

SPECIAL NEEDS BUS AIDE TRAINING MANUAL



**PAPERWORK...PAPERWORK...
PAPERWORK**

**SAFETY IS OUR GOAL ON THE ROAD
TO GRADUATION!**

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MISSION STATEMENT

OUR MISSION IS TO EDUCATE AND EMPOWER OUR STUDENTS TO REACH THEIR POTENTIAL.

OPERATIONS MISSION STATEMENT

WE WILL HAVE A POSITIVE IMPACT ON STUDENT ACHIEVEMENT BY PROVIDING SAFE AND EFFICIENT TRANSPORTATION SERVICE TO AND FROM EDUCATIONAL FACILITIES THAT ARE DESIGNED, CONSTRUCTED, MAINTAINED AND CLEANED TO A STANDARD UNMATCHED IN THE STATE OF TENNESSEE.

TRANSPORTATION MISSION STATEMENT

WE WILL PROVIDE SAFE AND EFFICIENT TRANSPORTATION SERVICES NECESSARY TO SUPPORT STUDENT ACHIEVEMENT.

ISO 9001

On June 24, 2003, the CMCSS Central Office/Operations became one of the only 10 School Systems in the nation to earn ISO 9001 Certification.

What is ISO 9001:2000?

ISO 9001 is an internationally recognized, highly credible standard of evaluation used throughout the business and manufacturing communities. Certification confirms that an organization is running effectively and they have adopted a plan for continuous improvement. Departments within the school system were required to document the steps they take to complete a process or job task. Then auditor's reviews help to define if and how that task should be completed. If changes were necessary, the review team made sure the changes occurred so that we can constantly improve our daily tasks in order to improve our school systems overall performance.

The ISO Review Team consists of leaders in all departments throughout the school system. Ricky Lumpkin, Transportation Manager, is Transportation's representative. If you feel that there is an improvement you would like to submit any feedback ideas to management, please let Mr. Lumpkin or someone in the office know and we will make sure that your voice is heard.

Bus Aide Job Description

Refer to the following:

CMCSS.NET - HUM-F042

Role of the Bus Aide

Think about these two words: Child & Special

The position of the bus aide is one of responsibility and endurance. They must be a caring individual and willing to go the extra mile. An aide is a helper to the bus driver and also gives help and assistance to a child with special needs. Bus responsibilities are but not limited to:

1. Assisting with seat assignments.
2. Documentation of pick-up and drop off times.
3. Securing car seats, wheelchairs (on/off lift) etc.. Make sure seat belts stay buckled and students stay in seat.
4. Helping to maintain discipline.
5. Working with students (talking to them, asking about their day, etc.)
6. Make no negative remarks – use positive reinforcement
7. Assist child with tissue to wipe nose and help them when needed.
8. If sick and vomiting provide bag and clean child. Comfort and soothe child.
9. Assist driver to convey to parent if student had any problems/concerns on the bus ride.
10. No Chewing gum allowed.
11. Sit behind the students, not in front of the bus.
12. Remain calm and don't rush students on and off the bus.
13. Do not use cell phone for personal calls while on the bus with students.
14. At times you may be required escort a student into the school.
15. Perfume/Cologne – Please be considerate of your students & driver.
Some people are allergic & the smell can make them ill.

Special needs students are deserving of your full attention while on the school bus. You are very important to them and they depend on you to take care of them. You were hired to take care and nurture their needs. Please give them your full attention.

Bus Aide Instructions

AIDES: Duties and responsibilities include:

- Assisting special need children on and off the bus
- Securing wheelchairs, infant seats, and seatbelts
- Monitoring children during transport to ensure safety
- Assisting the Bus Driver in traffic situations.

The Bus Aide's duty location is in the rear of the bus unless tending to a passenger. It is the Bus Aide's responsibility to maintain order on the bus during transport, and to be seated when the bus is moving unless attending to a student.

Cell Phones: **NO CELL PHONE USE ON THE BUS EXCEPT IN URGENT SITUATIONS FOR THE BUS AIDE.** Keep your phone out of sight and out of mind.

Child Checker: All Drivers and Aides must check the bus after each run. This is to ensure that no student is left on the bus, that no items were left behind, and to check if any damage occurred during the route. This is mandatory after each route, morning and afternoon. It is the overall responsibility of the driver to deactivate the child checker.

Seating Charts: Beginning with the middle school boys in the front, then the middle school girls, high school girls, and high school boys. Updated seating charts are to be turned into the school when changes are made.

Emergency Flip Chart: The flip chart should be on your bus. Notify your lead driver if there is not one on your bus.

Bus Folder: Route Sheet, Emergency Information for Students, and Seating Charts should be on the bus at all times for Sub Drivers AND Sub Aides.

REQUESTED TIME OFF: Please call the emergency number, 931-980-8107, when you are going to be out. If you know in advance, please request your time off through a fleet supervisor.

Student Management: Students should board the bus, go directly to their assigned seat, and stay in their assigned seats at all times. This is to include while loading and unloading at the school. We will support all Drivers and Aides with discipline issues or damage on their bus. Just remember, the video is to support and protect everyone.

KRONOS: It is the responsibility of the Driver and Aide to clock in and clock out by the Via Report. If the time is different, the Via Report should be corrected to reflect it. Everyone is guaranteed five hours a day. If the route shows over five hours, you will be paid for what you do. No one should stay on the clock once the route is completed. If you finish early due to students missing, clock out or otherwise directed.

PROCEDURES FOR REQUESTING TIME OFF

EMERGENCY LEAVE CALL LIST

If you have an emergency and cannot be at work, the driver/aide must call the dispatcher. You must speak directly to the dispatcher, do not leave a message for emergency time off. Bona fide emergencies will be handled immediately by contacting personnel as listed in the following order:

NAME	TITLE	OFFICE	CELL#
Control Center	Hours 5:00 9:00 a.m. and 1:00-5:00 p.m.	358-4224	
Ron Garner	Dispatcher: CHS, MCHS, RHS	358-4210	980-8107
Starr Biter	Dispatcher: KHS, NEHS, NWHS, WCHS	358-4207	
Gwen McDaniel	Assistant Transp. Manager	358-4204	
Ricky Lumpkin	Transportation Manager	358-4221	
Front Office		358-4200	

LEAVE

Sick leave shall mean leave of absence due to illness from natural causes, accident, quarantine or death of a member of the employee's immediate family; such as spouse, parents, grandparents, children, grandchildren, brother, sister, mother/father(in law),brother/sister(in law). Your immediate supervisor or designee may require proof of absence or a physician's certificate for any absence within the sick leave regulations.

An employee may take personal leave at any time during the school year provided the request is approved and a suitable replacement is available.

REQUESTING NON-EMERGENCY TIME OFF

Do not call the Dispatchers at home when requesting non-emergency time off. Please respect his personal time with family. Only call his cell phone when you have an emergency request. Non-emergency time off may be requested between 9:00 a.m. and 1:30 p.m. Do not leave voice mail messages. The busiest times of the day for the Dispatchers are between 6:00 a.m. to 9:00 a.m. and 1:30 p.m. to 5:00 p.m. Please do not call to request non-emergency time off during these hours.

Do not have your spouse, other relatives or friends calling in non-emergency time off. All non-emergency time off requests must be made in advance. A driver/aide will be granted time off if a suitable replacement is available. **Drivers that park at home will be required to take their bus to the nearest complex. The bus must be full of fuel, clean (interior), with an updated seating chart and route map available for the substitute.**

REMINDER-Doctor appointments should be made between bus routes or after your last route in the afternoon. You are expected to be on your bus unless you have an emergency or approved leave.

6-6-11, REV. A (CL)

Information on what to do if an Unauthorized person boards your bus.

- Always be aware of your surroundings as you approach the bus stop.
- If an unauthorized person attempts to board your bus, ask them to come to your side window please.
- If the person refuses to comply, you must make every effort to keep them from approaching the students or making contact with any of them. Use a stern voice and give them direction to exit the bus.
- If that fails, you must radio Base One and give the dispatcher your location and a description of the individual.
- If the person continues to remain on your bus, remain calm, but stern and continue to ask them to depart from the bus. Let them know authorities are in route if they do not depart the bus. (NEVER relinquish your authority...Demand they leave your bus).
- After the person exits your bus, make sure your bus is a safe environment by closing the door.

Aide and Driver Relationships

1. Others can feel your tension.
2. Students can feed off your attitude.
3. Although the driver is overall responsible, the students are a shared responsibility.
4. Aide and Driver are required to display a professional relationship at all times.
5. A calm reaction will result in a calm solution.

Policies and Procedures for transporting Special Needs Children
(see special transportation procedure TRN-P002)

The main objective of routing for school buses in pupil transportation is to provide safe and equal access for all students who ride a school bus. The person(s) responsible for routing school buses in our county is the Route Analyst and the Director of Transportation. School bus drivers are required to follow all bus routes as drawn and approved by the persons. Any changes must be approved and documented by the above persons prior to implantation by the driver. If you feel you have an emergency and must deviated from the route, notify the Fleet Supervisor immediately. Any route changes without prior approval may warrant disciplinary action. Because of the serious nature of the Special Needs Aide and Driver, it is important to follow all procedures listed below.

Picking Up a New Child on Your Route

The Route Analyst will call and give you the child's information over the phone. This will include the child's name, address, phone number, parent's names and disability. You will then make contact with the parent and inform the parent of the day anytime of pick-up. The Route Analyst will provide an updated roster and request you pick up the information at your earliest convenience.

Loading/Unloading Special Needs Children

The aide must come to the front of the bus to offer assistance. The aide must assist the child on/off the bus. The aide will insure all children's seat belts/safety vest/wheel chairs are belted and secured. The aide will then inform the driver when ready for departure.

Loading/Unloading Wheelchair Student

The driver will get off the bus and lower the lift. The driver will secure the chair on the lift before putting the lift in motion. The aide will go to the rear of the bus and prepare to meet the wheelchair. When the chair is off the lift, the aide will secure the chair and student with safety straps as instructed. The bus **WILL NOT** go into motion until the chair is securely fastened.

Field Trips

Field trips are assigned to a driver that is assigned to the school requesting the trip whenever possible. If a student requiring a wheelchair will be participating in the field trip, the school bus aide will accompany the driver. The driver will get off the bus, lower the lift, and secure the chair on the lift before putting the lift in motion. The aide will go to the rear of the bus and prepare to meet the wheelchair. When the chair is off the lift, the aide will secure the chair and student with the safety straps as instructed. The bus **WILL NOT** go into motion until the chair is securely fastened. If you are assigned a trip, you must complete your route before departing on the trip unless otherwise directed. Classroom aides are not authorized to secure straps unless they have completed the in-service for properly securing wheelchairs.

TRANSPORTATION REQUEST FORM

- GENERAL INFORMATION
- PICK-UP / DROP OFF LOCATIONS
- DROP STUDENT WITHOUT ANYONE PRESENT
- SOMEONE MUST BE AT THE BUS STOP
- MEDICAL EQUIPMENT
- EMERGENCY CONTACTS
- MEDICAL CONCERNS

Accountability Form

- GENERAL INFORMATION
- DATES
- STUDENTS NAMES
- PICK-UP / DROP OFF TIMES
- “NS”
- “X”
- WALK THROUGH AND SIGNATURE
- COMPLETED FORM / TURN IN
- SEPARATE FORM FOR EACH MONTH

SPECIAL TRANSPORTATION REQUEST FORM

PLEASE FAX COMPLETED FORM TO PROGRAM COORDINATOR. DO NOT FAX TO TRANSPORTATION THE TRANSPORTATION DEPARTMENT HAS UP TO 5 SCHOOL BUSINESS DAYS TO ESTABLISH SERVICES

TEACHER COMPLETING FORM _____ DATE _____ BUS _____
TRANSPORTATION USE ONLY

PER IEP DATED _____ BEGIN SPECIAL TRANSPORTATION DISCONTINUE SPECIAL TRANSPORTATION

REASON TRANSPORTED: UNABLE TO RIDE REGULAR BUS: DUE TO A DISABILITY DUE TO PLACEMENT

SPECIAL NEEDS PROGRAM BSP CDC DD HI LS PS RES TRC-TN REHABILITATION CENTER

OTHER PROGRAM ELL-ENGLISH LANGUAGE LEARNERS VPK-VOLUNTARY PRE K 504/ORTHOPEDIC LIMITATIONS

HOME SCHOOL _____ ATTENDING SCHOOL _____

DOB _____ AGE _____ GRADE _____ GENDER: M / F DISABILITY _____

STUDENT'S NAME _____ HOME PHONE _____

HOME ADDRESS _____

CITY, STATE, ZIP CODE _____

MOTHER'S NAME _____ ALT PHONE _____

FATHER'S NAME _____ ALT PHONE _____

PICK UP LOCATION ADDRESS _____

DROP OFF LOCATION ADDRESS _____

DROP STUDENT WITHOUT ANYONE PRESENT

SOMEONE MUST PHYSICALLY BE AT THE BUS STOP LOCATION (SIDEWALK, MAILBOX, DRIVEWAY, ETC)
LIST THE NAMES AUTHORIZED TO RECEIVE THE STUDENT AT THE BUS STOP (PLEASE PRINT)

BRACES CARSEAT HARNESS SCOOTER WALKER WHEELCHAIR

EMERGENCY CONTACTS

NAME/RELATIONSHIP _____ PHONE _____

NAME/RELATIONSHIP _____ PHONE _____

MEDICAL CONCERNS

ASTHMA DIABETES NONVERBAL SEIZURES FEEDING TUBE

HEART CONDITION HEMOPHILIAC RESPIRATORY PROBLEMS VISUALLY IMPAIRED

OTHER MEDICAL CONDITIONS OR ALLERGIES _____

INSTRUCTIONS FOR MEDICAL CONCERNS _____

OTHER BEHAVIORS OR SAFETY CONCERNS _____

SUGGESTIONS TO ADDRESS BEHAVIORS _____

PARENT/GUARDIAN SIGNATURE _____

CMCSS AUTHORIZED SIGNATURE _____

FAXED TO PROGRAM COORDINATOR SE ELL VPK 504 TRC

COORDINATOR'S NAME _____ PERSON FAXING _____

SPE-F003

ACCOUNTABILITY FORM																		
	MONTH				SCHOOL				BUS #									
	DRIVER							AIDE										
	MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY					
DATE	AM		PM		AM		PM		AM		PM		AM		PM			
	P/U FROM HOME	D/O AT SCHOOL	WALK THROUGH & SIGNATURE	P/U FROM SCHOOL	D/O AT HOME	WALK THROUGH & SIGNATURE	P/U FROM HOME	D/O AT SCHOOL	WALK THROUGH & SIGNATURE	P/U FROM SCHOOL	D/O AT HOME	WALK THROUGH & SIGNATURE	P/U FROM HOME	D/O AT SCHOOL	WALK THROUGH & SIGNATURE	P/U FROM SCHOOL	D/O AT HOME	WALK THROUGH & SIGNATURE
11	STUDENT'S FIRST & LAST NAME																	
12																		
13																		
14																		
15																		
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23																		
24																		
25																		

Vehicle Maintenance

Vehicle Maintenance Manager	Ricky Phillips
Vehicle Maintenance Assistant Manager	Gary Neville
Administrative Assistant	Vicki Ferrell
Lead Mechanic	John Ellarson
Senior School Bus Mechanic	Michael Greene
Senior School Bus Mechanic	Anthony Puckett
Vehicle Maintenance Mechanic	Tyler Balthrop
Vehicle Maintenance Mechanic	Denny Daugherty
Vehicle Maintenance Mechanic	Jonathan Hatcher
Vehicle Maintenance Mechanic	Andrew Wimmer
Vehicle Maintenance Mechanic	Raymond Oliver
Vehicle Maintenance Mechanic	James Short
Vehicle Maintenance Mechanic	Thomas Mitchell
Service Technician	Dory Williams



Minor _____ Major _____

HEALTH SERVICES
STUDENT ACCIDENT REPORT

Student Name _____ Grade _____ School _____
School Principal _____ Teacher _____
Supervisory person at the time of incident _____

Date of Injury _____ Time _____ Student's Age _____

Parent/Guardian Name _____
Home address _____ City, State, Zip Code _____
Home Phone _____ Work Phone _____

DESCRIPTION OF INCIDENT (to be completed by employee who witnessed the incident):

Table with 3 columns: Location of Incident, Nature of Incident, Area of Complaint. Includes options like athletic event, bus, classroom, etc., and injury types like anaphylaxis, cardiac, crushing, etc.

Printed Signature of person completing above section: _____ Title _____

Clinical Evaluation Below by School Nurse

SCHOOL NURSE EVALUATION:

NURSE INTERVENTION(S): _____ B/P _____ Pulse _____ Respiration _____ Temperature

_____ Student rested in clinic/office.
_____ Administered first aid: _____ cleaned _____ splint _____ ice pack
_____ elevation of extremity _____ pressure dressing
_____ other _____

Symptoms: _____ decreased _____ persisted _____ increased Time student returned to class _____

Student returns to clinic/office with complaint of _____

Was parent/guardian notified? _____ Yes _____ No Time of notification _____

Name of person notified _____

Did student leave school with parent/guardian? _____ Yes _____ No Outcome _____

Was 911 called? _____ Yes _____ No

This report should be filed with the Risk Management / Safety Department as early as possible. In the event of serious injury or possible liability, contact Risk Management / Safety Department at one of the following numbers:

- phone 920-7836, 920-7806, 920-7976, or 920-7917;
cell 216-1971, 220-3317, 561-8195;
fax 920-9817, 920-9806, 920-9976, or 920-9917

School Nurse Signature: _____



CMCSS BUS CONDUCT REPORT

Student's Name		Bus #		Date of Incident																					
School		Time		Driver's Name																					
<p>Dear Parents,</p> <p>The purpose of this report is to inform you of a disciplinary incident involving a student on the school bus, which may have jeopardized the safety and well being of all students. Parents are urged to appreciate the action taken by the bus driver, and to cooperate with all the corrective action initiated by a school administrator and to discuss this with the student to prevent further occurrence. Bus riding is a privilege which may be revoked.</p> <p style="text-align: center;">*SUSPENSION FROM A SCHOOL BUS IMPLIES ALL SCHOOL BUSES IN THE SCHOOL SYSTEM*</p> <p>Note: Profanity, smoking, chewing or dipping tobacco products, fighting, threatening driver or fellow students, alcohol, weapons, controlled substances, drug paraphernalia, damaging property or any unsafe acts are prohibited. A written report will be given to the student's principal without any prior warnings. Disciplinary action will be taken by student's principal based upon principal's discretion and/or policy/procedure.</p>																									
DRIVER'S REPORT:																									
Elementary: <input type="checkbox"/> 1st Written Warning <input type="checkbox"/> 2nd Written Warning <input type="checkbox"/> Referral to School Administration																									
Middle/High: <input type="checkbox"/> 1st Written Warning <input type="checkbox"/> Referral to School Administration																									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Improper boarding/departing procedures</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Profane language and/or obscene gestures</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Bringing articles aboard bus of injurious or objectionable nature</td> <td style="border: none;"><input type="checkbox"/> Hanging out of window</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Refusing to obey driver</td> <td style="border: none;"><input type="checkbox"/> Throwing objects in or out of bus</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Fighting/pushing/tripping/horseplaying</td> <td style="border: none;"><input type="checkbox"/> Lighting matches/smoking on bus</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Rude, discourteous and annoying conduct</td> <td style="border: none;"><input type="checkbox"/> Failure to remain seated</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Use of illegal drugs</td> <td style="border: none;"><input type="checkbox"/> Unnecessary noise/taunting</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Other behavior relating to safety, well-being and respect for others</td> <td style="border: none;"><input type="checkbox"/> Destruction of property</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Sagging: undergarments or skin exposed</td> <td style="border: none;"><input type="checkbox"/> Tampering with bus equipment</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"><input type="checkbox"/> Spitting/littering/eating/drinking</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"><input type="checkbox"/> Electronic devices (cell phones, pagers, hand held games, etc)</td> </tr> </table>						<input type="checkbox"/> Improper boarding/departing procedures	<input type="checkbox"/> Profane language and/or obscene gestures	<input type="checkbox"/> Bringing articles aboard bus of injurious or objectionable nature	<input type="checkbox"/> Hanging out of window	<input type="checkbox"/> Refusing to obey driver	<input type="checkbox"/> Throwing objects in or out of bus	<input type="checkbox"/> Fighting/pushing/tripping/horseplaying	<input type="checkbox"/> Lighting matches/smoking on bus	<input type="checkbox"/> Rude, discourteous and annoying conduct	<input type="checkbox"/> Failure to remain seated	<input type="checkbox"/> Use of illegal drugs	<input type="checkbox"/> Unnecessary noise/taunting	<input type="checkbox"/> Other behavior relating to safety, well-being and respect for others	<input type="checkbox"/> Destruction of property	<input type="checkbox"/> Sagging: undergarments or skin exposed	<input type="checkbox"/> Tampering with bus equipment		<input type="checkbox"/> Spitting/littering/eating/drinking		<input type="checkbox"/> Electronic devices (cell phones, pagers, hand held games, etc)
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Specific Details: _____																									
Driver's Signature _____																									
PRINCIPAL'S REPORT:																									
<input type="checkbox"/> 1st Offense <input type="checkbox"/> 2nd Offense <input type="checkbox"/> 3rd Offense <input type="checkbox"/> 4th Offense																									
Disciplinary action to be taken: _____																									
PUNISHMENT																									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Student denied bus privilege</td> <td style="width: 50%; text-align: center;">Student Suspended</td> </tr> <tr> <td style="text-align: center;">From _____ To _____</td> <td style="text-align: center;">From _____ To _____</td> </tr> </table>						Student denied bus privilege	Student Suspended	From _____ To _____	From _____ To _____																
Student denied bus privilege	Student Suspended																								
From _____ To _____	From _____ To _____																								
Case referred to _____																									
Specific details _____																									
Student's Name		Phone #		Date of Incident																					
Student's Address		Teacher		Grade																					
Parent's Signature			Principal's Signature																						

White Copy-Parent Yellow Copy-Principal Pink Copy-Transportation Department Gold copy-Driver

HOW TO CLEAN YOUR SCHOOL BUS INTERIOR & EXTERIOR

FLOOR:

- Sweep and mop with mild soapy water.
- Use clean rinse water and mop floor again and let air dry.

NOTE: DO NOT use any type of floor protection. If someone slips and is injured after you have put down a slippery protectant, you will be liable.

DRIVER COMPARTMENT:

- Wipe the dashboard and accessory panel area with a damp cloth. (Never “spray” water or other cleaners in this area.)
- Clean the instrument gauge windows with a damp cloth. (Never “spray” water or other cleaners in this area.)

WINDOWS:

- Use a glass cleaner to clean all interior glass. Make sure that all glass is free of cracks, dirt, and greasy films.

INTERIOR WALLS & CEILING/TOP:

- Use mild soapy water on a cloth or sponge to wipe the entire interior down and let air dry.
- Use clean rinse water to dampen a cloth or sponge, wipe down and let air dry.

SIDE RAIL:

- Clean out all paper and trash between the edge of the seats and wall of the bus.
- Clean the side rails that fasten the seat to the wall of the bus with mid soapy water and a cloth or sponge.

ROOF HATCHES:

- Clean all roof hatches with mild soapy water and a cloth or sponge by wiping down and let air dry.
- Wipe around hatch seals with a damp cloth or sponge. Make sure that each hatch is secure after cleaning.
- All roof hatches and the ceiling must be free of mildew due to being a health hazard.

AT NO TIME SHOULD A PRESSURE WASHER OR WATER HOSE BE USED ON THE INTERIOR OF YOUR SCHOOL BUS.

RADIO GUIDELINES

1. Make sure the radio is on and on the correct channel.
2. Two-way radios are for school business ONLY.
3. If you have official business, use the radio.
4. If you have personal business, take care of it between runs.
5. Be sure the radio is clear before keying your mike to transmit.
6. If you have an emergency, please say so. Ask others to clear the radio, speak slowly and clearly. Transmit what you need and your location. Stand-by radio if at all possible. (Read the Driver's Manual)

REMINDERS:

1. When you are transmitting, other drivers cannot use the radio, so please be brief.
2. Tree trimming, dogs chasing school bus, etc., will be called in by telephone or you can stop by the Transportation Office.

CODES FOR TWO-WAY RADIOS

10 - 1	Receiving Poorly	10 - 33	Emergency Traffic at this Station
10 - 2	Receiving Well	10 - 35	Confidential Information
10 - 3	Stop Transmitting	10 - 36	Correct Time
10 - 4	Acknowledgement	10 - 45	Auto Wreck-Property Damage
10 - 5	Relay	10 - 46	Auto Wreck-Injury
10 - 6	Busy	10 - 47	Send Ambulance
10 - 7	Out of Service	10 - 48	Send Wrecker
10 - 8	Back in Service	10 - 92	Transmitting Poorly
10 - 9	Repeat, Conditions Bad	10 - 97	Arrived at Scene
10 - 10	Investigation	10 - 99	Unable to Receive Signal
10 - 11	Dispatching too Rapidly	10 - 100	Hurry with Caution
10 - 13	Advise Weather/Road Condition	10 - 200	Gun on Board
10 - 19	Return to Your Station	10 - 300	Weapon on Board (Other than Gun)
10 - 20	What is Your Location	10 - 400	Drugs/Alcohol on Board
10 - 21	Call this Station by Phone	10 - 500	Fight out of Control
10 - 27	Fire		

TALK GROUPS

BASE 1

BASE 2

CENTRAL

SPECIAL NEEDS

WOODLAWN

SPECIAL NEEDS EMERGENCY EVACUATION

Driver Name: _____ Bus # _____

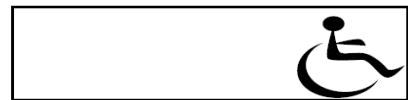
Aide: _____ Bus # _____

School: _____ Date _____

Special Instructions:

REAR

LIFT DOOR



SEAT



SEAT

SEAT

SEAT

SEAT

SEAT

SEAT

DOOR

DRIVER

FRONT



Ricky D. Lumpkin

Operations Complex 2620 Madison Street Clarksville, Tennessee 37043
931-358-4221 Fax: 931-920-9798 ricky.lumpkin@cmcss.net

MEMORANDUM

DATE: July 1, 2005
TO: Bus Drivers and Aides
FROM: Ricky D. Lumpkin, Transportation Manager
RE: Student Dress Code, Tattoos, and Body Piercing – Reference STS-M001

Students, male or female, must adhere to the same dress code on the school bus as required in the class.

NOTE: Please read this carefully.

SAGGING

Students are not allowed to wear sagging jeans or slacks on the school bus. If a student comes to your bus in the AM or PM sagging, they must show proof their jeans or slacks are secured around their waistline before entering the bus.

In the AM, if a student refuses to secure their clothing properly, you should complete a bus conduct report, and submit the form to the appropriate school administrator.

In the PM, if the student arrives at your bus sagging and refuses to secure clothing as required, call for a principal. Allow the principal the opportunity to get the student to comply with the dress code regulation. If the student does not comply, leave him/her with the principal. If they do comply, allow the student on board.

BODY PIERCING

The dress code prohibits body piercing for students in such areas as the nose, eyebrows, tongues, mouth area, belly button, etc. This policy is extended to Transportation employees where there is direct interaction with students.

TATTOOS

The dress code also prohibits students having tattoos that are exposed. Transportation employees must also ensure that all tattoos are covered.



Ricky D. Lumpkin

Operations Complex 2620 Madison Street Clarksville, Tennessee 37043
931-358-4221 Fax: 931-920-9798 ricky.lumpkin@cmcss.net

MEMORANDUM

DATE: July 1, 2005
TO: All Bus Drivers and Aides
FROM: Ricky D Lumpkin, Transportation Manager
RE: Dress Code – Reference HUM-A063

All drivers/aides MAY wear:

1. shorts-no more than 3 inches above the knee
2. blue jeans or slacks
3. walking shorts
4. wind suits
5. athletic shoes/tennis shoes, etc
6. blouse,(no halter tops or low cut tops) t-shirts, knit shirts, etc.(no sleeveless).

There are so many different types of clothing not mentioned above, however, the rule of thumb is to dress like the professional you are trained to be. Be an example. This is your work place. If you have a doubt about an article of clothing, please check with the office personnel.

All drivers/aides MAY NOT wear:

1. shorts-more than 3 inches above the knee
2. t-shirts with obscene writing or gestures
3. body shorts-tights or spandex
4. sweat pants-male or female
5. tank tops-male or female
6. jeans or slacks with holes in the knees, legs, etc
7. shoes - flip flops, house shoes, sandals, high heels
*all shoes must cover the foot and be snug fitting
8. chains or spikes
9. visible body piercings (except earrings)
10. sagging
11. visible tattoos

Department of Child Services

Contact Luisa Dehne

1-877-237-0004

(Reference CMCSS Policy – HUM-G001)

Reporting suspected Child Abuse State Law specifies that every citizen has a duty to report suspected brutality, abuse, and neglect or child sexual abuse. Accordingly, any school system employee who suspects child abuse must report that suspicion directly to the Department of Children’s Services (DCS). As permitted by Tennessee Code Annotated (TCA) 37-2-403(b), the school system has specific procedures for reporting suspected cases of child abuse or neglect.

Persons who make a report of suspected child abuse or neglect are presumed to be acting in good faith and are immune from any liability, civil or criminal, that may be brought in a state court action. Such person’s identity will remain confidential except when the juvenile court in which the investigation report is filed determines the testimony of the person reporting to be material to an indictment or conviction. Their name will not be released to any person other than DCS and school administrators on a need to know basis as required by state law and that may be needed to “Protect the health and safety of the student or other individuals.”

Accommodating DCS Investigations The Department of Children’s Services is charged with investigating cases of suspected child abuse and conducting all related investigations to include child interviews. Except in cases where school employees are suspected of being the perpetrator, the school is regarded as an appropriate neutral setting for conducting such interviews. The School System cooperates fully with DCS in their investigations of alleged child abuse. Principals and Department Heads will accommodate DCS and law enforcement personnel regarding student access, records review and interviewing both students and school personnel.



Department: Human Resources
Policy Number: HUM-A010
Effective Date: 11/29/04

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

ACCOMMODATING DEPARTMENT OF CHILD SERVICES (DCS) INVESTIGATIONS

Clarksville-Montgomery County School System (CMCSS) will cooperate fully with the Tennessee Department of Children’s Services in their investigations of alleged child abuse. DCS is charged with investigating cases of suspected child abuse and conducting all related investigations to include child interviews. Except in cases where school employees are suspected of being the perpetrator, the school is regarded as an appropriate neutral setting for conducting such interviews. Principals and Department Heads will accommodate DCS and law enforcement personnel with regards to student access, records review and interviewing both students and school personnel.

- Associated Documents:
- [HUM-P015](#) Accommodating DCS Investigations
 - [HUM-A009](#) Reporting Suspected Child Abuse
 - [HUM-G001](#) Training Guidelines for Reporting Suspected Child Abuse and Accommodating Related Investigations
 - [HUM-P014](#) Reporting Suspected Child Abuse Procedure
 - [HUM-F048](#) Child Protective Services Intake Report
 - [HUM-F050](#) Department of Children’s Services (DCS) Referral
 - [HUM-G001 FC](#) Attachment A – Supplemental Instructions for Reporting Suspected Child Abuse

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/29/04		Initial Release
7/15/08		Addition of Associated Documents, no revisions to policy
10/08/08		Reviewed no revisions
03/04/13	A	Update logo and spell out DCS in the title.
3/25/15		Reviewed, no changes

*** End of Policy ***



Investigative Report Regarding Sexual Harassment Complaint by Employee

Complainant

Name _____ Age ____ Sex ____
Phone (cell or home) _____
Position _____ School or Facility Worksite _____
Prior Sexual Harassment Complaints Yes ____ No ____ How Many ____
If yes, list prior complaints on separate sheet.

Alleged Offender

Name _____ Age ____ Sex ____
Phone (cell or home) _____
Employee ____ If so, position and worksite _____
Student ____ If so, grade and school _____
Special Education Yes ____ No ____ Other ____
If Other, describe _____
Prior Sexual Harassment Offenses Yes ____ No ____ How Many ____
If yes, list prior offenses on separate sheet.

Investigation

Following CMCSS Procedure HUM-P019, does your investigation support the allegation?
Yes ____ No ____
Following CMCSS Procedure HUM-P019, provide a brief summary of the findings that led you to this conclusion.*



List all actions taken as a result of this investigation.

[Empty box for listing actions taken as a result of the investigation]

Official(s) conducting Investigation

Date _____

Name _____

Title/Dept. _____

Name _____

Title/Dept. _____

*Provide a narrative summary of your Investigation. If needed, indicate summary is continued on a separate sheet and attach to this form. Attach copies of any relevant documents, e.g. statements of persons contacted. Forward completed report and investigative materials required by HUM-P019 to Chief Human Resources Officer. Maintain a copy of the report for your records.

Summary continued on separate sheet? Yes _____ (If yes, attach to this form) No _____