoring trust can take a long time. Credibility is a precious commodity.

**SECTION 10**

**STUDENT HEALTH & WELLNESS**

10.1: **CHILD ABUSE AND NEGLECT REPORTING**

King George County Public Schools, in compliance with the Code of Virginia, Section 63.2-1509 et seq., shall report incidents of suspected child abuse and/or neglect to the local Department of Social Services. All persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose.

Every employee of King George County Public Schools who, in their professional or official capacity, has reason to suspect that a child is an abused or neglected child in compliance with the above mentioned code shall immediately report the matter to:

1. The person in charge of the school or department, or his designee, who shall make the report forth with.
2. The local Department of Social Services where the child resides or where the abuse or neglect is believed to have occurred: 540-775-7181.
3. To the Virginia Department of Social Services’ toll free child abuse and neglect hotline: 800-458-8894.

10.2: **ALLERGY MANAGEMENT**

King George County Public School Division is committed to providing a safe and nurturing environment for students and understands the increasing prevalence of life threatening allergies among school populations.

Recognizing that the risk of accidental exposure to allergens can be reduced in the school setting, King George County Public School Division is committed to working in cooperation with parents, students and physicians to minimize risks and provide a safe and educational environment for all students. The focus of allergy management shall be on prevention, education, awareness, communication and emergency response.

10.3: **RESPONSIBILITIES OF THE TRANSPORTATION DEPARTMENT**

The Transportation Department maintains health concern files separately from those maintained at each school. When a student is added to a bus route, a transportation health concern form is mailed home to the parent(s)/guardians(s). It is the parent(s)/guardian(s) responsibility to communicate health concerns such as a life threatening allergy to the transportation department by returning the completed form to the transportation department. All school bus drivers shall be informed when he/she is transporting a child with a life threatening allergy.

The school bus driver shall:

1. Have functioning emergency communication devices (e.g. cell phone, two way radion, etc.) on the bus.
2. Maintain and reinforce policy of no eating of food on the bus except for those medically documented needs, i.e., diabetic or other waivers. In case of medically documented needs, those students must bring allergen safe foods for eating on the bus.
3. Ensure that students with threatening allergies sit immediately behind and to the right side of the bus driver when transporting to/from school.
4. Ensure that food treats are not provided, even on special occasions.
5. Participate in an in-service training for students with life threatening allergies including demonstration on how to use Epinephrine.

Each school bus driver will have a “red” folder to be kept on their bus at all times for students. The folder will include medical information. The transportation department will communicate to the driver when there are updates or revisions that need to be made.

10.4: **BALANCING STUDENT PRIVACY AND SCHOOL SAFETY**

The Family Educational Rights and Privacy Act (FERPA) generally requires schools to ask for written consent before disclosing a student’s personally identifiable information to individuals.

In an emergency, FERPA permits school officials to disclose without consent education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials and trained medical personnel. This exception is limited to the period of the emergency and generally does not allow for blanket release of personally identifiable information from a student’s education records.

10.5: **GENERAL TYPES OF DISABILITIES AND MEDICAL CONCERNS**

**Seizures**:

Seizures are caused by abnormal electrical discharges in the brain. Symptoms may vary depending on the part of the brain that is stimulated, but seizures may be associated with unusual sensations, uncontrollable muscle spasms and loss of consciousness.

Some seizures may be the result of a medical problem. Low blood sugar, infection, a head injury, accidental poisoning or drug overdose may cause a seizure.

A seizure may also be due to a brain tumor or other neurological abnormality. In addition, anything that results in a sudden lack of oxygen to the brain can cause a seizure. In some cases, the cause of the seizure may not be discovered. When seizures re-occur, it may indicate the chronic condition known as epilepsy.

Febrile seizures are relatedly common in children younger than five (5) years old.

A grand mal seizure, also known as a tonic colonic seizure, is a type of seizure characterized by loss of consciousness, falling down, loss of bowel or bladder control, and rhythmic convulsions. Seizures result from an abnormal electrical discharge in the brain. Other types of seizures include petit mal seizure and temporal lobe seizure.

Petit mal seizure, also known as absence seizure, is a type of seizure that most often occurs in children.

**What to do during a seizure**:

A child who is having a seizure should be placed on the floor. Remove any nearby objects. Loosen any clothing around the head or neck. Do not try to wedge the child’s mouth open or place an object between the teeth, and do not attempt to restrain movements. Once the seizure seems to have ended, roll the child onto their side.

Call emergency medical services immediately if:

1. The child has difficulty breathing.
2. The child turns bluish in color.
3. Has sustained a head injury.
4. Seems ill.
5. Has a known heart condition.
6. Suspect the child may have ingested any poisons, medications, etc.
7. Any other concerns.

Following a seizure, the child will probably fall into a deep sleep. This is normal and you should not try to wake up the child.

**Insect Stings and Bites:**

The two (2) greatest risks from most insect stings and bites are allergic reactions and infection. Insect stings can occasionally be fatal, where an infection would be more likely and less serious.

A bee will leave behind a stinger attached to a venom sac. Try to remove the stinger as quickly as possible. A sting anywhere in the mouth warrants immediate medical attention. Bee stings in the mouth can cause severe swelling that may block airways. Medical care should be sought immediately for wheezing, difficulty breathing, a tightness in throat or chest, swelling of the lips, dizziness or fainting, nausea or vomiting.

**Spider Bites:**

Most spiders found in the United States are harmless, with the exception of the black widow and the brown recluse (or violin) spider. Both of these are found in warm climates.

**Heat Illness:**

Our bodies create a tremendous amount of internal heat. We normally cool ourselves by sweating and radiating heat through our skin. Under certain circumstances, such as unusually high temperatures, high humidity or vigorous exercise in hot weather, this natural cooling system may begin to fail, allowing internal heat to build up to dangerous levels. The result may be heat illness, which can come in the form of heat cramps, heat exhaustion or heatstroke.

The following are some types of heat illness:

1. Heat Cramps:
2. Heat cramps are brief, severe cramps in the muscles of the legs, arms, or abdomen that may occur during or after vigorous exercise in extreme heat. The sweating that occurs with vigorous exercise causes the body to lose salt and fluids. The low level of salts causes the muscles to cramp. Children are particularly susceptible to heat cramps when they haven’t been drinking enough fluids. Although painful, heat craps aren’t serious.
3. Most heat cramps don’t require special treatment. A cool place, rest and fluids should ease a person’s discomfort. Massaging cramped muscles may also help.
4. Heat Exhaustion:
5. Heat exhaustion is a more severe heat illness that can occur when a person in a hot climate or environment hasn’t been drinking enough fluids.
6. Symptoms may include dehydration, weakness, clammy skin, headache, nausea and/or vomiting, hyperventilation or irritability.
7. Heat Stoke:
8. The most severe form of heat illness is heat stroke. Heat stroke is a life threatening medical emergency. The body loses its ability to regulate its own temperature. Body temperature can soar to 106 degrees Fahrenheit (41.1 degrees Celsius) or even higher, leading to brain damage or even death if it isn’t quickly treated. Prompt medical treatment is required to bring the body temperature under control.
9. Factors that increase the risk for heat stroke include overdressing and extreme physical exertion in hot weather with inadequate fluid intake. Heat stroke can also happen when a child is left in, or becomes accidentally trapped in, a car on a hot day. When the outside temperature is 93 degrees Fahrenheit (33.9 degrees Celsius), the temperature inside a car can reach 125 degrees Fahrenheit (51.7 degrees Celsius) in just twenty (20) minutes, quickly raising a child’s body temperature to dangerous levels.
10. Call for emergency medical help if a person is flushed, hot dry skin with no sweating, temperature of 105 degrees Fahrenheit (40.6 degrees Celsius) or higher, sever throbbing headache, weakness, dizziness or confusion, sluggishness or fatigue, seizure, decreased responsiveness, or loss of consciousness.

**Asthma:**

Asthma occurs when the main air passages of your lungs (bronchial tubes) become inflamed. The muscles of the bronchial walls tighten and cells in the lungs produce extra mucus further narrowing the airways. This can cause minor wheezing to severe difficulty in breathing. In some cases, your breathing may be so labored that an asthma attack becomes life threatening. Bus drivers are key partners in asthma management during the transit to and from school. Drivers/monitors need to know who has asthma on their bus and to have an Emergency Asthma Action Plan for every student with asthma.

Things that can cause the narrowing of the airway usually are called triggers and may include tobacco smoke, air pollution, diesel fumes, perfumes, strong odors, aerosol sprays (room deodorizers, hair spray and colognes), cold air, grass and/or tree pollen.

**SECTION 11**

**OTHER INFORMATION**

11.1: **USE OF TRANSPORTATION DEPARTMENT GATE KEY**

Gate keys will only be assigned to drivers who are going on trips and returning after normal business hours. If you are going on a trip and will be utilizing a gate key, you will need to retrieve the key at the transportation office and the key will need to be turned in the following business day. It is your responsibility to ensure the key is returned. Should the key be lost, you will be responsible for a replacement fee of $10.00.

11.2: **CRITERIA FOR ASSIGNING NEW VEHICLES**

Usually, new vehicle assignments will be done on a seniority basis. There will be times when new buses will need to be assigned to drivers who have a larger amount of students riding.

A driver who has driven for King George County Public Schools for seven (7) years verses a driver who may have ten (10) years from another division but only three (3) years in King George will have the most seniority.

11.3: **CRITERIA FOR RE-ASSIGNING A VEHICLE**

A vehicle that is being re-assigned because of an employee receiving an upgrade or new vehicle, who may have retired, resigned, etc., these vehicles are re-assigned by the receiver’s route length, miles traveled etc. It could be possible that a junior driver who drivers high miles could get a newer bus than a senior driver who doesn’t drive high miles.

11.4: **SUNSHINE/FLOWER FUND PROCEDURES**

The Flower Fund is funded by the Transportation employees to purchase flowers or cards for our employees in the event of a death or illness. A fee of $12.00, per year, is given to the contact person each year by those who wish to participate. Any transportation employee that is a participating member of this fund will receive flowers in the event of a death to spouse, children, mother, father, sibling (brother or sister) or if the employee themselves should become hospitalized. This fund is a wonderful way for all of the transportation family to show how much we care for one another in the event of a loss or illness.

11.5: **TIME SHEETS**

Each employee is responsible for completing their time sheets. Normally, pay days are on the last working day of the month. There are exceptions, that being paydays will be right before a holiday.

In the event payroll discrepancies are discovered, the Supervisor of Transportation shall have the authority to verify any hours submitted for payment.

11.6: **EMPLOYEE TRAINER QUALIFICATIONS**

All employees who desire to become a trainer for school bus driver must meet the following:

1. Must have at least five (5) years of certifiable experience as a school bus driver.
2. Must be knowledgeable of King George County Public Schools, Virginia Board of Education and Federal Laws relating to public school transportation operations.
3. Must be knowledgeable of the Virginia Commercial Driver’s License (CDL) Manual and be able to successfully complete a pre-trip inspection in accordance with the Federal Motor Vehicle Safety Administration on all current types of buses operated by the school division.
4. Must have some basic computer skills in Word and Excel.

Once selected, the employee (candidate) must be able to successfully complete at least two (2) of the following certification courses:

1. Virginia Department of Education, Train the Trainer.
2. Virginia Department of Motor Vehicles, Third Party CDL Tester.
3. American Red Cross Instructor for Adult and Child CPR and Standard First Aid.

All employees who desire to become a trainer for monitors must meet the following:

1. Must have at least five (5) years of certifiable experience as a school bus monitor.
2. Must be knowledgeable of King George County Public Schools, Virginia Board of Education and Federal Laws relating to public school transportation operations.
3. Must have some basis computer skills in Word and Excel.
4. Once selected, the employee must be able to successfully complete the American Red Cross Instructor course for Adult and Child CPR and Standard First Aid.

11.7: **REQUIRED FORMS/REPORTS AND THEIR PURPOSE**

**Driver Route Evaluation Form**: Used by a driver to report to the Supervisor of Transportation requesting a route hazard to be reviewed, a bus stop hazard or to request a school bus sign indicating that a school bus stop is ahead.

**McKinney-Vento Homeless Act Mileage Report:** Used by drivers that transport students eligible for transportation under the McKinney-Vento Act. This report is completed for out of county students only.

**Medicaid Bus Log:** Used by the Medicaid billing coordinator to calculate the number of total billable trips for a student’s claim during the week. Log is to be completed by the exceptional needs student bus driver to record total trips for the week.

**Pre-Trip Inspection Report:** Used to report daily pre-trip inspections.

**Mileage Report:** Used to report total mileage for transportation students to and from school.

**Timesheet:** Used to report daily hours worked.

**Leave Form:** Used to request Sick Leave, Personal Leave, Bereavement Leave and Jury duty assignments.

**Seating Chart:**  Must be updated each time a student is no longer riding and when new students are assigned to a route

**Inter Department Action Form:** Used to document an employee’s change in home address, phone number, vehicle parking location or availability for completing special/athletic trips.

**Notice of Confidentiality:** Completed each school year to document that the employee understands the importance of confidentially.

**Drug Testing Consent, Release and Acknowledgements:** Completed each school year to document that the employee understands that drug a test can be accomplished at any time during the school year.

**Student Attendance Report:** Used by Special Needs and Head Start drivers to document when a student is present on the bus and when the student has disembarked or is absent. This is also helpful to document who received the student in the afternoon from the bus or if the student was returned back to school.

**Referral Form:** Used to document student behavior on a school bus.

**Vehicle Accident Report:** Used in the event a bus is involved in an accident resulting in damage to bus and/or injuries.

**Vehicle Incident Report:** Used in the event a bus is involved in an incident, not resulting in injuries, i.e., broken mirror when hitting tree limbs, backed into a mail box, etc.

**Student Injury Report:** Used to document any student injury that occurred at the bus stop while loadkng or unloading or while on the school bus.

11.8: **DEATH OF A CO-WORKER OR CO-WORKERS FAMILY MEMBER**

You can expect you and your other co-workers to experience different feelings, ranging from shock, sadness, vulnerability, detachment or no feelings. All are okay. Some may even laugh, because they are nervous hearing or talking about grief or death. This may be their way of handling it, so don’t become angry. Don’t be surprised to catch yourself asking how this might affect you or your relationship with the co-worker.

Talk with somebody about what has happened. This helps make the situation seem more real and keeps you from holding everything in. Try to get the courage to communicate with your co-workers.

Flowers or donations are not always necessary. If you really want to do something, maybe you and some others could pitch in together. Maybe the group wants to do something as a whole, it will only take one person to organize it.

When attending funerals or memorial services you have to respect the wishes of the grieving people. Some may welcome co-workers. Others may not feel ready to cope with you yet. Sometimes there is no chance to talk with the family. Other times you can’t leave the building without doing so.