

School Bus Driver and School Bus Attendant/Aide Handbook



Independent School District No. 1
3317 12th Street
Lewiston, Idaho

August 2017

Strive ➡ Achieve ➡ Succeed ➡ Go Beyond

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SCHOOL BUS DRIVER POLICIES

FORWARD

School bus drivers are responsible for safely transporting students to and from schools and school activities. This handbook has been prepared to provide information to school bus drivers and school bus attendants/aides. It is not intended as a complete statement of the employee's rights and responsibilities. The personnel policies, work rules and benefits set forth in this handbook are subject to modification by the Board of Directors of the District as it deems necessary and/or appropriate. The Board of Directors reserves the right at its discretion to modify, rescind, delete or add to the provisions of this Handbook as well as any of its other personnel policies.

This handbook will be used in conjunction with Idaho School Transportation Manual and Independent School District No. 1 Rules and Regulations. In the event any conflict between this Handbook and the District Rules and Regulations (as applicable to school bus drivers and attendants/aides) occurs, the District Rules and Regulations will be deemed to govern. The District Rules and Regulations are available on the District's website at www.lewistonschools.net.

MISSION STATEMENT OF THE LEWISTON SCHOOL DISTRICT

The Mission of the Lewiston School District is: Strive... Achieve... Succeed... Go Beyond!

TRANSPORTATION SERVICES

- Transportation Supervisor: (208) 748-3094
- Transportation Coordinator: (208) 748-3093

CENTRAL SERVICES

- Main Office: (208) 748-3000
- Assistant Superintendent: (208) 748-3032
- Payroll: (208) 748-3037
- Human Resources: (208) 748-3041

JOB DESCRIPTION

JOB TITLE: School Bus Driver

Report Identification Code: edtsbd

Job Purpose Statement: The job of "School Bus Driver" is done for the purpose of transporting students over scheduled routes and/or special events; enforcing rules, regulations, and laws to maintain safety during transport; ensuring vehicle is in safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

Essential Job Functions:

- **Assesses** situations for the purpose of taking appropriate action to protect students and other passengers from potential emergencies/harm.
- **Assists** students and passengers for the purpose of providing safe loading and unloading of buses and transporting them safely.
- **Attends** training for the purpose of maintaining skills and meeting requirements for driving and first aid certification.
- **Drives** school bus for the purpose of transporting students and passengers over scheduled routes and/or special activities.
- **Interacts** with students, staff, patrons and passengers for the purpose of maintaining a safe, positive environment and communication.
- **Maintains** (inspects, cleans and fuels) assigned buses for the purpose of providing for safe operating conditions, a sanitary and attractive environment, and ensuring safe transport of students and passengers.
- **Prepares** written documentation for the purpose of providing written support, accountability and conveying information.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

- **Experience Required:** No previous job-related experience
- **Skills, Knowledge and/or Abilities Required:**

Skills to: operate school buses in a safe manner, use English in both written and verbal form to communicate effectively with students, staff, and others, evaluate schedules and meet deadlines, plan and organize activities, and administer basic first aid.

Knowledge of: vehicle operation, basic maintenance requirements, and driving codes.

Abilities to: understand and carry out oral and written instructions, work with minimal supervision, work cooperatively with others, make common sense decisions in potentially critical situations, adhere to safe work practices, interact with persons of different age groups and cultural backgrounds, and work under time constraints.

Significant physical abilities include: sitting/riding for prolonged periods, climbing/balancing, lifting/pushing/pulling, stooping/crouching/kneeling, reaching/handling, talking/hearing conversations and other sounds, near/far visual acuity/depth perception/visual accommodation/field of vision.

- **Education Required:** High School Diploma or equivalent
- **Age Requirement: Must be 21 years of age or older.**
- **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance, valid driver's license with proper classification of a CDL and evidence of insurability, drug/alcohol testing clearance, DOT physical, and Idaho State School Bus Drivers Certification.

JOB DESCRIPTION

JOB TITLE: School Bus Attendant/Aide

Report Identification Code: edtsba

Job Purpose Statement: The job “School Bus Attendant/Aide” is done for the purpose of assisting special needs students while they are being transported to and from school, providing assistance to students' health care needs, and assisting them to enter and exit the bus.

Essential Job Functions:

- **Assists** students and staff for the purpose of ensuring safe transportation of students and enhancing the efficiency of the bus route.
- **Cleans** equipment and vehicle for the purpose of maintaining healthy environment, sanitary conditions and appearance of vehicle.
- **Instructs** students/passengers for the purpose of maintaining safe environment and enforcing bus rules.
- **Prepares** written documentation for the purpose of communicating written support and conveying information.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

- **Experience Required:** No previous job-related experience.

- **Skills, Knowledge and/or Abilities Required:**

Skills to: operate standard office equipment; provide for special health care needs of students; and use English in both written and verbal form to communicate effectively with staff, students, caregivers and others.

Knowledge of: vehicle operation, special health care requirements, and basic first aid.

Abilities to: understand and address students with special needs, understand and carry out oral and written instructions, work cooperatively with others, perform a variety of tasks, adhere to safe work practices, adjust to flexible work assignments, work under time constraints, and interact with persons of different age groups and cultural/educational backgrounds.

Significant physical abilities include: sitting/riding for prolonged periods, climbing/balancing, lifting/pushing/pulling, stooping/crouching/kneeling, reaching/handling, talking/hearing conversations and other sounds, near/far visual acuity/depth perception/visual accommodation/field of vision.

- **Education Required:** High School Diploma or equivalent.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance and drug/alcohol testing clearance

SCHOOL BUS DRIVER POLICIES, DEFINITIONS, GUIDELINES

Definitions and Guidelines

Definitions

- a) Route: A route is defined as that time spent operating a bus taking children to and from school plus pre and post trip inspections. It is also defined as that time spent transporting students to a regularly scheduled classroom outside their typical school building (e.g.; work experience). Regularly scheduled is defined as the minimum of meeting at least once weekly over an extended period of time. Trips that do not meet this requirement will be considered to be field trips for compensation purposes.
- b) Activity Trip: An activity trip is defined as a trip not identified as a route, is not academically driven and occurs outside of the academic schedule.
- c) Field Trip: A field trip is defined as a trip which is not identified as a route and is academically driven.
- d) A rider is a second driver that may be placed on location or overnight status on longer trips.
- e) Location stay is when a driver is put on a minimum eight (8) hour break time to prepare for additional driving associated with the trip.
- f) Travel time is the time an employee is riding to a location as per direction given by the Transportation Supervisor or other designated administrator.
- g) Stand by time is when the bus is not in active service for a minimum of (30) thirty minutes and the driver or aide is not driving the bus or aiding a student.

District Guidelines

- a) Bus idling is limited to three minutes or less depending upon the weather and direction of the Transportation Supervisor.
- b) Calculation of stand by time is rounded to the nearest 5 minute period: stand by time begins when the bus is secured at a location after the students are unloaded and lasts until the bus is restarted and back in service – with the minimum difference in the two times being 30 minutes or greater. (Example – 8:15 a.m. bus secured and at 8:47 a.m. bus starts back in service – equals a break longer than the 30 minute minimum and is logged as a 30 minute stand by time period.) There will be cases where the driver will have multiple stops which require a certain amount of stand by time. Trips such as this will require the driver to keep a log of their stand by time which will be added together for a total stand by time for the route/trip.
- c) Duties during stand by typically include supervision of the bus, additional cleaning of the bus and other duties as assigned by the Transportation Supervisor. Bus cleaning includes sweeping, cleaning windows, cleaning seats, etc. Bus cleaning can occur during stand by times or at such times as approved by the Transportation Supervisor.

A. SCHOOL BUS DRIVER CATEGORIES

Drivers will be categorized into two (2) groups: A. Route Drivers; and B. Substitute/Activity Drivers.

1. Route drivers will drive an assigned route and school activities assigned by the Transportation Supervisor.
2. Substitute/Activity drivers will drive as:
 - substitutes for route drivers in their absence
 - activity drivers or field trip drivers
 - substitutes for activity trip drivers on an as needed basis

B. SCHOOL BUS ATTENDANT ASSIGNMENTS

1. The hire date in the Transportation Department shall determine the name placement in rotation of the Bus Attendants in this department.
2. The Bus Attendants will follow the same procedure as the school bus drivers in "Driving Assignments," Section C, under School Bus Driver Policies.

C. DRIVING ASSIGNMENTS

1. The Transportation Supervisor will use the following procedures in making driving assignments.
 - A. Regular route assignments:
 - 1) Drivers will begin each new school year on the route that they were assigned to during the previous spring. In early October and in February of each year, routes will be reviewed and route times/routes established. After the routes are established, they will be offered to the drivers based upon their seniority as a Driver. The Transportation Supervisor has discretion to override a route driver's choice of a route assignment and re-assign the driver to a different route. The reassignment may be based upon the driver's suitability for the route, including driving experience, prior performance, and compatibility with student needs and/or other relevant factors.
 - 2) When a regular route becomes available during the current school year, the following procedure will be used to fill the route:
 - a) The position will be filled by a regular route driver who would gain in time and by using the seniority list as a basis. In the event a vacant route is unable to be filled by a driver internal to the Transportation Department, the position will be filled per the District's established hiring procedures.
 - b) The open route created by reassigning a route driver will be filled by following the District's established hiring procedures.
 - 3) Route Drivers may be assigned field trips when the trip does not conflict with their regular route. Said drivers must notify the Transportation Supervisor at the time of their route assignment of their wish to participate in Activity Driving. This pertains to Monday through Friday driving only – between scheduled route times.

B. Activity Trip Assignments

- 1) Activity trip assignments will be managed by utilizing one rotational chart: Route Drivers and Substitute/Activity Drivers in order of certification date.
 - a) Each trip will be assigned a trip number. The trip numbers will be assigned in sequence as they appear on the trip sheet. Additions to the trip sheet will also be assigned a trip number as they are received by the Transportation Supervisor.
 - b) Activity trips will be assigned to drivers in order of their appearance on the rotational chart. As trips are assigned, the trip number will be placed in the square to the right of the driver's name or a symbol will be placed explaining why the driver did not receive a trip in turn. Symbols used will be:

X - Not available	N - Not qualified
O - Driver refused	A - Absent
U - Unable to contact driver	
 - c) Rotation shall be continuous.
 - d) When a driver refuses a trip, is not available for a trip, is not qualified for a trip, is absent, or cannot be contacted for a trip, his/her name will go to the bottom of the rotational chart.
 - e) Assigned trips will not be traded.
 - f) Routine activity trips will be posted under the driver's name no later than the Friday prior to the week of the trip. It will be the driver's responsibility to check for his/her assigned trips each Friday afternoon.
 - g) Additional trips will be assigned after notifying the driver by telephone.
- 2) Each trip will be documented on a "Driver's Report of School Bus Activity Trip" form. Drivers are expected to report to work 30 minutes prior to the departure time noted. This will allow time for the driver to: a) inspect bus, b) correct discrepancies, c) drive to the school, and d) load passengers.
- 3) When a driver arrives at work and finds that the assigned trip has been canceled or rescheduled, the driver will be compensated a minimum of 1½ hours when that time is utilized by cleaning or fueling their bus and/or completing paperwork.

C. Substitute Assignments

- 1) Substitute drivers will be used to drive for regular route drivers in their absence. They will be selected by the Transportation Supervisor on the basis of availability and qualification.
- 2) When a driver is notified to drive a regular route, that driver will normally remain on that route until notified by the Transportation Supervisor that the regular route driver is returning.
- 3) If a substitute driver is selected to drive a regular route that conflicts with a previously assigned trip, that driver will be given a choice as to which driving assignment he/she will drive.

D. COMPENSATION

Regular Route Driver

- a. Compensation for driving a route will be defined by the approved District wage scale for transportation.
- b. Compensation for attending mandatory training will be paid at the same rate as driving a regular route.
- c. Stand by time will be compensated at ten dollars and 35 cents (\$10.35) per hour.
- d. Route drivers will be compensated at their regular rate of pay to pre-trip their buses. The schedule is as follows:
 - a. 10 minutes to pre-trip for their morning routes.
 - b. 5 minutes to pre-trip for routes that coincide with the kindergarten schedule.
 - c. 10 minutes to pre-trip for afternoon routes.
- e. A minimum of 1-1/2 hours will be paid each time a driver reports for work when that time is utilized by cleaning/fueling/paperwork.
- f. Route drivers are required to complete an "Employee Absence Report" form when they are absent from work.
- g. Route Count Sheets will be completed by each route driver as required.

District Bus Aide Compensation

- a. Compensation for providing aide assistance while working on a route or field trip will be defined by the approved District scale for transportation.
- b. Stand by time for bus aides will be defined as it is for the route drivers and will be compensated at minimum wage or \$7.50/hour, whichever is greater.
- c. Bus aides will be expected to participate in bus cleaning and other duties as assigned by the Transportation Supervisor along with the driver during stand-by time periods.

E. ACTIVITY TRIP COMPENSATION

- a. Compensation for driving for an activity will be defined by the approved District wage scale for transportation. Meals while on the trip will be at District expense as per policy or with the activity group.
- b. Compensation for attending mandatory training will be paid at the same rate as activity trip driving.
- c. The placement of a bus driver in rotation will be based on their completion of the Idaho State Bus Driver Certification.
- d. Rider and travel time will be compensated at the stand by rate of ten dollars and 35 cents (\$10.35) per hour.

- e. Stand-by time will be compensated at ten dollars (\$10.35) per hour.
 - f. Driver compensation for pre and post trip inspections plus bus cleaning will be considered driving time and paid at that rate. A driver may spend up to (30) thirty minutes for cleaning the bus, if necessary. Cleaning time beyond (30) thirty minutes must have prior approval by the supervisor.
 - g. There may be instances where the driver will be required to stay overnight or be located (8-hour minimum) as a second driver. In instances when a driver is located for multiple nights and is not driving the bus, they may earn up to eight (8) hours of standby time during the time they are not driving a bus or time spent during overnight or location status. They may also earn an additional twenty-five dollars (\$25) for each night away from home.
 - h. In instances where a driver is on location or overnight status, the driver will be afforded room and board at District expense according to Rules and Regulations.
1. Any activity bus with students must have at least two (2) adults when going out of town. Normally, this would include the driver and the activity sponsor.
 2. All vehicles will be returned to the bus yard filled with fuel.
 3. Lodging for the driver will be supplied on activity trips when required.
 4. Meals shall be made available for drivers by any of the following methods:
 - A. Drivers may eat with students.
 - B. If they will be gone overnight, drivers may be reimbursed for meals in accordance with District Policy. (Original receipts for meals are required for reimbursement.)
 - C. Drivers may be required to bring a sack lunch.

The method shall be determined and indicated on the "Request for Transportation" form. Drivers shall be informed of the method by the Transportation Supervisor.
 5. Activity trip time will be divided into three (3) categories as follows:
 - A. Driving Time shall be defined as time 30 minutes before departure until driver has unloaded the bus at the destination, to include all rest stops. The same will apply on the return trip to include the cleaning and the fueling of the bus.
 - B. Free Time is when the driver shall be free to go where he/she pleases. Meal time shall be classified as free time. Drivers will not be paid for free time and will not be allowed to use a bus for transportation during free time except to go eat and with the activity director's approval.
 - C. Stand by Time is paid at the rate of \$10.35 per hour. Stand by time is when a driver is away from the bus yard with a bus and required to be on call for his/her services. The driver is responsible for supervision of the bus during these times. The driver could assume other supervision responsibilities during this time.
 6. Drivers will log all times on trip sheet and have the trip sheet signed by the activity director (coach, chaperon, teacher, etc.).

7. Maximum driving and on-duty time shall not exceed those indicated in "Code of Federal Regulations Transportation", Part 395, which indicates:

Federal Mandates

- a. A driver may not be on the clock for more than (15) fifteen consecutive hours.
- b. The (15) fifteen hours starts with the driver check in and progresses from that time.
- c. The (15) fifteen hour clock restarts after an uninterrupted (8) eight hour break.
- d. A driver may not operate a bus for more than (10) ten hours in any (15) fifteen hour timeframe.
- e. A driver may not operate a bus after being on duty for 15 hours.
- f. In situations where there is a trip that will exceed 15 total hours and/or ten hours of driving time a second driver will be used. The second driver must have 8 continuous hours of off the clock time before they can drive.

District Guidelines

- a. A driver may not operate a bus for more than (10) ten hours in any (15) fifteen hour timeframe.
 - b. A second driver may exceed the (15) hours only in a rider capacity. Such exceptions to the (15) fifteen hour rule must have prior approval by the Transportation Supervisor. Said approval will be given on a case-by-case basis.
 - c. There may be cases where a second driver will exceed the overall (15) fifteen hour timeframe during their ride home on a bus. In such cases the driver will be compensated at the stand-by time rate for the additional hours worked.
8. Activity drivers are required to clean the inside of their assigned bus upon the completion of the activity and as needed during the trip. Minimum cleaning requirements will include: a) sweeping floor, b) emptying trash, and c) relining the trash container. Drivers will be paid their regular rate of pay to clean their bus. Failure to clean the bus could result in disciplinary action.
 9. Activity drivers are required to fuel their assigned bus as needed during the trip and upon completion of the activity, prior to returning to the bus storage area. Drivers will be paid their regular rate of pay to fuel their bus. Failure to fuel the bus could result in disciplinary action.

F. ACCIDENT REPORTING

1. Bus driver radios yellow control (or base); yellow control or base calls police and/or ambulance (911). If radio is out of commission send (2) most responsible students to phone. The bus driver should not leave the bus unattended other than to protect the scene of the accident (i.e. triangles, flashers).
2. Keep students on bus unless fire or other danger exists.
3. The Transportation Supervisor will notify a Central Office Administrator when there is an accident.

4. The Transportation Supervisor will dispatch a replacement bus if needed.
5. The Transportation Supervisor will contact all school principals in the event an accident affects school arrival times.
6. The Transportation Supervisor will proceed to the accident site to assist in needed assignments.
7. The Driver(s) will fill out an accident report and/or a written description/summary of the accident and provide it to the Transportation Supervisor.
8. It shall be the responsibility of a Central Office Administrator to follow-up on any necessary reporting of the accident and/or notify the appropriate agencies.
9. The driver will be required to undergo a drug/alcohol test following an accident.
10. The District will maintain a record of all accidents.
11. Anytime a bus is damaged, the driver of the bus must report the damage to yellow control or the Transportation Supervisor immediately.

G. PRE-TRIP INSPECTIONS

1. Pre-trip inspections will be completed by using the checklist provided in each bus. Checklists will be available in the driver break room.
2. The driver will place the initial of his/her last name in the appropriate block of the "Daily Report".
3. Drivers will document all discrepancies noted during a pre-trip inspection on a trip sheet or vehicle condition report.
4. Mileage will be documented on the "Daily Report" before the first trip of the day and after the last trip of the day.

H. FUELING BUSES

1. When returned to the bus yard, all route buses should have enough fuel to run the next route.
2. Any driver who runs out of fuel in a School District bus, due to negligence, may be subject to disciplinary action, up to and including termination.

I. DRIVER TRAINING

1. New drivers will be given a minimum of 40 hours of training in the art of driving, care of buses, handling of children and safety prior to being certified as a school bus driver. The following procedures will be used to train new drivers.
 - A. Drivers will be required to enroll in the next regularly scheduled first aid/CPR training session.
 - B. All lessons in the "School Bus Curriculum Series" will be completed with satisfactory test scores.

- C. Drivers will be required to ride with certified drivers in order to learn:
 - 1) Routes
 - 2) Operational procedures
 - 3) Driving techniques
- D. New drivers will be allowed to drive EMPTY buses under the supervision of certified drivers when authorized by the Transportation Supervisor. **NOTE:** New drivers will not drive a school bus with students until completely certified.
- E. New drivers will be placed on an "advanced" training program following certification. This training will consist of actual trips, which will be assigned in a three (3) step phase:
 - 1) Step 1 - Short trips (up to 50 miles round trip)
 - 2) Step 2 - Intermediate trips (up to 150 miles round trip)
 - 3) Step 3 - Long trips (over 150 miles round trip)

The progress of each new driver will be closely monitored and trips assigned in accordance with the new driver's abilities. The Transportation Supervisor will determine when the new driver will be placed in the normal rotation.

- F. New drivers on "advanced" training will be assigned trips which may or may not follow the rotational chart sequence indicated in procedures established in Item "C. DRIVING ASSIGNMENTS": B. Activity Trip Assignments.
- 2. New drivers undergoing initial certification training will be paid for all training time.
 - 3. Drivers will be paid the probationary rate when they ride a route in order to learn it.
 - 4. Any driver who does not meet State training requirements will not be allowed to transport students, will be placed on probation without pay, and may be terminated. The school district will follow all State identified training regulations.

J. BREAKDOWN PROCEDURES

- 1. Drivers will complete the following steps anytime their bus becomes non-operational when outside the fence of the bus yard.
 - A. Turn ON "hazard" lights.
 - B. Park the bus out of the flow of traffic as far as safety will permit.
 - C. Position the three (3) emergency triangle reflectors.
 - D. Determine whether to evacuate or leave passengers on the bus.
 - E. Notify officials.
- 2. The Transportation Supervisor will dispatch another bus and/or take the necessary steps to provide the required assistance.

K. TRAFFIC VIOLATIONS OR ACCIDENT CAUSING ANY DAMAGE TO THE BUS

1. A school bus driver who is cited for a traffic violation or involved in an accident causing damage to the bus while driving a school bus will meet with the Transportation Supervisor and/or Central Office administrator. As a result of this meeting, appropriate disciplinary action, up to and including termination may be imposed.
2. A driver who is cited for a traffic violation will be required to pay the fine, post bail, and/or provide for his/her own defense.
3. Any school bus driver who has six points or more on his/her driving record within the previous 36 months will be subject to disciplinary action, up to and including termination.
4. Any school bus driver who is guilty of one of the following violations within the previous 36 months, committed on employee's own time, will be subject to disciplinary action, up to and including termination:
 - Driving while under the influence of alcohol or other drugs.
 - Notice of Suspension for Failure of Evidentiary Testing
 - Using a motor vehicle to commit a felony.
 - Leaving the scene of an accident in which you were involved.
 - Making false statements, oral or written, to the Transportation Department.
 - Reckless driving.
 - Conviction in another state for an offense that, if committed in Idaho, would be grounds for suspension.
 - Driving with a suspended license.
 - Illegally passing a school bus.

L. CUMULATIVE EFFECTS

The District will maintain driving records from the first day of employment through the final day of employment. The historical perspective of these records will be used to judge each driver's ability with respect to route assignment, trip assignment, and/or continued employment.

M. ABSENT GUARDIAN POLICY--SPECIAL EDUCATION

Procedures to follow if there is not a guardian to accept child from bus when returning from school:

1. The bus driver will radio yellow control advising yellow control of the situation.
2. Yellow control will call the student's residence.
 - A. Yellow control may or may not have a phone number.
3. If no contact can be made, yellow control will call the student's school.
 - A. Authority at school may offer alternative phone numbers.
 - B. The school may have had direction not to put student on bus.
4. If it is convenient in route, driver will return to residence, school or daycare at a later time.

- A. Yellow control will continue trying to call residence or emergency phone number.
- 5. If the above contacts have been made and student still cannot be dropped off then a decision will be made to call Health & Welfare.
- 6. After entire route has been completed, yellow control will inform Health & Welfare and the driver will drop the student at Health & Welfare, 1118 "F" Street, Lewiston.

N. PUBLIC CONTACT RECORD

Upon receiving a concern or complaint from a patron, the Transportation Department will record the information on a Public Contact Record form. This information will be shared with the driver/bus attendant/mechanic as appropriate.

**Lewiston Transportation Department
Lewiston Independent School District No. 1
Drug Free Work Place Policy**

Policy Statement:

In recognition of the harmful effects that the use of illegal drugs and the misuse of alcohol can have on drivers engaged in the transportation industry, Lewiston Independent School District No. 1 has a responsibility to its drivers and to the public at large to see its commercial vehicle operators are both drug and alcohol free while on duty. Therefore, Lewiston Independent School District No. 1 is implementing this Drug and Alcohol Free Workplace Policy, including within its provisions those regulations contained within Department of Transportation (DOT) Controlled Substance and Alcohol Use and Testing, as contained in 49 CFR Part 382 and Part 40.

Implementation Schedule:

This policy will become effective upon adoption by the School Board of Trustees and will apply to all prospective and current drivers of Lewiston Independent School District No. 1 who are required to obtain a commercial drivers license (CDL) in order to operate commercial vehicles.

Drivers' Use of Alcohol:

Lewiston Independent School District No. 1 is committed to ensuring that its drivers do not operate a commercial vehicle while under the influence of alcohol. Therefore, drivers are not to consume alcohol within eight (8) hours of reporting to work. Drivers are not to report to work or remain at work while having a blood alcohol concentration (BAC) of .02 or greater. Drivers are prohibited from using or possessing alcohol while they are on duty.

Drivers Use of Illegal Drugs:

Lewiston Independent School District No. 1 has an absolute prohibition against a driver's use of illegal drugs, or the illegal use or misuse of prescription or nonprescription drugs. The prohibition extends to such use both on and off the job. Evidence that a driver has tested positive for the presence of illegal drugs in a drug test given under the terms of this policy will be proof sufficient to establish the driver's violation of this provision.

**Drug Alcohol Testing of Prospective
and Current Drivers**

Pre-Employment Testing:

All prospective drivers will be tested for the presence of illegal drugs prior to driving a commercial vehicle for Lewiston Independent School District No. 1. Furthermore, all prospective drivers must disclose to the District any previous employers for whom they have worked as a CDL driver within the previous two (2) years. Lewiston Independent School District No. 1 will then request from those employers information regarding any incidents where the prospective driver has tested positive for illegal drugs or alcohol, or refused to test within the previous two (2) years. In the event the District receives information from a former employer that the prospective driver has tested positive for drugs or alcohol with the previous employer, that prospective driver will not be offered employment, or his/her conditional employment with Lewiston Independent School District No. 1 will be terminated. Any driver who is found to have previously tested positive for illegal drugs or alcohol and who is hired by Lewiston Independent School District No. 1 must show that he/she has been evaluated by a Substance Abuse Professional and was found to be not drug or alcohol dependent. It will be Lewiston Independent School District No. 1 responsibility to ensure that any required follow-up tests of such drivers are conducted as required by the DOT regulations.

Random Testing:

All drivers will be subject to random drug and alcohol testing. Random testing selections shall be made by a scientifically valid method. Random testing for alcohol will take place just prior to, during, or immediately following a driver's duty time.

Post Accident:

A driver operating a school-owned commercial vehicle that is involved in a reportable accident will be tested for both illegal drugs and alcohol as soon as practicable. For terms of this policy a reportable accident is any accident that results in damage to the bus, person and/or other property. Alcohol testing must be administered within two (2) hours of the accident where possible, but in no case later than eight (8) hours. Drug testing must be administered within 24 hours of the accident.

Any driver required to be tested under this section must remain readily available for such testing and may not consume alcohol within eight (8) hours of the accident or until he/she has been tested for alcohol. A driver involved in an accident requiring a drug and alcohol test must notify the Supervisor of Transportation and/or designated authority of the accident as quickly as possible and comply with those instructions given him/her regarding the taking of the drug and alcohol test.

Reasonable Cause:

Lewiston Independent School District No. 1 may require a driver to be tested for illegal drugs or alcohol when there is reasonable cause to believe the driver is under the influence of illegal drugs or alcohol while at work.

SPECIMEN COLLECTION PROCEDURES AND TEST RESULTS NOTIFICATION

Adulteration of Submission of a Concealed Specimen:

If, during the collection procedure, the collection monitor detects an effort by the driver to adulterate or substitute a specimen, a second specimen will be immediately requested. If a second specimen is provided, that specimen will be tested. If the request for a second specimen is refused, the collection monitor will inform the supervisor of the department of the driver's refusal to submit a true specimen. Such conduct by the driver will be considered a refusal to provide a true specimen. Furthermore, in the event the donor's specimen is identified by the testing laboratory as adulterated or unsuitable for testing, that result will be considered equivalent to the donor testing positive for illegal drugs.

In the event that a prospective or current driver submits a specimen that the laboratory later identifies as a diluted specimen, the District will advise the driver of that result and request the driver submit a second specimen. Such drivers will be advised by the Supervisor not to drink any fluids prior to the test.

Drug/Alcohol Specimen Collection Procedures:

A driver's urine specimen will be used to test for illegal drugs. All such testing will utilize the split specimen collection procedure. Under that procedure, each driver will have his/her urine specimen sealed in two separate containers, with both containers being sent to a SAMHS certified laboratory for testing.

If a driver's first specimen tests positive, that driver may request within three (3) days of the positive test notification the other specimen be tested at a second SAMHSA laboratory. This second test will be done at the driver's expense unless the second test comes back negative. During the time the second specimen is being tested, the driver may be suspended without pay. Any driver that has a negative result on a test of his/her split specimen will be given back pay for the duration of the suspension and will be reimbursed the cost of the second test.

Personnel who have been instructed and trained in collection procedures set by the DOT will do all specimen collection. All testing for alcohol will be done by the use of DOT approved alcohol testing procedures conducted by trained and qualified alcohol testing technicians.

Notification of Test Results:

Lewiston Independent School District No. 1 has arranged that all test results; both drug and alcohol will be forwarded to the District through Minert & Associates, Inc., who will serve as representatives of the District, as well as the representative of the Medical Review Officer (MRO).

Prior to the District being informed that a prospective or current driver has tested positive for illegal drugs, the driver will be offered an opportunity to personally discuss the positive drug test with the MRO or the representative of the MRO. The MRO will follow up on such information as is appropriate. Any driver who is taking a prescription drug that may have been the cause of a positive test result will be asked to provide the name of the medication and the identity of the prescribing physician for verification. If this is verified, the driver's test results will be reported as negative. If, after consideration of the matter, the MRO finds no reason to doubt the validity of the positive test, that result will be conveyed to the District contact, as well as the identity of the drug.

If the driver cannot be located, the MRO, or his representative, may request that the District arrange for the bus driver to contact the MRO as soon as possible to discuss the results of the positive test. The MRO will communicate a positive result to the District without discussing the results with the driver if the driver expressly declines the opportunity to discuss the results of the test or if the driver is instructed by the District to contact the MRO but fails to do so within five (5) days.

Refusal:

A driver operating a commercial vehicle for Lewiston Independent School District No. 1 may not refuse to take a drug or alcohol test when requested to do so, consistent with the terms of this policy. Such a refusal will be considered equivalent to testing positive for illegal drugs or alcohol. A driver will be considered as refusing to test if he/she expressly refuses to take a test when so requested, or otherwise fails to provide an adequate breath, saliva, or urine sample without a valid medical explanation. Additionally, a driver will be considered as refusing to test if he/she engages in conduct that clearly obstructs the testing process.

Effect of Testing Positive for Drugs or Alcohol:

All prospective drivers who test positive for the presence of illegal drugs will not be hired. Any current driver who tests positive for the presence of illegal drugs or alcohol will be terminated from employment with Lewiston Independent School District No. 1.

For purposes of this policy, a driver tests positive for alcohol when that driver's blood alcohol concentration (BAC) is .04 or above. If a driver tests between .02 and .039 BAC, that driver will not be allowed to operate a commercial vehicle for Lewiston Independent School District No. 1 for at least 24 hours from the time of the test. A driver who twice tests between .02 and .039 BAC within a 12-month period will be treated as having tested positive for alcohol. If a DOT drug or alcohol rule is violated, the driver will be provided with a list of Substance Abuse Professionals. The District has an Employee Assistance Program that may also be accessed by all drivers/employees.

Training for Supervisors:

All persons designated to supervise drivers will receive at least 60 minutes of training on alcohol misuse and receive at least an additional 60 minutes of training on controlled substances use. The training will be used by the supervisors to determine whether reasonable suspicion exists to require a driver to undergo testing for reasonable suspicion.

**Lewiston Independent School District No. 1
DOT Drug Testing Consent Form
Prospective Drivers**

As a part of my application for employment as a driver of a commercial motor vehicle for Lewiston Independent School District No. 1, I consent to a drug test as required by federal regulations.

I understand that the collection, testing and reporting of my specimen will be done in accordance with DOT regulations relating to the testing of controlled substances. If I am taking any prescription medication at the time of my drug test and my test comes back positive for illegal drugs, I will be afforded an opportunity to discuss that with a Medical Review Officer (MRO) for the purpose of providing a reasonable explanation of my positive drug test.

I understand that if my test remains positive for illegal drugs I will not be offered employment.

I consent to the release of my drug test results received by Minert & Associates, Inc., as the representative of the Medical Review Officer, to management officials at Lewiston Independent School District No. 1. I understand that my test results will be held in confidence by all parties involved.

I further consent to Lewiston Independent School District No. 1 contacting those employers for whom I have worked as a commercial vehicle operator during the past two (2) years for the purpose of the District to determine from those employers whether I have tested positive for illegal drugs or alcohol, or have refused to test when requested to do so. In the event that Lewiston Independent School District No. 1 receives information from such a past employer that I have tested positive for drugs or alcohol within the last year, I will not be offered employment, or my conditional employment will be terminated with Lewiston Independent School District No. 1. I consent to release of that information by those employers for who I have worked during the past two (2) years as a commercial vehicle driver.

I understand that in the event I do not work more than thirty (30) days with Lewiston Independent School District No. 1, the cost of my pre-employment test will be deducted from my final paycheck. This provision does not apply in the event that I am involuntarily laid off.

I have received, read and understand the terms of Lewiston Independent School District No. 1 Drug Free Work Place testing program, and agree to abide by those terms.

Applicant's Name (print)

Applicant's Signature

Date

**Lewiston Independent School District No. 1
DOT Drug Testing Consent Form
Current Drivers**

As a condition of my continued employment as a driver of a commercial motor vehicle for Lewiston Independent School District No. 1, I consent to take a drug and/or alcohol test as required by the terms of the District's Drug Free Work Place Policy.

I understand that in the event that my specimen tests positive for drugs, I will be given an opportunity to discuss that result with an MRO or a member of his staff for the purpose of providing a reasonable explanation regarding my positive drug test.

I understand that if my test remains positive for illegal drugs or alcohol, I will be terminated from employment with Lewiston Independent School District No. 1.

I further agree that in the event that I am involved in an on-the-job accident (as defined by the terms of Lewiston Independent School District No. 1 Drug Free Work Place Policy), I authorize the release of relevant hospital reports or other documentation that would indicate whether there were any illegal drugs or alcohol in my system at the time of the accident.

I consent to the release of my drug and alcohol test results received by **Minert & Associates, Inc.**, as the representative of the Medical Review Officer, to management officials at Lewiston Independent School District No. 1 and understand that these results will be held in confidence by all parties involved.

I have received, read and understand the terms of Lewiston Independent School District No. 1 Drug Free Work Place testing program and agree to abide by those terms.

Driver's Name (print)

Driver's Signature

Date