

**Hinsdale
School
Transportation
Driver
Handbook**



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SCHOOL TRANSPORTATION DRIVER HANDBOOK

School Bus Policy

All school bus drivers shall meet the school bus driver qualifications as established by the State of Montana, in accordance with Montana Code Annotated (MCA) 20-10-103.

RESPONSIBILITIES OF THE SCHOOL BUS DRIVER

The following rules and regulations have been developed to insure the safest, most enjoyable, and most efficient transportation for the Hinsdale District's children.

Operation of the School Bus:

1. The safety of the students/staff riding the bus should have first consideration by the bus driver at all times.
2. The driver shall keep their appearance neat and clean. His / her conduct comparable to that expected of a teacher. Remember: Discipline students in private, praise in public.
3. The driver shall keep himself / herself in the proper physical and mental condition to operate his / her bus with safety.
4. Bus drivers shall **NOT** use electronic devices while operating a bus. Cell phones can be used only in an emergency situation, after the bus is stopped.
5. He / she shall not use tobacco on the school bus and shall not permit children to do so.
6. The driver shall abstain absolutely from the use of intoxicating liquors on days when he transports students and at least for a period of 8 hours prior to reporting to work.
7. No rider should be permitted to stand while the bus is in motion.
8. Drivers are not allowed to bring members of their family with them on the bus route. This applies especially to children. Mixing babysitting with school bus driving is not in the best interests of the transportation system.
9. A school bus driver should refrain from leaving their bus while it has passengers aboard. In case of accident or breakdown he / she should stay with his / her riders.
10. A school bus should never back up unless absolutely necessary.
11. The driver shall observe the traffic laws of the state and of the local community.
12. The driver should not engage in unnecessary conversation with anyone while the bus is in motion.
13. The students shall use the emergency door only in the case of a bona fide emergency.
14. The driver shall see that all doors on the bus are kept closed while the bus is in motion.
15. The driver shall bring the bus to a complete stop before loading or unloading students.
16. The bus driver should wait for **3 minutes** for riders at a regularly scheduled bus stop. If waiting for individuals takes longer, document the times and contact the Superintendent.
17. The driver shall adhere closely to the established schedule. Buses should arrive at school at least **15 minutes** before school begins, and leave **6 minutes** after school is out.
18. Only the driver will operate the bus

21. If any difficulty arises or if disorder prevails in the bus, the driver shall stop the bus and shall not proceed until the situation is remedied. **Misconduct of students which cannot be handled by the bus driver, shall be reported to the administration.**
22. SCHOOL BUSES MUST COME TO A COMPLETE STOP AT RAILROAD CROSSINGS. THE DRIVER MUST OPEN THE DOOR AND LOOK EACH WAY BEFORE CROSSING. IF THE CROSSING IS OBSCURE FOR ANY REASON, A RESPONSIBLE RIDER SHOULD GET OUT OF THE BUS AND WAVE THE DRIVER TO PROCEED AFTER THE RIDER IS SURE IT IS SAFE.
23. All reports that are required by the school administration must be made accurately and promptly.

Procedure of School Bus Drivers at Railroad Crossings

General

1. The driver of any school bus, whether carrying passenger or not, must, before crossing of any track or tracks of a railroad, bring his / her bus to a full and complete stop within not less than fifteen (15) feet or more than fifty (50) feet from the rails nearest the front of the bus.
2. When the drivers are making stops for railroad crossings, they shall carefully observe traffic and reduce speed, far enough in advance of stop, to avoid trapping other motorists in panic stops or rear end collisions with the bus. On multiple lane roadways, no such stop shall be made in the center of left hand lane.
3. No special signs, signal, or flashers, designated only for use on school buses, shall be activated while stopped or stopping for this purpose.
4. The driver, when stopped, shall fully open the service door, and must, after the stop and while so stopped, listen and look in both directions along the track or tracks for approaching engines, trains, or cars.
5. If the view of the track or tracks for a distance of one thousand (1,000) feet in either direction is not clear or obstructed in any way, no portion of the bus may be propelled onto the tracks until, by personal visual inspection, the driver has made certain that no train is approaching. In an instance, may a signal indicating safety be considered as conclusive or serve to abrogate this precaution.
6. Drivers shall, in every instance, cross in such gear that will not necessitate changing gears while traversing such crossing and shall not, under any circumstances, shift gears when bus is actually crossing tracks or railroad crossing.
7. In the event that a train has passed over the crossing, no bus driver shall drive his / her bus onto said track or tracks until such train has sufficiently cleared the crossing so that the driver is certain that no train, hidden by the first train, is approaching on adjacent track.
8. For improved vision and hearing a window at the driver's left should be opened and all noisy equipment should be shut off until the bus has cleared the crossing.

At crossing controlled by signals only:

1. In addition to the above, the driver of a school bus which has stopped at any railroad track or tracks at which there is in operation any flashing red lights and/or bell shall not proceed across such track or tracks UNLESS by authorization from a law enforcement officer or train personnel, though this does not relieve the driver of personal responsibility for safe crossing.
2. In the event that switching operations, or stopped trains, delay the use of the crossing unnecessarily for frequent or extended periods of time, complaint should be made through proper channels to railroad management and traffic authorities.

At a crossing controlled by crossing gate or barrier:

1. No bus driver shall drive his / her bus through, around or under any crossing gate or barrier at a railroad crossing while such gate or barrier is closed or being opened or closed.
2. The driver must never accept a lack of movement as indicating that the device is either in or out of order or not properly handled, but must always take a Railroad Grade Crossing as a conclusive warning of danger and must not cross the tracks until he / she has conclusively ascertained that no train is approaching.

Weather conditions

During wet, stormy, or foggy weather, before placing part of the bus on the tracks, the driver must know conclusively that the crossing can be made in safety. Any use of flares, etc., in addition to warning signals or devices maintained at such railroad crossing, must be taken as an additional warning of danger.

Behavior of passengers

When any school bus must stop for any railroad track at grade, all passengers must be silent until crossing is completed. Such signals for silence shall be given by the driver in whatever manner he / she deems suitable. The driver shall observe the traffic laws of the state and of the local community. Students who violate this safety rule are subject to disciplinary actions. Students should assist the route/extracurricular driver

Supervision of Students

1. The driver is responsible for enforcing all regulations governing conduct of students from the time the students enter the bus in the morning until they alight from it at the school house, and from the time they enter the bus at the school house until they alight at their regular stops. The driver's relationship with students should be on the same plane as that expected of a teacher.
2. If any difficulty arises or if disorder prevails in the bus, the driver shall stop the bus and shall not proceed until the situation is remedied. Misconduct of students which cannot be handled by the bus driver, shall be reported to the Superintendent.
3. The driver is expected to report all serious disciplinary problems to the Superintendent.
4. The bus driver must get control of the group the first day.

5. Deal with the problem at hand and talk to offender, privately, if possible. Be sure to pick the correct offender and do not attempt to punish the whole group.
6. If you talk to the whole group, stand up and get their attention. If necessary, leave your seat and talk to individuals or small groups further back in the bus. The driver may assign seats to students.
7. Do not attempt to keep the children absolutely silent. A good rule is: "Talk quietly and enjoy the ride."
8. Drivers **should not** put students off along the route for breach of discipline or just because they wish to walk home. Such students should be unloaded at the home stop and notified that they will not be conveyed until the matter has been cleared with the proper officials.
9. The driver shall give full instructions to students on his / her bus concerning the proper procedure in crossing the road after alighting from bus.
10. The driver shall keep a set of "Students' Responsibilities and Rules" posted in a conspicuous place in his / her bus.
11. At the beginning of the school year, the bus driver shall instruct all passengers in connection with the use of the fire extinguishers, first aid kit, and exits. Explain to the students that they must know these things, because you, the driver, could become ill or injured in an accident and be unable to help them.

Accident Procedure

In case of any collision or off road departure from the road with the bus, the driver should:

1. Call for help on the two way radio or cell phone.
2. Dispatch the first available person to call for help. The driver should remain with the students.
3. Render first aid where appropriate.
4. Notify proper law enforcement authority.
5. Notify the Superintendent. (*Not reporting a collision or off road departure is negligence of duty and can result in disciplinary actions.*)
6. Make proper arrangements for the safety of the students until transportation is available.
7. In all cases, the safety of the students takes precedence over all other activities or actions.
8. All school bus accidents must be reported to the highway patrol as required by law and to school officials immediately, as required by state regulations.

Bus Inspections & Repair

Buses are inspected semiannually and approved by the Montana Highway Patrol by law. Your job is to make daily inspections. This includes tires and oil. The *Pre-trip Checklist* must be completed twice each day, kept on the route bus, and turned into the Superintendent **monthly**. When a bus needs repair, write the need on the white board in front of your bus and **contact administrative personnel in the office to contact the District mechanic**.

Bus Cleanliness

It is your responsibility to keep the bus clean inside and out. Windows and mirrors, must be clean at all times. Make bus cleanliness a learning experience for your riders.

Busses are subject to spot checks by the Superintendent monthly or on an as needed basis. Fuel up, clean up for the next driver! Returning an activity bus **uncleaned** to the bus barn or **fueling up to full** is considered negligence of specified duties and safety as outlined in this handbook. For safety reasons, buses should never be left with less than Z_2 in fuel tank.

Safety Rules

The driver has the responsibility of periodically informing and reminding riders of the safety rules for school bus passengers. Emergency evacuation drills will occur twice a year.

Public Relations

The school bus driver establishes an image for the transportation system. The driver's attitude toward the students, school personnel, parents and all other people determine the good or poor relationship between the school and the public. Cursing or belittling of students will not be tolerated. **Always** address students respectfully and in a positive manner.

REMEMBER. YOU ARE A PART OF THE HINSDALE PUBLIC SCHOOL SYSTEM - REPRESENT IT WHOLEHEARTEDLY.

Loading and Unloading

This is probably the point at which most accidents occur. The student's safety is your responsibility.

1. School Bound: When students must cross the road to board the bus, they shall wait on their side until the bus stops with lights flashing. After traffic has stopped, the driver will signal the children to cross in front of the bus.
2. Home Bound: Where children must cross roads, they shall cross in front of the bus and the bus will remain stopped with lights flashing until students have crossed. Students should not cross roadway until the driver signals them it is safe to do so.
3. The driver is expected to be in the bus while loading. **The driver is expected to be on bus anytime passengers are loading and unloading.** Exceptions would include shoveling snow, instructing students about safe areas, etc.
4. When loading passengers, do not allow students to crowd at the door. Insist they form an orderly line. Students should go immediately to their seats and remain seated.
5. Remove built up snow and ice from the steps of your bus if necessary.
6. Before leaving the school, **BE SURE YOU HAVE ALL YOUR PASSENGERS.** The first week will be especially difficult as the younger students are readily confused.

Bus Signal Lights

1. Your bus is equipped with two red lights on the front and rear of bus. And two amber lights on the front and the rear. Turn on warning light switches before making the first stop or pickup. Turn off after making last stop or pickup.
2. Start flashing amber lights at least 500 feet before stopping to pick up and discharge students.
3. Flashing lights are not to be used in school bus loading zones at school.

Driving Habits

Practice proper driving habits. Drive *safely and defensively*. Be courteous - yield the right of way. Be considerate about traffic 'build-up' behind you.

Difficulties or Delay in Schedule

In the event of a breakdown, immediately contact your Superintendent or administrative personnel in the office. In the event of a delay, contact the school so that others can be notified.

Speed Limits

Maximum speed limit shall comply with the State law. Type of bus, road conditions and weather will determine a safe speed. Remember there is a fifteen (15) miles per hour (MPH) speed limit within school areas. We recommend a town speed of fifteen to twenty (15-20) miles per hour (MPH).

Driving Errors

Learn to recognize driving errors that lead to collisions and off road departures before they happen. When in doubt of road conditions, slow down and proceed with caution.

Maintenance

1. **Report all needed repairs on a bus work order form** (*forms available in office mailroom*), **place them on the white board in front of your bus, and report them to the Superintendent or office personnel immediately.**
2. Warm up your bus engine. It is especially important that diesel engines be warmed up before use. If you pull away from the school before the engine is warm, make sure to run the engine at a slow speed until it is warm.
3. CHECK OIL AND WATER. If engine has low oil pressure or is overheated, do not operate it.
4. A Pre-load Checklist (*forms are available in office mail room*) will be completed by the bus driver before leaving the bus bam for each trip. This check list should be laced into the superintendent's mailbox before the afternoon route is run.
5. The maintenance person will be notified when repairs need to be made by the superintendent's office. The information will be taken from the pre-load check list completed before their route, twice a day by the bus drivers.
6. Buses need to be left in clean condition whether the driver is using the regular bus or the spare bus.

Extra-curricular Activity Trips

1. Driver is expected to be at loading area at least **15 minutes** before departure time.
2. An *OP I Pre-trip Checklist* must be completed before driving each extra-curricular trip. Turn this completed form into the Superintendent's mailbox.
3. Assist in loading luggage, uniforms and band instruments. Do not block emergency door.
4. Depart according to your schedule and instruction from the coach or sponsor.
5. You are in full charge of your bus and passengers, although the coach or sponsor's wishes should be considered.

6. Check with the coach or sponsor in the regard to time for return trip. In some cases, it will be necessary to stay with the bus at activity.
7. Have your bus warm before loading students after activities in cold weather.
8. Park only in authorized areas at other schools.
9. Keep bus locked to protect your property as well as that of the students.
10. DO NOT ALLOW students to shout at passers-by or get involved with students at other schools by harassment from the bus.
11. Check your bus after activities for flat tires, glass breakage, garbage, etc.
12. Try to keep your bus clean before departing on a trip.
13. Keep adequate supply of fuel in case of trouble on the road. (Never less than ^XA)
14. If you have any questions in regard to route, to destination, or location of the school, check with your coach, sponsor. Superintendent, or office personnel.
15. Clean the bus and refuel your bus upon returning from the trip.
 - Have students assist in clean up before departure off the bus. This does include emptying the trash. *{Avoid negligence of these mandatory duties'}*

Substitute Bus Drivers

1. According to the State School Laws, no one may drive a school bus unless certified.
2. **The Superintendent will call a substitute driver when a regular bus driver is unable to complete their scheduled bus route. If the superintendent cannot be reached, notify the administrative office personnel to find a substitute.** Be sure to fill out a *Leave Request Form* and place it in the Superintendent's mailbox.
3. A substitute list will be created with people who are qualified to drive a bus and have applied at the school office. Substitute drivers will be called from the substitute list. The names on the substitute list will be rotated to allow for all people on the list to substitute drive.

Discipline of Drivers

Bus drivers will be notified by the Superintendent of misconduct in writing. After the third misconduct notification, the bus driver will be terminated. They will have the right to appeal the decision to the school Board of Trustees.

According to State School Laws, all school bus drivers must be certifies. As of September 1, 2006, you will have to have an "S" endorsement.

Regular and Substitute drivers must complete 15 hours of bus driver training each year.

On-line courses are available on the Montana Office of Public Instruction (OPI) website.

- <https://opi.mt.gov/Leadership/Finance-Grants/School-Finance/Pupil-Transportation>
 - o Guides and Information
 - o Training o Forms

HINSDALE BUS DRIVERS

ROUTE DRIVERS - All regular route drivers will earn \$17.50 per hour. Drivers will be given 2.5 hours for driving a shift. Beginning on August 15, 2018, due to a substantial increase in wages and benefits, drivers will begin new longevity terms and will earn an additional 2% at 3, 5, 7, and 10 years of experience. This would be done one step at a time. The Superintendent will assign drivers their routes and buses designated for each route. Again, it is to be seriously noted, that all route bus drivers are expected to maintain a level of cleanliness and keep fuel levels at full after a shift at the end of the day.

EXTRA-CURRICULAR TRIPS - Drivers will receive \$15.00 an hour for driving and for waiting. Drivers will be paid a minimum of \$40.00 per activity. On overnight trips, drivers will not be paid eight hours of waiting for sleeping. Drivers will eat with the team / organization and have their meals paid by the District or activity. Guidelines for cost of the meal will be determined by school policy on cost of meals while traveling.

Regular bus drivers will be allowed to drive an extracurricular activity bus, but not collect pay for both their regular route and the extra-curricular activity route. Drivers have the option of using a vacation day in order to take the extra-curricular trip.

The drivers who have (or will) sign contracts must fulfill their obligation to their routes before taking any extra-curricular driving duties. The extra-curricular driving that can be done during the school day, or Saturdays, without interfering with the regular routes will be open to the route drivers on a regular basis.

Adopted: September 13, 2000 Revised: May 8, 2006 Revised: June 27, 2007 Revised: September 6, 2019

SUBSTITUTE DRIVERS - Substitute **route** drivers will be paid the base rate of \$17.50 per hour for each route they drive. All drivers must be registered in the school office.

DRUG AND ALCOHOL TESTING POLICY

Our employees are our most valuable resource, and it is our goal to prevent accidents and injuries resulting from the misuse of alcohol and prohibited substances, as well as to provide a healthy and safe working environment.

In meeting these goals, it is our policy to:

1. assure employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner;
2. Prohibit the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances;

3. Create a drug/alcohol-free workplace environment, free from the adverse effects of drug and alcohol abuse or misuse;
4. Recognize drug and alcohol abuse as a treatable illness and encourage employees to seek professional assistance any time alcohol or drug dependency adversely affects their ability to perform their duties;
5. Maintain a work environment and promote work habits that foster public confidence; and
6. Strive to continually improve the service we provide the public and recognize the key role our agency plays in public safety.

PURPOSE

The purpose of this policy is to assure worker fitness for duty and to protect our employees and the public from the risks posed by the use of alcohol and prohibited substances. This policy is also intended to comply with all applicable Federal regulations governing workplace anti-drug programs. The Federal Highway Administration (FHWA) of the U.S. Department of Transportation has enacted 49 CFR Part 382, 391, 392, and 395, as amended, that mandate urine drug testing and breath alcohol testing for persons who are subject to commercial driver's license (CDL) requirements and perform safety-sensitive functions.

The U.S. Department of Transportation (DOT) has also enacted 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.

In addition, the DOT has enacted 49 CFR Part 29, "The Drug-Free Workplace Act of 1988", which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FHWA.

This policy is also intended to comply with 39-2-304, MCA.
This policy incorporates the requirements under the above regulations.

Nothing in this policy is intended to preclude disciplinary action being taken under existing school policy.

A list of definitions is included for easy reference (ATTACHMENT #1).

APPLICABILITY

Effective January 1, 1997, this policy applies to all Hinsdale School employees who are subject to CDL requirements and perform safety-sensitive functions (hereafter referred to as covered positions). It applies to on-duty time as well as off-site breaks and lunch periods when an employee is scheduled to return to work.

PROHIBITED SUBSTANCES

“Prohibited substances” addressed by this policy include the following:

Illegally Used Controlled Substances or Drugs

Illegal use of controlled substances or drugs which include marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine is prohibited. Illegal use also includes the misuse of legally prescribed drugs and use of illegally obtained prescription drugs.

Legal Drugs

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills or judgment may be adversely affected must be reported to the Superintendent, and medical advice should be sought, as appropriate, before performing safety-sensitive functions.

A legally prescribed drug means that the employee has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment, and the physician advises the employee that the substance does not affect the driver’s ability to safely operate a commercial motor vehicle (CMV). It must include the patient’s name, the name of the substance, quantity / amount to be taken and the period of authorization. The misuse or abuse of legal drugs while performing safety-sensitive functions is prohibited.

Alcohol

The use of beverages or substances, including medication, containing alcohol while performing safety-sensitive functions is prohibited. No employee shall perform safety-sensitive functions within four (4) hours after using alcohol. An employee who possesses alcohol will be subject to disciplinary action and will be removed from performing safety-sensitive functions until the start of the employee’s next regularly scheduled duty period but not less than twenty-four (24) hours. The employee will also be referred to the *Substance Abuse Professional* (SAP) for evaluation to determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and be released to duty by the SAP, with completion of a return-to-duty alcohol test indicating an alcohol concentration of less than 0.02. Follow-up testing may be required.

The concentration of alcohol is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device (EBT). See CFR Part 40, as amended.

TESTING COMPLIANCE REQUIREMENTS

Employees in covered positions will be subject to urine drug testing and breath alcohol testing.

Any employee or prospective employee who refuses to sign any required release(s) for release of information relative to test results, fails to comply with a request for testing, provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration or substitution shall be considered as having a **positive test**.

Refusal includes an inability to provide a urine specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test. (Note: If the employee or prospective employee is unable to provide the required amount of urine for drug testing, he / she will be instructed to drink not more than twenty-four (24) ounces of fluids and, after a period of up to two (2) hours, again attempt to provide a complete sample using a fresh collection container with the original insufficient specimen discarded.)

Refusal to submit to testing and not being available for post-accident testing unless injury prevents testing will be considered insubordination and a **positive test**. Disciplinary action will be taken which could include termination.

TESTING FOR PROHIBITED SUBSTANCES

Employees in covered position will be subject to the following tests: pre-employment; post-accident; random; reasonable suspicion; return-to-duty and follow-up.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (DHHS). All testing will be conducted consistent with the procedures put forth in 49 CFR Part 40, as amended.

The Hinsdale School District will protect individual dignity, privacy and confidentiality throughout the testing process.

Drug Testing

Drug testing may occur at any time during on duty time. The drugs that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine.

An initial drug screen will be conducted on each specimen. For those specimens that are positive, a confirmatory Gas Chromatography / Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive for the amounts present are above the minimum thresholds in 49 CFR Part 40, as amended.

The following actions will occur as a result of a confirmed positive drug test:

First occurrence - removal from performing safety-sensitive functions; suspension without pay; and recommendation made to the school Board for termination.

If the Hinsdale School District determines that an employee will undergo reasonable suspicion testing, the employee shall be removed from performing safety-sensitive functions until the Hinsdale School District is notified of acceptable test results.

Alcohol Testing

Alcohol testing shall be performed only when the employee is performing safety-sensitive functions, or immediately prior to performing or immediately after performing safety-sensitive functions. (See the six-numbered items under the definition of on-duty.)

Tests for alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved EBT operated by a trained breath alcohol technician (BAT).

If the initial test indicates an alcohol concentration of 0.02 or greater, a second (2nd) test will be performed to confirm the results of the initial test.

A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test, and is prohibited conduct under 49 CFR 382.

The following actions will occur:

Confirmed alcohol concentration of 0.02 or greater:

First occurrence - removal from performing safety-sensitive functions; suspension without pay; and recommendation made to the School Board for termination.

Pre-employment Testing

The successful applicant for a covered position will be required to undergo urine drug testing and breath alcohol testing after an offer of employment has been made. The employment offer must be conditioned on receipt of a negative drug test and a confirmed alcohol test indicating alcohol concentration of less than 0.02.

Prior to hire, the prospective employee must provide a written release so that the Hinsdale School District can obtain from previous employers for the last two (2) years the required information as provided in 49 CFR Part 382, section 382.413. This information must be obtained from employers for whom the prospective employee operated a CMV. If this information isn't provided to the Hinsdale School District within fourteen (14) calendar days from the date the employment begins, the employee must be removed from performing safety-sensitive functions unless the Hinsdale School District can document contact was made with the previous employer, the results of that contact, and why the information wasn't obtained.

A prospective employee with a confirmed positive drug or alcohol test will be disqualified from consideration for the position being filled. This will not prevent this individual from being considered for any subsequent vacancy.

Reasonable Suspicion Testing

Employees in covered positions may be subject to a fitness-for-duty evaluation which includes urine and breath testing when there is reason to believe that drug or alcohol use is a potential factor in affecting job performance.

A reasonable suspicion determination will be made by the Superintendent who has been trained in reasonable suspicion and who believes that the employee has violated the prohibitions of these regulations based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee.

Reasonable suspicion determinations must be documented within twenty-four (24) hours of observation and by test results received. A description of the behaviors that led to the determination must be signed by the person who made the determination.

Post-accident Testing

Employees in covered positions will be required to undergo urine and breath testing if they are involved in an accident with a MDT CMV which occurs on a public road. This includes any incidents when damage has occurred to the bus.

AND EITHER

- involves a fatality;

OR

- a moving violation is issued to the (CMV) driver;

AND EITHER

- involves injury to a person who, as a result of injury, immediately receives medical treatment away from the scene of the accident;
- one (1) or more of the motor vehicles incur disabling damage as a result of the accident requiring, the vehicle to be towed away by a tow truck or other vehicle, or if it were driven, it would be damaged more.
- an off road departure causing damage to private property or the school bus.

(NOTE: *Disabling damage* means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs. It does NOT include damage to tires even if a spare is unavailable, head or taillight, turn signal, horn or windshield damage.)

Following the accident, the employee will be tested within two (2) hours of the accident. If this can't be done, reasons for non-testing must be documented. Attempts to test will cease after eight (8) hours for alcohol testing, and thirty-two (32) hours for drug testing.

Any employee in a covered position involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until he / she undergoes a post-accident alcohol test. Any employee who leaves the scene of the accident without appropriate explanation prior to submission to drug and alcohol testing will be considered to have refused the test. This will be considered a **positive test**.

Random Testing

Employees in covered positions will be subject to random, unannounced testing.

The selection for random testing will be made by a scientifically valid method, and each employee shall have an equal chance of being tested each time selections are made. A random number of those tested for drugs will also be subject to alcohol testing.

Drug testing may occur at any time during on-duty time. Alcohol testing will be performed before, during or after the employee is performing safety-sensitive functions.

In accordance with the regulations, the minimum annual percentage rate for alcohol testing will be completed for twenty-five percent (25%) of the average number of covered positions. Drug testing may be completed **up to** one hundred percent (100%) of the covered positions.

Employee Requested Drug Testing

An employee who questions the results of a confirmed positive drug test may request an additional test be conducted. This test must be conducted at a different testing DHHS-certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. The method of collecting, storing and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended.

The employee's request for a re-test must be made to the MRO within seventy-two (72) hours of notice of the initial test result. Requests after the seventy-two (72) hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee. All costs for a retest on the split sample will be paid by the employee unless the second (2nd) test invalidates the original test.

PROPER APPLICATION OF POLICY

The Hinsdale School District is dedicated to assuring fair and equitable application of this policy. Therefore, the Superintendent is required to use and apply all aspects of this policy in an unbiased and impartial manner. Any Superintendent who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to a subordinate, shall be subject to disciplinary action.

SYSTEM CONTACT

Any questions regarding this policy or any other aspects of the drug-free and alcohol-free MDT program should contact the Administrator, Human Resources or his / her designee at (406-444-6040).

Hinsdale Transportation Driver Policy / Handbook ADOPTED BY THE HINSDALE SCHOOL BOARD OF TRUSTEES

**April 12, 1989 Revised September 10, 1997 Revised June 2004 Revised May 8,
2006 Revised June 27, 2007 Revised September 11, 2019**

ATTACHMENT #1

DEFINITIONS

Accident - an *accident* is an occurrence relating to a crash often caused by a driver mistake, negligence, or an unforeseen act of nature. ‘Accidents’ involving a school district MDT commercial motor vehicle (CMV) which is operating on a public road;

- **AND EITHER** - involves a fatality;
- **OR** - moving violation is issued to the CMV driver;
- **AND EITHER** - involves injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; one (1) or more of the motor vehicles incur disabling damage as a result of the accident requiring, the vehicle to be towed away by a tow truck or other vehicle, or if it were driven, it would be damaged more

(NOTE: *Disabling damage* means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs. It does NOT include damage to tires even if a spare is unavailable, head or taillight, turn signal, horn or windshield damage.)

Alcohol - the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Alcohol concentration (AC) - means the concentration of alcohol in a person’s blood or breath. When expressed as a percentage it means grams of alcohol per 100 milliliters of blood or grams of alcohol per 210 liters of breath.

Alcohol use - the consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

Breath Alcohol Technician (BAT) - An individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT).

Commercial Motor Vehicle (CMV) - a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- has a gross combination weight of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
- has a gross vehicle weight rating of 26,001 or more pounds; or
- is designed to transport 16 or more passengers, including the driver; or
- is of any size and is used in the transportation of hazardous materials requiring placards.

Confirmation test - for alcohol testing, this means a second (2nd) test, following a screening test with a result of 0.02 grams or greater of alcohol per 210 liters of breath, that provides quantitative data of alcohol concentration.

For controlled substances testing, this means a second (2nd) analytical procedure to identify the presence of a specific drug or metabolite determined by Gas Chromatography. Mass Spectrometry (GC/MS) which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy.

Controlled Substance - includes marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine.

Covered positions - positions that are subject to Commercial Driver's License (CDL) requirements and perform safety-sensitive functions.

Driver - any person who operates a CMV. For the purposes of pre-employment testing, the term driver includes a person applying to drive a commercial motor vehicle.

Evidential breath testing device (EBT) - a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's September 1993 or later "Conforming Products List of Evidential Breath Measurement Devices" (CPL).

Medical Review Officer (MRO) - a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his / her medical history and any other relevant biomedical information.

Negative test - for drugs, a test with the amounts present that are at or below the minimum thresholds in 49 CFR Part 40, as amended. For alcohol, a concentration below 0.04.

On-duty time - All time from the time a driver begins to work or is required to be in readiness to work until the time he is relieved from work and all responsibility for performing work.

On-duty time shall include:

1. All time at a carrier or shipper plant, terminal, facility or other property, or on any public property, waiting to be dispatched, unless has been relieved from duty of the motor carrier.
2. All time inspecting to make sure that the parts, accessories and emergency equipment are in good working order and ready for use or otherwise inspecting, servicing, or conditioning any commercial vehicle.
3. All time spent at the driving controls of a commercial motor vehicle in operation.
4. All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth.
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading.
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Performing a safety-sensitive function - means a driver is considered to be performing a safety-sensitive function during any period in which he / she is actually performing, ready to perform, or immediately available to perform any safety-sensitive function. See items 1-6 above in the definition of on-duty time.

Positive test - for a drug test, an amount above the minimum thresholds in 49 CFR Part 40, as amended. For an alcohol test, a breath alcohol concentration at 0.04 or greater.

Refuse to submit - (to an alcohol or controlled substances test) means that a driver:

1. Fails to provide adequate breath for testing without a valid medical explanation after he / she has received notice of the requirement for breath testing in accordance with the provisions of this part;
2. Fails to provide adequate urine for controlled substances testing without a valid medical explanation after he / she has received notice of the requirement for urine testing in accordance with the provisions of this part, or
3. Engages in conduct that clearly obstructs the testing process.

Reasonable suspicion - belief that the employee has violated the alcohol or controlled substances prohibitions, based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee.

Safety-sensitive functions - see items 1-6 in the definition of “on-duty time” above.

Screening test (also known as initial test) - in alcohol testing, it means an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his / her system. In controlled substance testing, it means an immunoassay screen to eliminate “negative” urine specimens from further consideration.

Substance abuse professional (SAP) - a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

STUDENTS' RESPONSIBILITIES

1. There should be no pushing or scuffling while the bus is loading.
2. Students should go immediately to a seat and sit down upon entering the bus.
3. Students should keep arms, hands, head and all parts of the body inside the bus at all times - NEVER OUT THE WINDOWS.
4. Students should not throw objects out of the bus while it is standing or moving.
5. Students should keep all books, packages, equipment, or other objects out of the aisles at all times. Articles should either be placed under the seats or held in the laps of students.
6. Talk should be in conversational tones at all times. There should be no shouting or loud talking which may distract the bus driver. There should be no shouting at passersby. Riders should not carry on unnecessary conversation with the driver.
7. Scuffling, playing or fighting on the bus may distract the driver and cause an accident. This may endanger the lives of all the students, and therefore is not allowed.
8. Students should remain in their seats at bus stops until the bus is completely stopped. Students should be at the bus stop at the time the bus is scheduled to arrive.
9. When it is necessary for a student to cross the road at a bus stop, the crossing should be made only in front of the bus after looking both ways to make sure no traffic is approaching from either direction and upon signal from the driver.
10. Students should intently obey any command or suggestions from the driver. In an emergency situation, riders will obey the instructions of the School Bus Driver.
11. Profanity, vulgarity or indecent language will not be tolerated.
12. Repeated acts of misconduct may result in the revocation of riding privileges.
13. Malicious damage to the bus will result in immediate refusal to transport the guilty party.
14. Students who are allowed to eat or drink on a trip **are required to clean up** after themselves.
15. Students are expected to keep their feet off the seats.
16. All school rules and procedures as stated in the *Student Handbook* are in effect on the school bus.

SIGNATURE SHEET

I have read the Hinsdale Transportation Driver Handbook and Drug & Alcohol Testing Policy and understand the rules and regulations which are included in the handbook.

Bus Driver Signature

Date

This form must be signed and returned by

to the Superintendent of Hinsdale Public School. If you have any comments, identify any needed changes or additions to the handbook, please put them in writing and meet with the Superintendent in a collaborative effort to make an effective working transportation document.