

Millwood Public Schools 6724 Martin L. King Oklahoma City, OK 73111	Policy: G-06 Adopted: 3/6/89 Revised:
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SCHOOL BUS DRIVERS

The school transportation system is a vital component of a comprehensive educational program. Without competent school bus drivers to assume responsibility for the various transportation related needs of the school system, the safety and welfare of students would be seriously jeopardized.

CERTIFICATION

All school bus drivers must be certified through and by the Oklahoma State Department of Education. State law forbids any driver, regular or substitute, from working without proper certification.

The two types of certificates issued by the State Department include Emergency Certificate and Standard Certificate. (Form A)

Emergency Certificates are issued for only one year. The specific requirements for this type of certification are as follows:

1. Applicant must meet established health requirements.
2. Applicant must not have received any emergency certificate previously.
3. Applicant must instigate the application through the superintendent or the director of transportation.

Standard Certificates are issued for a five year period. The specific requirements for this type of certification are as follows:

1. Applicant must meet established health requirements.
- *2. Applicant must have successfully completed the Oklahoma State Department of Education school bus drivers' workshop.
3. The driver must file an application with the State Department of Education through the Superintendent or the Director of Transportation.

*Note:

The State driver's workshop runs for five days and contains twenty (20) hours of instruction. A schedule of each year's workshops can be secured through the Transportation Director.

PERSONAL APPEARANCE

Although uniforms are not required, Millwood drivers are asked to dress in a manner which will reflect positively upon the school district. The drivers attitude and acceptance of duties and responsibilities reflect whether he or she will be successful in establishing a good working relationship with students. There, personal dress should exhibit acceptable taste as follows:

1. Cut-off pants or shorts should not be worn.
2. Shirt sleeves should extend below the shoulder.
3. Shoes should be worn with socks.
4. Further protective clothing should be worn as needed.

HEALTH REQUIREMENTS

In accordance with State law, all bus drivers of the Millwood School system are required to successfully pass an annual physical examination. The results, thereof, must be on file in the office of the Superintendent or his/her designate, the Director of Transportation.

Upon employment as a regular or substitute driver, the driver should receive a physical examination form which must be completed within a period of ten (10) working days.

As established by State law, school bus drivers must not have less than 20-50 vision in each eye and not less than 20-30 vision in both eyes except those drivers presently holding Oklahoma School Bus Drivers Certificates. Other health requirements must be met as established by the Oklahoma State Department of Education.

The use of alcohol or drugs by any driver prior to or during the operation of a school bus is strictly forbidden and any action(s) thereof will be cause for immediate termination of the driver.

The use of tobacco by a school bus driver is not permitted during the operation of the school bus.

ETHICAL CONDUCT CODE

A positive, cooperative and courteous working relationship with patrons, students, teachers and fellow workers of the transportation staff is highly desirable. Relationships with students should always be on a strictly business basis. **DO NOT BECOME TOO FAMILIAR!** A hands-off policy is good to practice.

Personal character traits deemed a necessity are as follows:

1. Dependability
2. Initiative, self-reliance and leadership
3. Ability to get along with others
4. Freedom from use of undesirable language
5. Personal habits of cleanliness
6. Moral conduct and reputation above reproach
7. Honesty
8. Freedom from use of or addiction to alcohol, narcotics or other non-prescription drugs.
9. Freedom from use of tobacco while on duty as a driver.
10. Freedom from the habit of gossiping.

EVALUATION

All Millwood school bus drivers are under continuous evaluation by the Superintendent of Schools, the Supervisor/Director of Transportation and building administrators. This continuous method of evaluation will be done in such a manner so as to ensure that the transportation department is operating at its safest and most efficient level.

Occasionally, the Superintendent of Schools or his designate, the Director of Transportation and/or the building principals will monitor/evaluate drivers of the Millwood School District. The "Driver Evaluation Form" (Form) **B** will be utilized for such observations and a completed copy thereof will be forwarded

to the driver, the superintendent of schools and/or his designee, the building principals and a copy placed in the driver's personnel folder. Drivers will be reprimanded for negative observations and applauded for positive observations.

The "Bus Driver's Rating" (Form C) form will be utilized to evaluate each driver at the close of each school year. The summation of this rating, along with the periodic Evaluation Observation, will be the basis for recommendations relating to the driver's continued employment with the school district.

Because of the significant responsibilities involved in transporting students, drivers whose performances are unacceptable will not be allowed to continue to drive a school bus.

ABSENTEE PROCEDURES

If it becomes necessary for a driver to be absent the following procedures should be followed:

1. The driver should notify the Superintendent of his/her designee at the earliest possible time.
2. The regular driver should anticipate and report when he expects to return to the regular post of duty.

Note:

1. Failure to follow the above procedures is just cause for the driver to be subject to disciplinary action.
2. The school district reserves the right to request a doctor's verification if circumstances warrant.

TRAFFIC CITATIONS

Each individual bus driver is personally responsible for any traffic citations received whether the citations be for moving violations or for vehicle accidents. The Transportation Department or Board of Education will accept no responsibility for any traffic citations or any vehicle being impounded. The driver alone is responsible for such actions. Drivers who accumulated more than one (1) citation will be evaluated and may be placed on probation for a period of up to one (1) year. At such time a special evaluation will be conducted to ascertain continued employment.

KEEPING SCHOOL BUSES AT HOME

No school bus will be released from the bus lot to be driven home by regular bus drivers unless performing field trip duties. School buses are expressly forbidden to transport any material or persons except pupils on recognized educational activities. Bus drivers who utilize a school bus for any purpose other than transporting students or take the vehicle to any area or location not approved by the transportation department are subject to immediate dismissal.

PERSONS OTHER THAN PUPILS ON BUSES

A driver is prohibited from allowing any unauthorized persons on a school bus. Only school officials may determine who may board or ride a school bus. Drivers are not to allow parents, relatives or friends of any student on a school bus unless properly authorized to do so.