

SCHOOL DISTRICT OF WESTFIELD

DRIVER HANDBOOK



AUGUST 2023

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100 - CODE OF CONDUCT

Drivers employed by the School District of Westfield shall follow the rules, regulations and policies of the School District. They shall, in addition, follow the reasonable and appropriate orders and directives of the Transportation Director, Building Principals and the District Administrator.

Drivers must follow the line of authority in discussing problems, objections, or complaints. Such issues must first be brought to the attention of and discussed with the Transportation Director prior to their being taken to another level. Concerns carried beyond the first level may be submitted and requested for review to the Business Manager. Issues not resolved by this point may be submitted and requested for review to the District Administrator.

Drivers must remember the role model they furnish as a significant adult in the lives of young people and must govern their professional and their personal lives in a manner to bring credit upon themselves and the School District.

101 - FEDERAL AND STATE REGULATION COMPLIANCE

All drivers are required to follow and abide by the rules and regulations as set forth by the U.S. Department of Transportation - Federal Highway Administration and the State of Wisconsin concerning school bus and/or passenger vehicles.

Each bus driver holding a current Class A or B endorsement will receive a current Federal Motor Carrier Safety Regulations (Motor coach / Bus Version) upon employment, as needed and when an updated version is released. Each driver will fill out the Driver's Receipt contained within the handbook immediately and return the receipt to the Transportation Director. The receipt will be kept in the driver's personnel file in the Administration Office.

Any driver may request a current copy of the Wisconsin Commercial Driver's Manual, Volume 1 or Volume 2, from the Transportation Director. Drivers must also be familiar with all requirements in District policy and administrative guidelines, including Administrative Guidelines 8605 (Bus Safety Procedures) and 8620 (Bus Driver Procedures)

102 - SUBSTANCE ABUSE POLICY

Drug and alcohol testing will be administered as outlined within the law and District policy, including Substance Abuse Policy of the School District of Westfield Policy 4162A and §382 of the Federal Motor Carrier Safety Regulations Handbook - part 40.

103 - VEHICLE ACCIDENTS

Any damage done to a school vehicle which is managed by the Transportation Department must be reported as soon as possible to the Transportation Director or designee. Any accident shall follow Administrative Guideline 8605.

Drivers are to report any accident involving a school bus or alternative vehicle in the following manner:

1. Setup warning devices on road if applicable. (e.g. warning triangles or flares)
2. First attend to any injured students above all else.
3. Protect your vehicle from theft or further damage.
4. Notify State or Local Police. Use your two-way radio to inform the Transportation Director so that another bus can be sent to you to transport the students after they have been released by the police and ambulance. If no one can be reached via the two-way radio, call the Transportation Director and/or Administration Office.
5. Do not move your vehicle until police arrive.
6. Discuss the accident only with proper authorities.
7. Avoid, if possible, making statements of guilt, blame, etc. to anyone. School legal services may be contacted.
8. Prepare a list of all riders at the time of the accident. Have your emergency list available.
9. Fill out as many of the forms enclosed in the Accident Report Kit located in or by your first aid kit as soon as possible.
10. Federal Motor Carrier Safety Regulations, §382.303
 - A) If an accident results in the following situations, a drug and alcohol test must be performed on the driver:
 1. If the accident involved the loss of human life
 2. A driver that receives a citation under State or local law for a moving traffic violation arising from the accident, if the accident involved:
 - a) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident
 - b) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle
 - B) If a drug test is required as stated within §382.303 of the Federal Motor Carrier Safety Regulations, the driver must follow the instructions stated on the Post Accident Kit located in the Accident Report Kit bag. The drug test must be performed as soon as practicable following the accident.

104 – BUS EVACUATION PROCEDURES

Observe the following rules and procedures when evacuating students from a school bus. A driver is to be familiar with this procedure and conduct the drills as scheduled. Time and dates will be determined cooperatively between the Transportation Director and Principals for set evacuation times. Any evacuation must follow Administrative Guideline 8605.

Front Door Evacuation Procedure:

- Students in the left front seat exit first followed by those in the right front seat.

- Continue alternating from the front to the rear of the bus until all students are off.

Rear Door Evacuation Procedure:

- Assign two patrol members or older children to exit first and help the others out of the door.
- Students in the left rear seat exit first followed by those in the right rear seat.
- If possible, use both doors for evacuation. Start at both doors alternating as above.
- Continue alternating until all students are off the bus.

Have the students assemble in one location immediately after the evacuation. Do not allow students to cross the road or re-enter the bus. Always account for all of the students.

105 - ERRONEOUS ACTS BY OTHER VEHICLES AND PEOPLE

Passing of Stopped School Bus

If any vehicle passes a stopped school bus with all warning lights flashing and the stop arm extended, this person has committed a violation of State Law.

It is requested that the bus driver try to obtain the following information and complete the School Bus Driver's Incident Report if a vehicle passes a stopped school bus:

1. License plate number of passing vehicle
2. County where incident occurred
3. Time of violation
4. Location of Violation
5. Vehicle description: color, type (truck, van, etc.), make (Chevy, ford, etc.), style (2 door, 4 door, etc.)
6. Other information as request on the School Bus Driver's Incident Report

All vehicle incident reports will be delivered to the Transportation Director and will be forwarded to local authorities for investigation.

If the same vehicle continues to pass the stopped school bus and the bus driver is unable to obtain a clear visual of the vehicle, the Transportation Director will proceed to the usual location of the incident and try to obtain the proper information when the vehicle passes the stopped school bus.

Inappropriate Behavior by Parents or Others

The School District of Westfield is ultimately concerned about the safety of students, drivers and staff.

If any driver is threatened by, harassed, or is in any way intimidated by a parent, guardian, student or any other person, the Transportation Director should be notified as soon as possible. The driver will fill out an Incident Report stating the facts of the incident.

The Incident Report will be given to the Transportation Director which will then be forwarded to local authorities for investigation.

106 - DRIVER GENERAL WORK RULES

The following rules are not all-inclusive as no set of written rules could cover all offenses that might result in a disciplinary action or discharge:

1. **Bus Driver** - The applicant selected by the Transportation Director or designee must have in his/her possession a current Class A or B CDL license with S & P endorsements, an up-to-date physical examination form and a current criminal history report to drive any school bus. These items are to be turned into the Administration Office so that copies can be placed into the bus driver's personnel record. When any of the above mentioned items are renewed, a copy must be given to the Administration Office to be placed in the bus driver's personnel record. It is the responsibility of the bus driver to make sure all of their records are up to date and in their personnel record. Drivers shall observe all Wisconsin Rules and Regulations for Safety.
2. **Van Driver** - The applicant selected by the Transportation Director or designee must have in his/her possession a current driver license which is to be a minimum of Class D. A copy is to be made and turned into the Administration Office for placement into the driver's personnel file. When any items are renewed, a copy must be given to the Administration Office to be placed into the driver's personnel file. It is the responsibility of the driver to make sure all of their records are up to date and in their personnel file. Drivers shall observe all Wisconsin Rules and Regulations for Safety.
3. A driver is responsible for seeing that his/her route is covered on each hauling day. If it becomes necessary to use a substitute driver, regular drivers should find a substitute if possible and is responsible to contact the Transportation Director or designee in order to find a substitute if the driver cannot find one. A list of substitute drivers will be available.
4. The Transportation Director will periodically publish a contact-list of approved substitute drivers. Drivers are encouraged to provide prospects of substitute drivers for the Transportation Director. An approved substitute driver must have the proper license as required by Wisconsin State law on file in the Administration Office or is willing to obtain such license.
5. A driver must inform and seek approval from the Transportation Director if a substitute driver will be assigned to run their route.
6. If a driver is going to be late or delayed on their routine bus run, he/she must notify the Transportation Director or designee immediately. Contact

information for the Transportation Director and/or designee will be provided to each driver.

7. Routes are established by the School District of Westfield and may be altered without permission of the Transportation Director if the change is cost effective and/or saves time. If any significant changes are made to a route, then the driver will notify the Transportation Director or designee within a reasonable amount of time in order to update routing records. All drivers are encouraged to participate in reducing transportation costs for the District. AG8610- Transportation Route Planning Criteria
8. It is the driver's responsibility for routine cleaning of the inside of their vehicle. Each driver is expected to sweep their bus out daily: remove gum and trash on the bus, and empty paper or other refuse containers. It is also the responsibility of each driver to wipe down the dash area with a rag and clean the windshield plus all glass that the driver needs to see out of for safety as needed. All cleaning equipment will be provided to the driver by the District at no cost.
9. All drivers should stay in or near their bus/van while students are present in the vehicle. A driver may leave their vehicle during the loading or unloading of students while at a school or Extra-Curricular/Co-Curricular trip and must take the vehicle keys with them. Violation is grounds for dismissal.

Exception to this rule is when a disabled student is to be assisted, when using the wheel chair lift or when the driver is performing mail delivery. The driver must take the key with them for mail.

10. Drivers will be expected to attend informational meetings and training with school Administration. All drivers will be expected to comply with all state and federal mandated rules and laws.
11. All drivers will be expected to participate in the School District of Westfield's Random Drug and Alcohol Testing Program Administrative Guideline 4162A. All drivers are expected and required to be in suitable mental and physical condition while at work, performing their jobs satisfactorily and behaving appropriately as outlined within §392.3 and §392.4 of the Federal Motor Carrier Safety Regulations. When the use of alcohol and other drugs interfere with such expectations, a driver's failure to meet these basic expectations will result in disciplinary actions, up to and including termination.
 - When a driver is informed that they have a drug and/or alcohol test, they must complete the test prior to their next bus run.

- The driver must receive the paperwork for the drug test prior to going to Aspirus Divine Savior Hospital.
 - Failure to appear for a random drug and/or alcohol test, without good cause, will result in disciplinary actions up to and including termination.
12. Drivers, who park their buses at home, are asked to start their buses once every 3 days over extended school vacations rather than waiting until the opening school day after a vacation period.
 13. Bus drivers may keep vehicles at their home if they live within an approximate 10 mile radius of the first point of pickup of their route, unless otherwise arranged with the Transportation Director. All vehicles will be kept at the Bus Garage during summer months, with the exception of summer school and migrant buses and/or vans, until after the In-Service Meeting before the new school year starts. After the In-Service Meeting has been held, the drivers may take their vehicle home.
 14. Van drivers may take their vehicles home, but will be under the IRS taxable benefits law and will receive taxable benefits in their income. The District will not reimburse or cover any taxable benefits for any driver. A van driver has the option to take their van home or pick it up at the nearest District facility. The District will not reimburse for mileage if a driver chooses to pick up their van at the nearest District facility.
 15. Under no circumstances will a District vehicle (bus, van, etc.) be used for any personal business of any kind at any time.
 16. Drivers are asked to pay particular attention to all types of energy saving methods. In winter months, do not warm up buses for long periods of time. 5-10 minutes during warm months and 10-15 minutes during cold months are sufficient warm-up times. When outside temperatures are expected to drop to 20°F or below, drivers are expected to plug their buses in continuously when not in use and are not to use a timer.
 17. Drivers are required to report any vandalism to the bus to the Transportation Director immediately. If the vandalism is committed by a student, a discipline report is to be submitted to the Transportation Director.
 18. Drivers shall contribute to a positive School atmosphere in their vehicle and on School property.
 19. Drivers shall pursue their assigned responsibilities in an active and alert manner.

20. Drivers may not leave the immediate vicinity of their vehicle for an extended period of time with students on board unless an emergency situation exists.
21. Drivers shall not report to work under the influence or in possession of alcohol or illegal drugs. Furthermore, drivers shall not be under the influence or in possession of alcohol or illegal drugs on School property. Violation of this work rule will result in disciplinary actions up to and including termination.
22. Drivers shall follow the prescribed procedure for managing a body fluid spill as outlined in the Blood Borne Pathogen Training Video.
23. Drivers are to check their vehicles completely on the inside after their morning and evening routes for children that may have been left in the vehicle. Leaving a student in your bus/van without carefully checking is a reason for termination of employment.
24. Drivers may not disable or by-pass any Child Reminder System or any other safety feature installed on a School vehicle unless authorized to do so by the Transportation Director or designee. Violation of this rule may result in disciplinary actions up to and including termination.
25. Drivers operating under the direct supervision of the Transportation Department may drive a field trip and be a required chaperone on the same trip. It is the driver's responsibility to be ready to leave with the students should an emergency arise. This decision will be at the discretion of the Transportation Director as the driver is primarily functioning under the Transportation Department.

107 - SUBSTITUTE BUS DRIVERS

Only School District of Westfield approved substitute drivers may be used. This list is available from the Transportation Director.

Substitute drivers may choose to accept or not accept a route, run or trip that they have been requested to drive by the Transportation Director, designee or another driver.

Request for Substitute Driver

A substitute driver can be provided for any of the following reasons:

1. Illness of the regular school bus driver.
2. Illness or death of a member of the regular school bus driver's family.
3. Compulsory absence of the regular school bus driver because of jury duty.
4. Personal day absence (to be submitted at least one week in advance of the day taken.)

108 - DAILY CHECKLIST

Bus drivers are required to fill out the Pre-Trip Inspection Report prior to each trip according to Federal and State Laws. (§392.7 and §392.8 Federal Motor Carrier Safety Regulations)

The following items are to be checked daily before starting the engine on buses and vans:

1. Engine oil
2. Lights
3. Fuel
4. Tires
5. Cleanliness of the bus/van inside and out
6. Radiator fluid
7. All windows for visibility
8. Survey mechanical parts
9. Safety conditions of the bus or van
10. Emergency equipment

Any safety or mechanical issues should be brought to the attention of the Transportation Department or mechanic as soon as possible.

109 - EXTRA-CURRICULAR AND CO-CURRICULAR TRIPS

Any bus owned by the School District of Westfield may be used for a school sponsored trip when assigned by the Transportation Director or designee.

1. All school sponsored trips shall be under the supervision of approved school personnel, and such personnel are responsible for control, discipline, and headcount of the passengers.
- A) It is the drivers' responsibility to ensure a safe means of transportation and environment for all passengers on a bus or van. If at any time the approved school personnel supervising the students cannot control any behavior that the driver feels may jeopardize the safe transportation and environment of passengers, and/or the ability of the driver to operate the vehicle safely, the driver may cancel the trip and return to the original departure location. The driver must notify the Transportation Director or designee immediately of this decision.
1. The driver is to provide a written Incident Report describing the following information to the Transportation Director upon return:
 - a) Student or students involved
 - b) Supervising staff
 - c) Type of incident
 - d) Location of incident
 - e) Time of incident
 - f) Duration of incident

g) Damage or defacement done to bus, if any

B) The Transportation Director will notify the Business Manager in writing of this incident.

1. If the passenger capacity of a bus or alternative vehicle is exceeded, the driver is to notify the Transportation Director immediately and the trip is not to proceed. Another vehicle will be sent to transport the additional passengers. No vehicle may transport beyond its' displayed passenger capacity except in an emergency, in extenuating circumstances or by the direction of the Transportation Director. Failure to comply with this rule is a violation of Federal and State regulations.
2. Extra-Curricular and Co-Curricular trips will be offered by the Transportation Director or designee as fairly and reasonably possible. Routes, current driver obligations to bus runs and other items will be put into consideration when offering trips.
3. Drivers are required to obtain a copy of the Field Trip Request from the Transportation Department prior to driving the trip. Failure to do so will result in the trip being given to another driver.

Trip Routing

The Transportation Director or designee may provide directions of any trip to keep mileage and time discrepancies to a minimum.

110 - NON-STUDENT PASSENGERS

No one other than registered student passengers, approved chaperons, approved aides or school appointed supervisors are permitted to ride the bus, unless permission is granted by the Transportation Director or Principal. Any attempt of a non-student passenger attempting to ride the bus must be taken off of the bus.

111 - ACTIVITY BUSES

Only authorized students are allowed to ride the after-school activity buses. Under no circumstances should an unauthorized student be transferred on an activity bus without the express consent of the Transportation Director or Principal.

An exception to this rule is if the activity bus driver feels that the well-being of any student would be in jeopardy due to inclement weather or be in danger from the action of others. The driver is not required to immediately notify the Transportation Director in this situation, but should do so within a reasonable time.

Driver selection for Activity Bus routes will be offered on a seniority basis and based upon who had driven activity buses in previous years. Regular drivers have seniority over substitute drivers.

112 - SUMMER SCHOOL BUSES

Driver selection for summer school routes will be offered on a seniority basis and based upon who had driven summer school buses in previous years. Regular drivers have seniority over substitute drivers.

113 - MIGRANT BUSES

Driver selection for Migrant Bus routes will be offered based upon who had driven migrant bus in prior years, which had driven summer school bus within the same year, location of drivers and migrant locations, and the budgeted amount available from the migrant program. Regular drivers have seniority over substitute drivers.

114 - VANS AND ALTERNATIVE VEHICLES

Vans dedicated to the use of transporting Early Childhood, 4-K or Special Education students may not be used for any other purpose with the exception of summer migrant transportation.

School vans not used for the transportation of Early Childhood, 4-K or Special Education students may be used by staff of the School District of Westfield for the purpose of an Extra-Curricular/Co-Curricular trip or official School District business as approved by the Transportation Director, Business Manager and/or District Administrator.

The Transportation Director may provide the use of a van to a driver for the following:

1. During the maintenance of their bus, if the bus will be done before their next route.
2. For official business of the School District

A DMV license check is required of all faculty in order to use a school vehicle.

Under no circumstances will a school vehicle be used for any personal business at any time.

115 - SCHOOL DROP-OFF & PICK-UP

TIMES Drivers may drop students off no earlier than:

- 7:30 AM - Coloma
- 7:30 AM - Oxford
- 7:45 AM - Westfield Elementary
- 7:45 AM - Westfield Middle/High School

Drivers are expected to be at their respective starting school in the afternoon at:

- 2:55 PM – Coloma
- 2:55 PM – Oxford
- 3:15 PM – Westfield Elementary
- 3:30 PM – Westfield Middle/High School

116 - TRANSPORTATION YARD

The maximum speed is 10 mph within the Transportation Yard. 4-way flashers are required within the Transportation Yard when backing any bus.

Gate Keys

Gate keys will be issued to all drivers. This key will also unlock the large diesel fuel tank.

117 - FLEET FUELING

Any bus or van that is used for an Extra-Curricular or Co-Curricular trip must be re-fueled by the driver if it is under $\frac{3}{4}$ of a tank of fuel upon returning to the Transportation Yard. This rule also applies to regular route buses if used by another driver for an Extra-Curricular or Co-Curricular trip.

Fueling Within School District

Fueling within the School District will be done at the following locations only:

1. Village of Westfield – Transportation Department
2. Village of Westfield - Mobil (only if unable to fuel at Transportation Department)
3. Village of Oxford – Oxford Food N' Fuel (only if unable to fuel at Westfield)
4. Village of Coloma – Mobil Station

Fueling Outside of School District

If fuel is needed when on long distance Extra-Curricular or Co-Curricular trips, fueling should only be done at an Exxon/Mobil station. A map of Exxon/Mobil stations can be provided to the driver before leaving the Transportation Yard.

Purchasing Engine Oil

The Exxon/Mobil Fleet Fuel cards are set up only for the purchase of diesel fuel or gasoline and will reject the attempt to purchase any other product.

Misuse of Fleet Fuel Cards and Single Station Accounts

Using any Fleet Fuel Card and/or Single Station Account for the purchase of diesel fuel or gasoline for any other vehicle or purpose other than what the Fleet Fuel Card/Single Station Account system is approved for is strictly prohibited. Violation of this rule will lead to disciplinary actions, up to and including termination.

118 - PAYROLL

Time Sheets

On each designated Monday, all drivers are to turn in their timesheet. This sheet must be accurate so that each driver can be paid correctly. Each driver, including substitute drivers, is to fill out his/her own time sheet.

1. Under no circumstances will a timesheet be delivered to the Transportation Department or to the Administration Office, either by hand, by another driver or through the School District mail system, prior to the end of a driver

completing his/her route or run on any day before the designated Monday. Example: Turning in the time sheet on Friday morning and the driver still has to drive a PM route. Exception to this rule is if a driver is taking time off and will not be available to turn in his/her time sheet on the designated day. In this case the driver may turn in their time sheet before their time off.

2. All time sheets must be turned into the Transportation Director by 9:00 AM on each designated Monday. Failure to turn in a timesheet on-time may result in no payment until the next pay period.
3. A sheet with dates to turn in timesheets will be provided and available to each driver.
4. It is the driver's responsibility to ensure that his/her time sheet is correct. The Transportation Director or Administration Office will not be responsible for mistakes or omissions made by the driver.
5. All trip and route dates must be within the same pay period. Trips or routes cannot be withheld to be put on another pay period.

The School District of Westfield will reimburse, upon successful completion the cost of the CDL test, for initial and renewals to maintain B class with P and S endorsements. Complete a Mileage and Other Expense Form and attach the receipt.

The School District of Westfield will provide all drivers, at no cost, with a bus as needed for driving tests.

Activity Route

The minimum pay is 1.5 hours and paid for each $\frac{1}{4}$ hour thereafter.

Extra-Curricular and Co-Curricular Trips

Mileage will only be paid from where a trip leaves the departure location and returns. Under no circumstances will a driver be paid mileage to and/or from their residence, either in a school vehicle or their own. Time will be paid from when a driver leaves his/her house to the departure location and back.

If two (2) or more drivers are assigned to the same Extra-Curricular or Co-Curricular trip, have the same amount of map miles, and there are discrepancies in mileage between the drivers' time sheets, the lesser time and/or mileage will be paid.

If an Extra-Curricular or Co-Curricular trip is canceled and the driver is not notified and shows up at the departure location, the driver will be paid for 1 hour.

Pay for Meetings

The minimum pay for attending any Transportation meeting is 1 hour and paid for each $\frac{1}{4}$ hour thereafter.

Drivers who attend the In-Service held prior to the new school year will be paid hourly with a minimum of 1 hour and paid for each $\frac{1}{4}$ hour thereafter.

Route Verification

Each driver will receive three (3) hours of pay to plan and verify their routes plus call parents before the school year begins. Drivers assigned to a totally new route will receive six (6) hours of pay to plan and verify their routes plus call parents before the school year begins.

New Driver Training

Payment will be up to 10 hours at the hourly rate.

Apostle Island Trip

\$115 per day

Post Prom

Maximum of 1.5 hours at hourly rate (paid in ¼ hour increments).

Drug Testing

Drivers who are required to provide a Random Drug Test as outlined within §382.305 of the Federal Motor Carrier Safety Regulations and School District of Westfield Policies will be paid for 2 hours but will not be paid for mileage while traveling to-and-from the testing site as designated by the School District nor during the testing.

Drivers who are required to provide a Post-Accident Drug Test as outlined within §382.303 of the Federal Motor Carrier Safety Regulations will be paid for 2 hours but will not be paid for mileage to have drug and alcohol tests performed. FMCSR drug testing is required by the Federal Government to continue to drive a Commercial Motor Vehicle.

Physicals

Drivers who are required to obtain a physical for the renewal of their S and P endorsements when required by the Wisconsin Department of Transportation will not be paid for time or mileage. Driver's may either use the Physician that is contracted by the School District for free or may choose another doctor, but the school will only pay the contracted rate (\$118) and the driver will have to pay the difference. DOT physicals outside of the contracted providers may be reimbursed at a rate of 100% of cost with prior Administrative approval.

Specialty physicians above and beyond the DOT physical that the Department of Motor Vehicles would require a driver to see could be reimbursed in full. This is at the discretion of the Administration.

Bus Service

As it is a privilege for a driver to keep his/her bus at home, time may not be paid to bring a bus to the Transportation Department or pick a bus up from the Transportation Department with regard to the regular maintenance schedule and is at the discretion of the Transportation Director.

119 - HOLIDAYS AND TIME OFF

Holidays

Drivers are entitled to the following Holidays with pay based on AM/PM route status:

1. Labor Day
2. Thanksgiving Day
3. Christmas Day
4. New Year's Day
5. Good Friday
6. Memorial Day

Substitute drivers are not entitled to paid holidays.

Request for Personal Days / Time Off

The School District understands that people need time off for medical, personal or family reasons and that a lot of these things cannot be controlled. The District will consider any reasonable request when possible.

Even though the School District of Westfield does not have a predetermined amount of Personal Days for drivers, it is greatly encouraged that drivers not abuse this privilege by taking an "exorbitant" amount of time off during the school year. Any apparent abuse may be noted during the driver's Performance Evaluation.

Drivers are required to notify the Transportation Director by filling out a Request for Time Off at least seven (7) days prior to the date(s) requested. It is the responsibility of the driver to find a suitable substitute. No more than two (2) drivers may take the same day or route off. If a substitute driver cannot be found, the driver may not be able to take the day or route off.

Drivers will not be paid for Personal Days or Time Off.

The Transportation Director reserves the right to decline any request for a Personal Day or Time Off as permitted by law and/or set forth by the School District of Westfield.

Personal Day / Time Off requests that fall under the Family and Medical Leave Act (FMLA) will be treated accordingly as outlined within said Act.

In accordance with Federal and State law, the Board will provide family and medical leave pursuant to Policy 4430.01. The Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ("FMLA") and the Wisconsin Family and Medical Leave Act ("WFMLA"). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by an employee under this policy is governed

by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy.

Under the FMLA, if the employee satisfies the eligibility requirements, above, s/he is entitled to a total of twelve (12) work weeks of leave in a fiscal year for any of the reasons stated in the law and applicable policy. Under the WFMLA, if the employee satisfies the eligibility requirements set forth above, s/he is entitled to ten (10) work weeks of leave in a fiscal year as follows:

- A. a total of six (6) weeks of leave for the birth of his/her natural child and/or the placement of a child with the employee for, or as a precondition to, adoption;
- B. a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and
- C. a total of two (2) weeks of leave due to the employee's serious health condition.

Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law.

120 - PERFORMANCE EVALUATIONS

Regular drivers will be given an annual Performance Evaluation within the school year.

The Performance Evaluation is intended to make the driver aware of any problems or issues that he/she may not be aware of and provide the driver an opportunity to be proactive in correcting these.

The Performance Evaluation will look at the following aspects:

1. Keeping the assigned bus clean.
2. Keeping the assigned bus fueled.
3. Completing pre-trip inspections.
4. Completing required reports.
5. Using good judgment.
6. Maintaining pupil control.
7. Relating well with others.
8. Learning and applying new ideas.
9. Showing interest in work.
10. Abiding by rules and regulations.
11. Accepting responsibility willingly.
12. Maintaining a regular schedule.
13. Complying with instructions.
14. Dependability.
15. Attendance.
16. Accepting constructive criticism.

17. Driving habits.
18. Safety practices.

A copy of the Performance Evaluation will be put into the driver's Personnel File in the Administration Office and given to the driver. A driver's Performance Evaluation(s) may be referenced in the decision of any disciplinary action.

121 – PASSENGER ACCIDENTS OR INJURIES

If any student or passenger on a school bus should fall while getting on/off the bus or receive a significant injury while on the bus that the driver can visually confirm, the driver will fill out a General Incident Report.

This report should state the following:

1. Time of incident
2. Location of incident (pickup/drop-off at home, at a school, on a trip, etc.)
3. How the incident happened (slipped while getting on the bus, cut on a sharp object, etc.)
4. Any actions performed by driver (applied bandage, assisted the student/passenger)
5. Any other pertinent information

The General Incident Report will be delivered as soon as possible to the Transportation Director. Obviously every little incident does not need to be recorded, but the driver should be prepared to provide an incident report in the future if requested.

122 - USE OF 2-WAY RADIO AND CELL PHONES

Drivers are to be professional and courteous when they use the bus 2-way radio. No driver or staff will use profane, obscene or rude language when using the bus 2-way radio.

All staff are prohibited to use a cell phone while operating a vehicle on district business.

123 - VEHICLE BREAK-DOWNS

If a vehicle has a break-down, the Transportation Director or designee should be notified immediately. When contacting the Transportation Director or designee, the driver should be prepared to provide a description of the problem to the best of the driver's abilities in order to assist the Transportation Director or designee in deciding the best possible solution.

The Transportation Director or designee may either decide to go and repair the vehicle if time is not a concern, or may have another School District or bus contractor provide transportation.

If a school bus has a malfunction in which the bus is inoperable or unsafe and the driver is unable to contact the Transportation Director or designee, then the driver will need to contact the Transportation Department or contractor of the School District in which the break-down has occurred. The driver will inform said Transportation Department or contractor of the situation and ask that they provide a bus for the continued transportation of the Westfield students. The driver is to affirm that all costs will be covered by the School District of Westfield.

124 – DRESS CODE

Drivers are to be neat in appearance and properly groomed. Clothes that are soiled or have cuts and rips will not be allowed. No open toe or open heel footwear is allowed.

125 - DISCIPLINARY ACTIONS

The School District of Westfield is an employer-at-will and has the right to end the employment of any employee at any time, with or without reason. This employee handbook is not a contract and no statement within this handbook guarantees any employee's continued employment.

Disciplinary actions may be enforced for the following reasons, but not limited to:

1. breaking rules, laws or regulations
2. inappropriate behavior (harassment, fighting, insubordination, etc.)
3. drug or alcohol abuse on the job
4. ineffective performance
5. refusing a reasonable order or directive

Grievance Procedure

A driver may grieve certain discipline and terminations-as outlined in Policy 4340.

Drug and Alcohol Use

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's support staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates Policy 4122.01–Drug-Free Workplace shall be subject to disciplinary action

Title IX Non Discrimination

The District does not discriminate on the basis of sex in violation of Title IX in any of the programs and activities it operates. Title IX’s mandate not to discriminate extends to students, employees, and other persons in all aspects of any of the District’s operations, including employment and student enrollment. Inquiries about how Title IX applies to the District may be made to the District’s Title IX Coordinator, the Assistant Secretary at the U.S. Department of Education, or both.

The Board designates and authorizes individuals to oversee and coordinate its efforts to comply with Title IX and its implementing regulations.

Brenda Dahlke
Curriculum Coordinator
608-296-2141 ext. 1010
N7046 County M
Westfield, WI 53964
brenda.dahlke@westfieldpioneers.org

David Moody
High School & Middle School Principal
608-296-2141 ext. 1004
N7046 County M
Westfield, WI 53964
david.moody@westfieldpioneers.org

The District has adopted a grievance procedure and process that provides for the prompt and equitable resolution of complaints by employees, students and other individuals alleging any action in violation of Title IX and/or its implementing regulations. The grievance procedure and process are included in board policy. The policies address how to report or file a Complaint of Sexual Discrimination or a Formal Complaint of Sexual Harassment, and how the District will respond.

EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate in employment on the basis of any characteristic protected under State or Federal law including, but not limited to: race, color, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in Section 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters or any other characteristic protected by law in its employment practices.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

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Westfield, WI 53964
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The Board will provide reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

ANTI-HARASSMENT POLICY

The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees. Policy 4362 Employee Anti-Harassment.

APPENDIX A
STUDENT TRANSPORTATION

The intent of the Board of Education is to treat all students in the district fairly and equally with regard to the provision of transportation services.

All students within the village limits (Coloma, Neshkoro, Oxford and Westfield) are expected to provide their own means of transportation to school or to the designated pick-up points established by the district's Transportation Director.

The Board acknowledges that the majority of student riders are transported to and from their legal residence or designated pick-up points on the established bus route. The Board will consider, upon parental request, agreeing to pick up and deliver students to points other than their own homes as long as these residences are located where they will not require unnecessary additional miles or compromise children's safety.

APPENDIX B
SCHOOL BUS TRANSPORTATION
RULES OF CONDUCT FOR ALL BUS RIDERS

General Rules:

1. School bus transportation is a privilege, not a right.
2. The driver of any school bus is responsible for the orderly conduct of the students transported.

Pupil and Parent Responsibilities:

1. Pupils will ride on assigned buses. Parents must request in writing an exception to this rule. Requests shall be made to the District Administrator.
2. Pupils will board and depart from their assigned bus at selected destinations unless written permission is granted to be let off at a different destination. The bus driver must be presented, such written request signed by the principal or his/her designee. Parents will assume the responsibility of the child when such a request is made and granted.
3. A certificate or statement from a medical doctor will be forwarded to the office of the District Administrator to substantiate all disability cases. Parents are responsible for obtaining the statement and forwarding it to the District Administrator's Office. In addition to the regular transportation provided to all students, transportation as a related service is an important component of the program for many students with disabilities. Students with disabilities are entitled to this related service only if it has been determined by the Individualized Education Program (IEP) Team or 504 Planning Team that transportation is necessary for the student to benefit from special education or 504 plan.

4. School buses will not drive into private driveways, unless it is part of the designated route.

Prior to Loading (on the road and at school)

1. Being on time at your designated school bus stop helps to keep the bus on schedule.
2. Stay off the road while waiting for the bus.
3. Wait until the bus comes to a complete stop before boarding the bus.
4. Be courteous. Do not take advantage of younger children in order to get a seat.
5. If there is no sidewalk or path, it is recommended that you walk to the side of the road facing traffic to get to the bus stop.
6. Use the handrail and watch your step when boarding the bus.

While on the Bus

1. Keep all body parts inside the bus at all times.
2. Keep feet and legs out of the aisle.
3. Assist in keeping the bus safe and clean at all times.
4. Avoid loud unnecessary behaviors, which divert the driver's attention and may result in a serious accident.
5. Treat bus equipment appropriately. The offender will pay damages to the bus.
6. Never tamper with the bus or any of its equipment.
7. Do not leave books, packages, coats and/or other articles on the bus, unless authorized by the bus driver.
8. Remain in the bus in case of road emergency, unless directed to do otherwise by the bus driver.
9. Do not throw anything out of the bus windows.
10. Always be courteous to fellow riders, the bus driver and others.
11. Keep books, packages, coats and other objects out of the aisle.
12. Keep quiet when approaching and while the bus is stopped at a railroad crossing.
13. Inform the driver, if possible, when a rider will be absent.
14. All explosive and flammable materials are banned aboard any school bus.
15. A student may be assigned to a specific seat and shall not be permitted to move from the assigned seat except by permission from the bus driver.
16. Bottles or glass containers are not allowed on or around the bus.
17. Live pets, animals, or wildlife are not permitted on the school bus, except in limited cases.
18. No cleats or other types of spikes are allowed to be worn on the bus.
19. No radios, tape players or CD players are permitted on the bus unless authorized by the bus driver.
20. A student will not possess, use, be under influence, give, sell, or transfer illegal drugs, alcoholic beverages, other controlled substances, unauthorized prescription drugs, "look a likes" or synthetic substances.
21. The above rules and regulations apply to all school-related trips.

22. Students shall follow directions of all bus chaperones.
23. All students will remain seated while the bus is in motion. The same expectations required of students in the school building apply to students riding the bus.
24. Students transported in a school bus will be under the authority of, and responsible directly to the driver of the bus. Continued disorderly conduct or persistent refusal to follow directions of the driver will be sufficient reason for a pupil to be denied transportation in accordance with the Rules of Conduct for All Bus Riders.

After Leaving the Bus

1. Cross the road at least ten feet in front of the bus after checking to make sure no traffic is approaching and/or after receiving a signal from the driver.
2. Help look after the safety and welfare of others.
3. Be alert to the danger signal from the driver. (Note: This will be a pre-arranged signal).
4. Riders are not permitted to leave the bus at other than regular stops unless proper authorization has been given in advance by school officials.

Drivers' Regulations During Transport

1. When picking up and unloading children, the school buses shall always park on the school side of the street.
2. Safety is the first consideration a driver must make. The school bus is to be mechanically safe and driven in a safe manner by all drivers.
3. The bus driver is in complete charge of the bus. The students are governed by the bus driver. As soon as the student enters the bus, he/she falls within the jurisdiction of the bus driver.
4. The bus driver will be informed by the Transportation Director or his/her designated route pick-up points. Pick-up points will be designated on the basis of the safety for the greatest number of children to be served.
5. Buses will be used only for the transportation of children to and from school, and for activities authorized by the board of Education. Buses are not to be used for private purposes.
6. The buses will be swept and cleaned inside daily.
7. School bus drivers will maintain time schedules and designated routes insofar as it is practical barring mechanical trouble and road conditions.
8. Bus drivers will be courteous and neat in appearance.

Administration of Rules Governing School Bus Conduct:

THE BUS DRIVER IS RESPONSIBLE FOR THE BEHAVIOR OF STUDENTS ON HIS/HER BUS. The bus driver will receive full administrative support in exercising his/her assigned duties in maintaining proper student behavior and safety aboard his/her bus. Bus discipline is based on the premise that the bus driver has exercised reasonable judgment in the performance of his/her duties. If violations occur the following procedure will be enforced:

1. The first written notice of unsatisfactory conduct other than violation of a safety measure shall result in a written warning sent to the parents by the Transportation Director or Principal. The unsatisfactory conduct report will be sent to the school, parent, and student. This notice may result in minor consequences as deemed necessary by the Director, Principal or their designee.
2. The second written notice of unsatisfactory conduct shall result in the suspension of bus riding privileges for a period of three (3) to five (5) school days for all students. The parents will be notified of their child's suspension of bus riding privileges by the Transportation Director, Principal or their designee.
3. The third notice of unsatisfactory conduct shall result in a ten (10) school day suspension of bus riding privileges. The parents will be notified of their child's suspension of bus riding privileges by the Transportation Director, Principal or their designee.
4. The fourth notice of unsatisfactory conduct shall result in a suspension of bus riding privileges for the remainder of the school year. The parents will be notified of this suspension by the Transportation Director, Principal, or their designee.
5. Any serious safety violation will result in immediate suspension of bus riding privileges for a designated amount of time.
6. Parents and/or students (18+) may appeal the action taken in items one through five by request through the Transportation Director or Principal. Upon such request, the Transportation Director will arrange a conference involving all parties involved. The decision arrived at may be appealed to the District Administrator and in turn to the School Board.

EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read the **School District of Westfield Driver Handbook** and will comply with the provisions contained herein. I understand that the terms described in the Driver Handbook may be altered, modified, changed, or eliminated by the Board at any time, with or without prior notice.

I further understand that the Driver Handbook and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that my employment is "at-will," and that my employment may be terminated at any time for any reason, with or without cause, and with or without notice, unless otherwise provided by individual contract and consistent with Board Policy.

Print Name

Driver's Signature

Date