

Delaware County Developmental Board of Disabilities Drivers,

This handbook is issued to promote exceptional performance and safety in the Delaware County Board of Developmental Disabilities transportation operation. It is designed to assist you as a driver, provide you with information to be successful in meeting our requirements and achieve your personal goals in your driving profession. It contains policies, guidelines and instructions for drivers, but is not intended to be an exhaustive recitation of terms and conditions of employment. This instead is to clarify policies, guidelines and instructions.

As a driver of Delaware County Board of Developmental Disabilities you are expected to read this handbook and request clarification of any procedure or policy that is not understood. This handbook will be updated regularly in order to reflect the most current information.

This handbook is not to be construed as a guarantee or an expectation of continued employment. Delaware County Board of Developmental Disabilities policy, applicable state and federal laws and regulations govern employment as a driver with Delaware County Board of Developmental Disabilities.

The information contained in this handbook is applicable to both regular and substitute drivers.

Please keep this handbook readily available for reference as needed.

Respectfully

A handwritten signature in cursive script that reads "Brenda Layman".

Brenda Layman
Transportation Supervisor

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Staff General Responsibilities at a Glance

Transportation Supervisor is responsible for the overall management and supervision of the agency transportation services and vehicles. Manage preventive maintenance plan for the transportation fleet to insure operation in a safe and efficient manner. Develop and evaluate transportation routes. Ensures compliance with state laws and Board policy. Develops and implements departmental policies and procedures. Provides leadership to secure, maintain and improve the operation of the transportation organization including budget and personnel.

Transportation Office Manager is responsible for weekly attendance sheets, payroll, invoices, and monitor of the radio. The radio is shared with the supervisor. Assistant will prepare deviation report for payroll. Bookkeeping and billing task. The assistant will assume duties that need addressed quickly if the transportation supervisor is not available.

Drivers is responsible to operate a vehicle safely over an established route, transporting children and adults to and from pre-school and workshop. Adheres strictly to state and local traffic ordinances. Schedule maintenance and repair appointments of the vehicle through the Transportation Supervisor. Fueling, cleaning and inspection of the vehicle. Attends all in-service trainings. Completes all logs and forms associated with the Transportation Department. Completes accident/incident reports when problems occur.

Maintenance Associate is responsible to complete monthly inspections on all vehicles that are not assigned to a regular driver. Schedule these vehicles for needed repairs. Wash and vacuum vehicles monthly. Deliver vehicles to designated shops for repairs. Train existing or new staff on pre-trip inspection and wheelchair securement on cars/vans/shuttles. Inventory and purchase vehicle supplies as needed.

Responsibilities of Drivers

1. Safety first: Transportation of our individuals to and from school/workshop safely and on time. Drivers should report any stops they feel are unsafe in writing to the Transportation Supervisor.
2. Maintain order among individuals at all times when they are under your supervision.
3. File reports as requested by the Transportation Supervisor. Route sheets, pick up and drop off times, route directions, seating charts, hazard checklist, and loading zone hazards forms must be up-to-date before taking any leave time.
4. Report any mechanical defects to the mechanics. Complete service-repair form and have signed by the Supervisor ready to give to the mechanics.
5. Complete supply request form before getting supplies from the designated area.
6. Whenever fire apparatuses, ambulances or police vehicles are responding to an alarm and your bus is traveling on the same road in either direction, pull over to the shoulder of the road as far as safe so not to impede the movement of the emergency vehicle.
7. No route shall be changed in any way without consent of the Transportation Supervisor. Routes are approved by the Board annually. The administration reserves the right to change routes or vehicles to fit the needs of the transportation system. All routes are subjected to review.
8. Drivers will attend safety and other meetings as directed by the Transportation Supervisor.
9. All drivers are required to report any traffic violations regardless of vehicle to the Transportation Supervisor within 24 hours per ROC 3327-10 and 3301-10-34. There could be consequences depending on the severity of the ticket issued and the vehicle in which you were driving at the time of the citation.
10. Monitor fuel consumption. NEVER let your vehicle get below ½ tank fuel. This means if the fuel gauge is standing at ½ tank don't leave it for the next driver. FUEL THE VEHICLE.
11. Give proper driving signals far enough in advance to warn passing motorist before slowing down, turning, and stopping for a pick-up or drop-off.
12. Always stop before crossing railroad tracks, (Buses- set parking brake, shift to neutral, open window and door, turn off fans, AC's ,radio etc....) check carefully in both directions for approaching trains. Proceed only if it is safe beyond any doubt. Never cross tracks with the gates down or lights on without the assistance of law enforcement officer or railroad employees.
13. Keep the vehicles you drive clean. Sweep daily, dust the dash, wipe down the seats, if needed and always keep the mirrors and windows clean inside and out.
14. Retain control of the doors; never give this duty to an individual.
15. Permit no one (except yourself) to occupy the driver's seat.
16. Evacuation drills must be completed 3 times per school year for all buses.
17. NO CELL PHONE, TEXTING, or use of any mobile communications device while operating a Board owned vehicle. This is dangerous. This includes BLUETOOTH and other hands-free devices. These devices are to only be used if there is an emergency and the vehicle must pull to a safe location before using the device.

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This also pertains to any rider you may be transporting. Remember only in case of an emergency.

Effective:

August 1, 2007, it is illegal for bus drivers to use cellular telephones while driving a school bus.

18. Vehicle headlights must be turned on at any time the windshield wipers are in use. (Buses: Headlights to be turned on during any operation of the bus.)

19. All heaters, AC, wipers, radio and lights must be turned off before turning off the ignition.

DO NOT:

1. Leave the keys in the bus with individuals on board or engine running while bus is unattended.
2. Back your vehicle at pick-up or drop-off locations while individuals are outside the vehicle.
3. Allow anyone to board your vehicle, except individuals /and those authorized to ride in the vehicle.
4. Use physical punishment or threaten an individual with violence.
5. Use profane or indecent language and tolerate none from the individuals.

Abstracts

Delaware County Board of Developmental Disabilities requires a driver's abstract for all employees that may drive a Board owned vehicle or receive travel reimbursement. The employee/provider must complete a driver's abstract form on an annually.

If you receive a traffic violation for any reason you must report this to the Transportation Supervisor within 24 hours. Violations may cause your driving privileges to be terminated. This will be determination of the insurance company.

Criminal Record Check

HP 190 requires employers to obtain federal information (FBI) in addition to state information (BCI) for all employees on a regular cycle. This includes pre-employment and at their 6 year renewal. This is required for any driver that may transport children. The Board may employ such persons on the condition that the candidate submits to and pass the FBI and BCI criminal record check in accordance with the Ohio Revised Code. Any and all information obtained by the Board is confidential and shall not be released or disseminated. Any applicant not hired because of information received from the record checks shall be assured that all records pertaining to such information are destroyed.

General Responsibilities

1. Any driver driving a CDL required vehicle shall secure and maintain a current license with passenger endorsement. Failure to do so is cause for termination.

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2. Drivers are required to attend in-service trainings and meetings. This is your responsibility to make sure you have the training that is required each year.
3. Drivers are required by law to recertify every 6 years to keep their license active. Drivers will be paid for the classroom coursework required for the certification. Drivers will not be paid for the travel time to and from the training.
4. Drivers are required to apply 30 days in advance when possible for the Tuition Assistance Program Loan on the appropriate form and receive prior written approval in order to utilize the reimbursement. Failure to do so the driver will be responsible for the cost.
5. Tuition reimbursement shall not be approved for persons attending coursework during regular working hours. Coursework must be taken at times not requiring approved absence from employment.
6. If you can not attend a training or meeting it is your responsibility to schedule the training required. Failure to do so within a set time schedule shall be basis for discipline up to and including termination of employment.
7. CDL/ODE tested drivers shall obtain a complete physical examination annually. The amount of time for your physicals will be set by your Transportation Supervisor. These are usually scheduled for the month of May each year.
8. All drivers must maintain their insurability under the Board's fleet insurance policy.
9. Pre-Trip inspection shall include the following:
 - Check under the vehicle for leaks.
 - Check around the vehicle for damage, vandalism or hazards.
 - Check under the hood for belts, wiring, leaks and fluid levels (steering, coolant, oil, transmission levels). Engine oil must be checked while the vehicle engine is cool.
 - Check the brakes
 - Check the cab area- switches, horn, wipers, heaters, master override, service door, emergency equipment and adjust mirrors.
 - Turn on lights, walk to the back of the vehicle and check seats, emergency exits, open the back door, check lights on the back of the vehicle and remove the "bus empty" sign.
 - Walk around the vehicle to check for damage, vandalism, the tires, check under the bus for fluid leaks and make sure everything is secure under the vehicle.
 - Start the vehicle and check all for your lights to make sure they are working properly.
 - Don't forget your post-trip inspection.
6. Pre-trip, post-trip and fuel log sheets are to be turned in monthly.

Any and all irregularities or deficiencies shall be called to the immediate attention of the mechanics and a decision will be made regarding bus substitution. Drivers should continue their inspection of all systems throughout the day, realizing that the conditions could change as the day progresses.

Mirrors on Buses

The mirrors on a bus are among the most essential pieces of safety equipment; however, they are only as good as the driver allows them to be. It is the responsibility of the driver to be aware of what is going on around them. With the proper adjustment and usage of the mirrors, this is possible. However, any object located beyond the viewing angle of the mirrors and behind the field of vision cannot be seen unless the drivers turn their head to look. Remember if the mirrors are not properly adjusted, the drivers can not see the riders.

Front Crossover Mirror(s)

The driver should be able to see all the way across from the front bumper of the bus to approximately 15-18 feet in front of the bus. The driver must see all of the area in front of the bumper in the crossover mirrors until they can see the ground with direct vision.

Side Sight Mirrors (s) Right and Left

The driver should be able to see:

- Right front tires making contact with the ground and entrance door area.
- Left front tires making contact with the ground and along the side to the rear of the bus to reduce blind spot,
- Six feet to the traffic side of the bus and twelve feet to the curb.

Side Flat Mirrors

The driver should be able to see:

- The side of the bus in the edge of the mirror, but not enough to enable you to count your windows,
- The ground within two (2) feet of the rear dual wheel,
- Parallel view of the side of the bus behind the bus.
- Approximately four (4) bus lengths behind the bus.

Remember: The side flat mirrors when adjusted and properly used will give a wider viewing area, but they also create blind spots behind them that can hide a vehicle as large as a semi-truck. When approaching an intersection, be cautious and lean toward the steering wheel to peer around the mirrors to see if traffic is clear.

Inside Rearview Mirror

Should be adjusted to see:

- The riders inside the bus and traffic directly behind the bus.
- If the driver cannot adjust the mirrors to satisfaction, then request a bracket adjustment.

Seat Belts/Wheelchair Securement

1. All individuals shall wear a lap and shoulder belt (where present) unless stipulated differently from the IEP or ISP team. All individuals in wheelchairs will have the wheelchair secured using a 4-point securement system with a lap and shoulder belt as appropriate.
2. Individuals using car seats or wheelchairs will be fastened securely in the vehicle. The driver must check car seats, seat belts, 4- point securements before departing. Individuals will not fasten or unfasten seat belts except for their own.
3. Staff/family will open the lift door and fasten/hook the in the open position.
4. The driver is responsible for the operation of the lift of the vehicle but may request assistance from trained staff to operate lift.
5. The parent/staff is responsible to check that the seat belt is secured on the wheelchair and fastened around the individual before loading the wheelchair onto the lift.
6. The driver operating the lift will be responsible to indicate the position of the wheelchair. Wheelchairs will be put on the lift with the individual facing away from the vehicle; there are a few exceptions where the individual may have to face the vehicle to load.
7. For loading and unloading of a wheelchair there has be someone at the lift to set the park brakes and hold onto the chair while it is being raised or lower.
8. The driver or staff has to be in vehicle for individual to enter. No one should be in the vehicle without supervision.

Bus Walkthrough and Bus Empty Procedure

Safety is a priority throughout Delaware County Board of Developmental Disabilities. As such, it is essential that each and every individual is safely taken to his/her designation. No individual is to be left unattended in any of our vehicles at any time. Drivers in each of our vehicles are to post-trip their vehicle and document each time they leave their vehicle. This means that the driver is responsible to assure that no individual or items are left in the vehicle if the driver is leaving the vehicle unattended. For bus and shuttle bus drivers each time a driver unloads individual at a location they are required to walk checking each seat and under each seat for no individuals or belonging left in their vehicle. If nothing is found then the driver must place their "Bus Empty" sign in the rear window. At no time should the sign be displayed in the back window while the bus/shuttle bus is on the road in service.

Fueling/Fuel Economy

1. Main steady foot on the gas pedal. Don't pump the gas pedal.
2. Anticipate stops. Watch traffic far ahead so you have time to plan. Use brakes sparingly. Never ride the brake.
3. Turn off all power consuming systems before turning off the engine.
4. Shut off the engine if you are going to be stopped for more then five minutes.

5. The fuel pumps are located at the Fuel Depot. There is a drivers card/Pin Number Card in each vehicle. You insert the driver card in the machine and follow directions. Avoid fuel spills when fueling. Report and Clean up All Spills.

Drivers are to keep vehicles fueled. If the vehicle is at half tank then fuel before you return the vehicle. Drivers must remain at the fuel pump during the entire fueling process.

Vehicles shall not be fuel while the engine is running.
No individual shall be on board while fueling.
There will be no smoking in the area of the fuel pumps.

Vehicle Route Guidelines

1. Follow a strict time schedule but never sacrifice safety to maintain the schedule.
2. Routes shall be determined by the Transportation Supervisor. Drivers shall never deviate from an approved route nor pick up or discharge individual at any stop other than the approved stop or loading zone.
3. Remember if you have a service door it will not be opened until the vehicle has come to a complete stop, the road is clear, and no apparent dangers exists.
4. Be careful giving the signal for discharged individual to cross the road. Motorist coming from the opposite direction may misinterpret it to mean they should proceed. Instruct disembarking individual to check traffic from both directions before crossing the road and remind the individual not to step out in the road beyond a point protected by the vehicle.
5. The driver is in charge and responsible for his/her vehicle and individuals at all times.

Turn arounds

1. Pick up – Load individual first, then do turnaround.
 2. Take Home – Turn around, then unload individual.
- Always back in the drive and try not to cross a lane of traffic.

Drivers Leaving the Bus

If the driver must leave the bus/vehicle due to an emergency or to check the exterior when individuals are inside, the vehicle must be in park and the ignition key shall be removed. Drivers will not leave the immediate vicinity of the bus/vehicle if there are individuals aboard.

Two Way Radio Usage

Before using your radio, ask yourself the following questions: If any of the questions can be answered “NO” the transmission does not need to be made and IT CAN WAIT UNTIL AFTER YOUR RUN!

1. Is the transmission necessary?
2. Is it personal?
3. Does it need immediate response?
4. Does it pertain to bus management?
5. Can it be handled by phone later?
6. Is it of confidential nature?

Drivers do not need to get on the radio and say “good morning or have a good evening” to another driver.

Just wave or chances are you will see that driver at your pick up or drop off location.

Also if a driver is talking to a base station and another driver is concerned that some of their riders may get upset by the conversation then turn your radio down until the conversation is completed. Do not get on the radio and tell another driver what they should do unless you are ask to do so.

Keep all transmissions brief and to the point.

We are not the only ones on the frequency. All transmissions are to be BUSINESS.

Vehicle Training

Annual vehicle training is offered to staff/providers that have completed our initial vehicle training. The training is required for you to drive a Board owned vehicle or to receive travel reimbursement.

Accidents

Damage to any vehicle or property regardless of how minor is considered an accident. A vehicle shall be considered involved in an accident, even though there was no physical contact with another vehicle, if the driver’s actions contributed directly or indirectly to the accident. Do not move the vehicle from the accident site unless for safety reasons.

Drivers shall report any and all accidents to the Transportation Supervisor as soon as possible.

Any damage done to personal property while in route (damage to a mailbox, lawn damage, etc.) must be reported to the Transportation Supervisor immediately.

Any accident involving a Board owned vehicle must be documented by a police report. Drivers must obtain the following information if another driver is involved.

1. The name, addresses, home and work phone numbers of the other driver (s).
2. The name, addresses, home and work phone numbers of the owner of the vehicle.
3. The make, year and license tag number of the other vehicle.
4. The exact time, location and detailed explanation of the accident.
5. DO NOT make statements as to guilt.

Accident reporting should be done “by the numbers” in the following order

1. **STAY CALM.** You are the one person who is responsible for the safety of the individuals on you vehicle. You must stay calm in order to keep them calm. Chaos or panic at this time could be disastrous. You must maintain control of the situation regardless of the severity of the scenario. Your individuals are relying on you to get them through this.
2. All accidents must be reported. Call the transportation office as soon as possible. Office personnel will notify the appropriate policing agency. Do not leave the scene until told to do so by the transportation office or by a law enforcement officer.
3. Check all individuals for injuries and, if necessary, administer first aid.
4. Place warning devices into position, if needed, as quickly as possible.
5. Have a list of individuals onboard the bus at the time of the accident and the individuals seating chart available for the reporting law enforcement officer.
6. Have emergency medicals available for the EMT/ fire units if needed.

Complete the State Transportation Department accident report upon the return to the Transportation office.

Drug and alcohol test may be required.

Drivers may be required to submit a criminal records check at any time the Superintendent request.

Drugs, Tobacco, Alcohol and Non- Prescribed Drugs

Ohio Pupil Transportation Operations and Safety Rules prohibit the use of tobacco, alcohol, and non-prescribed drugs on any school bus.

Delaware County Board of Developmental Disabilities is required to randomly drug test employees in a safety sensitive position in accordance with the law. Procedures as set forth by the Code of Federal Regulations (CFR), 49CFR part 40 will regulate our drug and alcohol process. Drug testing is designed to prevent accidents and injuries resulting from misuse of alcohol or use of controlled substances by commercial drivers.

Substance Abuse

Any driver who is required to operate a vehicle as part of his/her duties and appears to be under the influence of alcohol or any drug of abuse shall be removed from service upon Transportation Supervisor or Superintendents reasonable suspicion. The driver is subjected to be taken to a testing facility or hospital for an appropriate test.

A positive test for substance abuse will be cause for disciplinary action up to and including termination.

Refusal to submit to drug and/or alcohol test as required in 49CFR part 40 which covers, post accident with major damage and major injuries as well as random and reasonable suspicion tests may be considered a positive test.

Performance Guidelines

Safe, efficient transportation is an essential function of Delaware County Board of Developmental Disabilities and the goal of the Transportation Department. As employees of Delaware County Board of Developmental Disabilities we should be proud of the essential service that we provide and conduct ourselves in a manner that merits the public trust.

To ensure all drivers understand what is expected in the performance of the job as a driver, the following guidelines are established.

In addition, all employees are expected to perform satisfactorily and maintain good attendance.

1. Vehicles should be swept once a day. Vehicles are to be policed for paper, debris and vandalism after each individual run. The Interior should be dusted and the floor mopped if necessary. When mopping the floor, keep water to a minimum. Excessive water under the mats will rust the floor of the vehicle.
 2. Drivers should be mindful of the fact that Ohio State Troopers visit for the purpose of spot inspections. Therefore buses should be ready for inspection at any time.
 3. Drivers are to follow as accurately as possible the exact route and time schedule set forth on the route sheets. Any deviation from the regular route must be approved by the Transportation Supervisor.
- Drivers must report all traffic convictions to the Transportation Supervisor as soon as practical even though the violation may have occurred in their private vehicle. The Transportation Supervisor must be aware of any traffic violations on the driver's license of all employees that may drive a Board owned vehicle or receives travel reimbursement from Delaware County Board of Developmental Disabilities.
 - Drivers shall wear seatbelts at all times while operating a Board owned vehicle.
 - No vehicle shall be stopped or turned around on a curve or upon the approach to the crest of a grade where the driver of any approaching vehicle can not see the vehicle from either direction.
 - Individual may not be unloaded at pre-school/workshop prior to the time designated by the Transportation Supervisor.

- No vehicle shall pass another vehicle while loading or unloading without specific direction to do so by the other driver or the Transportation Supervisor. Detained vehicles must turn on their hazard lights to indicate that others are to proceed around them.
- The driver has the responsibility and authority to maintain individuals in the vehicle.
- Drivers shall not allow individuals to eat or drink while in the vehicle unless medical reasons are approved.
- Drivers or individuals are not permitted to smoke in any Board owned vehicle.
- Driver or individuals are not permitted to use any mobile communication device while operating or riding in a Board owned vehicle. This includes texting, Bluetooth and other hands free devices.

Railroad Crossing Procedure

- Request silence 300 feet prior to railroad tracks (State Law).
- Turn on the bus four-way hazard lights 100 feet before the tracks.
- Open the window with the left hand prior to stopping (State Law).
- Turn off accessories that make noise (i.e. fans, defrosters, heaters, AM/FM radio).
- Stop 15 to 50 feet before the tracks and set the emergency brake.
- Take the bus out of gear.
- Open the service door, look and listen to the right and left twice.
- Once the driver is sure there are no trains approaching, the driver may put the bus into gear and close the door.
- Release the brake.
- Proceed safely across the tracks.
- Turn off the four-ways hazard lights when the bus is safely across the tracks.
- Optional: Close the window and/or turn on the accessories that are needed.
- At no time shall any driver of a Board owned vehicle cross a railroad track if the lights are flashing or the gates are down unless there is a railroad employee or law enforcement there to instruct you to do so.

Attendance/Time Sheets

Attendance sheets must have the times/dates/ mileage and drivers signature. If you have a substitute driver it is the driver's responsibility to have the substitute driver complete the form.

Time Sheets shall be completed weekly.

These forms are to be submitted to the Office Manager each Monday.

Post-Trip/Pre-Trip and Fuel Sheets are to be completed daily.

These forms are to be submitted to the Office Manager at the beginning of each month.

Route Descriptions (Left and Rights), Seating Charts

Accurate and legible route descriptions and seating charts are due within the first week of pre-school. Any change to a route that is already established has to be submitted to the Transportation Supervisor within 24 hours of the change. This includes Alpha routes that are already established.

Route Hazards

Route hazards can be grouped into two distinct categories.

1. Driving hazards encountered while operating a route:
 - Railroad crossing.
 - Dangerous intersections.
 - Bridges, tunnels, under and over passes.
 - Short acceleration/deceleration lanes, limited median area or short turning lanes.
 - Industrial intersections or construction zones.
 - Speed differential between vehicles.
 - Visibility problems.
 - Emergency equipment areas.

2. Loading zone areas hazards:
 - Busy streets without sidewalks.
 - Dangerous curves.
 - Congested areas.
 - Limited vision.

Driving hazards should include fixed hazards as listed above and sudden hazards, such as road flooding, sun glare, and fog. Animals such as deer and livestock can also be a sudden hazard to be aware of.

Route Hazards sheets must be completed anytime a change in the route is made. These have to be completed and submitted to the Transportation Supervisor within 24 hours of the change.

List of potential hazards should be provided to substitute drivers, transportation supervisor, and office manager. All drivers should be aware of potential hazards and be prepared to take whatever action is necessary.

Driver Stops

Drivers are never to leave a stop before their scheduled departure time. If a driver arrives at a particular stop earlier than scheduled, they are to wait until the scheduled departure time to leave. This would include your two minute wait time if possible.

DO NOT go around another driver at the loading/unloading areas unless the driver in front of you has a delay and has turned on their hazard light for you to go around. This should never happen unless you have radioed and asked permission to drive around with caution.

DO NOT signal another motorist into the flow of traffic unless you cannot avoid doing so. You may inadvertently cause an accident. The other driver may misinterpret your signal and do something you may not have intended him/her to do.

Always have your driver's license with you.

Sick Leave

When a driver calls the voicemail system to report their absence, that absence shall not be reported any later than 5:00 AM for that day. This gives the substitute driver time to get a bus and pre-trip to be ready for a route.

Bus Cleaning

Always keep your vehicle clean.

For the annual inspection every driver shall have their vehicle cleaned inside and outside at least one week prior to inspection. The day of inspection you will need to sweep the floor and dust the dash. Vehicles will be inspected one week prior to inspections.

Emergency Procedures

Driver Responsibility

1. Notify the transportation office by radio, Identifying the problem, what you need and your exact location. (If the radio is inoperable, you may use a cell phone to call).
2. All cases of emergency, it shall be the responsibility of the driver or other staff that may be in the vehicle to determine the need for evacuation to assure the individuals safety.
3. Evacuate the vehicle if necessary and see that the individuals are led to a safety point. Keep the individuals in the vehicle if at all possible if power lines have been knocked down and are on or near the vehicle.
4. Administer first aid if necessary.
5. Once individuals have been evaluated and are in a safe location, do what is necessary to protect the vehicle (i.e., place warning devices).
6. Assure individuals they are safe and will be taken care of.

Transportation Supervisors/ Office Manager Responsibilities

1. Notify the appropriate law enforcement agency in the case of an accident.
2. Dispatch whatever help is required (ambulance, law enforcement and/or another vehicle if needed).
3. Notify the Superintendent (Support Administrator if needed).
4. Report to the scene of the accident if necessary.
5. Notify the building supervisor of an accident or delay from the vehicle schedule.
6. If an accident, give the building supervisor a list of the individual's names.
7. The Transportation Supervisor/Superintendent/Support Administrator will work together to notify parents/providers in case of a serious injury or death.

Life Threatening Emergency

Vehicle is to pull over to a safe location and notify base to call 9-1-1 to secure immediate assistance.

Driver is to give the exact location of the vehicle and state the medical problem. Stay as close to the 2 way radio as possible for information to relayed to and from the 911 center. Or since the vehicle is parked, you are permitted to relay information from your cell phone.

Medical Emergency

Anytime an individual becomes ill while being transported call the transportation base for instructions.

If an individual is brought to your vehicle by a parent/provider who has visible evidence of illness, bleeding, or vomiting ask the parent/provider to take the individual back into the home. Then contact base of the decision.

If injury or illness occurs while transporting the individual to school or workshop pull to a place of safety. Call transportation base to calmly describe the nature of the injury or illness. If you feel medical attention is needed, request assistance and give your exact location.

Crisis Situation

Always look in and around your vehicle for anything unusual. When performing your walkthrough, check and remove items that do not belong in the vehicle.

Should a package be of unknown origin or otherwise strange, immediately notify your supervisor. If warranted, the supervisor will notify law enforcement

Vehicle Fire

Radio base

Give vehicle number

Location

Approximate number of riders

Try to determine if the problem is a coolant leak (steam with sweet odor) or smoke. If there is any doubt, assume that it is a fire.

Instructions to drivers:

Stop the vehicle place in park or neutral, set parking brake if needed and activate hazard lights.

Safety of the individuals is your first priority, evacuate the vehicle and get individuals to a safe location.

Report the nature, location and extent (including injuries and damage) to the Transportation Supervisor or mechanics.

Check for leaks and use fire extinguisher if possible.

Implement basic first aid until emergency personnel arrives.

Protect the scene.

Office action:

Transportation Supervisor to the scene.

Call 911. request rescue as needed, Give them the location and any details available.

Send another vehicle and driver to stand by to hold individuals and resume route when individuals are released.

Notify Superintendent/designee. (They may be required to make statement to the press or persons helping about the incident).

Document all communications with time noted.

Tornado

Protection of individuals on vehicles in transit to or from school/workshop is the primary responsibility of the driver. As soon as the driver becomes aware of a tornado warning or visually observes a tornado, the driver shall take the following actions:

In Rural areas:

1. If possible, advise the transportation office by radio
2. If possible, park the vehicle off the roadway away from large trees, power lines, poles or buildings.
3. Give the command to evacuate the vehicle.
4. Position the individuals away from the vehicle without crossing the road.
5. Position the individuals in the lowest area available such as a ditch, hollow, ravine, culvert or embankment.
6. After the danger has passed, the driver shall check each individual for injuries or shock.
7. Administer first aid and request assistance from the transportation office.
8. If assistance is not needed, board the individuals back onto the vehicle and return them to their homes immediately, or determined location.
9. If upon arrival at the home if no parent/provider is at the residence call transportation base for further instructions.

In Urban Areas:

1. If possible, advise the transportation office by radio
2. Park the vehicle off the roadway away from large trees, power lines, poles or buildings if no shelter is available (ex. Fire department, school).
3. Give the command to evacuate the vehicle.
4. Take the individuals to the nearest fire department, school or a shelter where you know it may be a tornado shelter.
5. After the danger has passed, the driver shall check each individual for injuries or shock.
6. Administer first aid and request assistance from the transportation office.
7. If assistance is not needed, board the individuals onto the vehicle and return them to their homes immediately, or determined location.
8. If upon arrival at the individual's home no parent/provider is at the residence call transportation base for further instructions.

Hostage

1. Safety of the individuals is first priority, reassure the riders, and try to negotiate the release of the individual.
2. Stay in the vehicle with the individual.
3. Turn on lights and flashers while driving.
4. Use the “open mike” technique.
5. Use cell phone if possible to speed dial 911.
6. Follow instructions of captor
7. Don’t speak unless spoken to, don’t make suggestions
8. Don’t try to escape unless you are sure you can make it
9. If any individual needs special medical assistance, inform the captor
10. Be observant of everything and be patient
11. Don’t turn your back unless directed to
12. If shooting starts, hit the floor and stay down

Idling Policy:

1. Eliminate all unnecessary idling. Idling shall not be permitted while waiting for individuals during field trips, extracurricular activities.
2. Diesel engine idling in excess of five minutes shall not be permitted unless the operation of a wheelchair lift is required.
3. When drivers arrive at loading or unloading area to drop off or pick up individuals, they should turn off their vehicles as soon as possible to eliminate idling time and reduce harmful emissions. Exceptions include conditions that would compromise individual safety, such as: Extreme weather conditions, Idling in traffic, or loading/unloading of wheelchairs.
4. In colder weather if the warmth of the vehicle is an issue, idling is to be at a very minimum and away from loading/unloading zones.
5. Avoid following other vehicles too closely. This will help avoid the intake of exhaust into the vehicle.

Evacuation Drills

ORC 3301-83-15 requires that Transportation Supervisors organize and conduct three (3) emergency exit drills for all individuals that ride in school buses. We also perform these evacuation drills on our shuttle buses.

Delaware County Board of Developmental Disabilities conducts their adult emergency drills with letting the walking individuals exit through the front entrance door.

The wheelchairs are then evacuated from the wheelchair lift ramp. The adults can not be evacuated from the rear door due to possible injuries. With the pre-schooled children the driver's will perform an evacuation through the rear emergency door lifting the child to the ground.

The drivers will conduct the drill sessions.

The driver shall assure the parking park is set, the ignition turned off, the transmission in neutral or park and the radio microphone is out the driver window. The driver is also responsible to evacuate with the first aid kit and emergency medicals.

Identify Authorized Passengers

The transportation department shall maintain required records of individuals being transported. Forms will be on file in the Transportation office.

Forms are also available for these individuals.

Nurses/Providers/Families/Volunteers

Transporting Oxygen

Oxygen is a non-flammable substance that in liquid or gas form is used by an individual to aid in breathing, and in many cases, in treating an on going medical condition.

Oxygen is always a prescribed medication and will be considered medical support/needed equipment for the individual just as any other auxiliary device, (i.e. wheelchair or walker).

Oxygen does not catch fire or explode. It supports and accelerates combustion. Oxygen is completely safe when handled and used properly.

Caution in handling oxygen cylinders. All cylinders will be secured in an oxygen bracket. The following safety tips in handling oxygen cylinders:

1. Treat cylinders gently. Do not drop cylinders.
2. Store all containers in an upright position.
3. Never handle with oily hands, gloves, or clothing.
4. Never use oil, grease or petroleum products (Vaseline) around or on the oxygen equipment.
5. Keep floors swept and clear of debris.
6. Avoid bumps and sudden turns on the roadway.
7. No Smoking.

If a cylinder is ruptured or leaking follow the safety procedures

1. Take the cylinder outside as quickly as possible.
2. Place the cylinder as far away from flames or sparks as possible.
3. Notify transportation base.

If ruptured it can become a dangerous projectile propelled at high speed causing severe damage to anyone or anything in its path.

Exposure of the skin or eyes to the liquid or low temperature gases can cause burn like effects.

Approved Oxygen Delivery Systems for Transport in a Board owned vehicle

1. The oxygen must be housed in a portable unit and should be less than 15 pounds total weight.
2. Gas oxygen must have a maximum capacity of 22 cubic feet, (medical E). Medical E tanks are usually no longer than 13 inches and 5 inches in diameter.
3. Liquid oxygen units can have a maximum capacity of 38 cubic feet and can be no larger than 5 inches in diameter and 13 inches in length.
4. All oxygen cylinders must have the valves and regulators that are protected against breakage.
5. Oxygen cylinders and liquid canisters cannot be held by the rider, transported in a shoulder pack or fastened to a wheelchair. They have to be secured in an approved bracket. The bracket must be attached to the floor of the vehicle.

Parents/Caregiver/Guardian Responsibility:

1. Inspect oxygen device for leaks, ill-fitting parts and proper operation.
2. Ensure the connections are tight and leak free.
3. Ensure the delivery tubing is free of kinks, pinch points or easily snagged loops.
4. Ensure the facemask, nasal cannula and tracheotomy tubes fit properly.
5. Ensure the flow control valve is set as prescribed by the user's physician.
6. Provide assistance during boarding/unloading, if needed, with support equipment.
7. Ensure that a sufficient supply of oxygen is available to cover the individual needs during transport.
8. Ensure the cylinder wrench is attached to the gas tank.

Sick Driver/Emergency

If the driver becomes ill while in route for pick ups or drop off's then park your vehicle in the nearest safe location, shut off the engine, but leave the ignition on for communication. Let base know if you need a squad or what the situation is so we know who to contact for you. You will have to give us an exact location where you are parked. We will then send another vehicle and driver to your location. If necessary, we will contact the emergency contact listed for the driver.

Route Bidding

The Alpha ~~All~~ routes will be open for bid in ~~May~~ August of each year. **The routes and the vehicle assigned to that route will be posted.** Drivers will bid on routes by seniority and bids will be for one year period. This will continue in this manner by seniority until each driver has a route. **Drivers that drive for the pre-school programs will receive their routes in August of each school year.**

All routes shall start and end at Alpha. When travel time and distance permits, drivers may be permitted to take their buses home. The time and distance between the driver's home and the first pickup and the last drop off and the driver's home are the factors in determining where the vehicle will be compounded.

Each route will be assigned a bus number/ or vehicle number and that will accommodate that route for the walk-ons and wheelchairs. New vehicles that are ordered will be given to a driver that the configuration fits the amount of individuals on the route. **If vehicles are purchased through a grant then the vehicle will be assigned to the driver that can transport individuals according to the grant specifications.** Vehicles are not given to a driver strictly by seniority. As our county grows and more individuals are added to the workshop then the supervisor has the authority to move vehicles from one route to accommodate another route. Regardless all vehicles will be maintained to the best of ability.

If during the year, when significant changes are made to a route or if assignment of the vehicles must be changed the Transportation Supervisor will work with the drivers directly affected to resolve the issues related to the change. If major changes, then the Transportation Supervisor may elect to re-bid routes.

Transporting Medication

1. Individuals who require medication to be transported via bus/van will have medications given directly to the driver. The driver will assure safe transportation and delivery of medication to the appropriate staff/responsible person or designation.
2. All properly marked medication which is transported on DCBDD vehicles shall be presented to the vehicle driver upon boarding the vehicle. Properly marked medication must have an affixed label including the enrolls name, name of medication, dosage, route of administration and time, or time intervals.
3. The vehicle staff will place the medication in the assigned medicine bag and lock the bag.
4. Upon arrival at the workshop/ pre-school or other designation the vehicle staff will hand the locked medicine bag to the staff person on duty.
5. The staff person shall deliver the medicine bag to the nurse.
6. As a priority the nurse will open all bags and remove the medication.
7. If any medication has to return home, it will be placed in the designated medicine bag and locked.
8. The medicine bag will be placed in the driver's mailbox in the Transportation lounge by 1:45 PM to go home. The driver is responsible to pick up the medicine bag.
9. All medication sent home must be given directly to the parent/care provider.

Drivers Pay

1. ½ hour for washing outside of bus.
2. ½ hour for going to the bus garage if needed (includes pre-trip of sub bus if needed).
3. 15 minutes pre-trip on cars, vans or shuttle buses. This includes the pre-trip, keeping the inside of the vehicle clean, fueling and post-trip.
4. Once you have unloaded your bus/ vehicle your route is complete until your next route starts. DCDD does not pay the driver to drive home. DCDD does not pay any driver downtime (example in between routes).
5. If you take your bus/ vehicle home and it will not start for your next route trip it is your responsibility to get to the garage or Alpha to get a sub vehicle. If for some reason you are not able to drive your route, then you will be required to take vacation or personal time for that route. You also could be subjected to disciplinary action.

Fuel Cards

Fuel Cards are only to be used for DCBDD owned vehicles. No other purchases are permitted on DCBDD fuel card accounts.

Staff/providers are to purchase low grade fuel only for the vehicles. DCBDD may request reimbursement from the driver for the cost difference of low grade fuel and a higher grade fuel if the driver does not use the low grade fuel.

Misuse of any DCBDD fuel card shall result in disciplinary action up to termination.

Dress Code

The Board reserves the right to prescribe appropriate dress and grooming and to set standards that are in the best interest of the department and position. The Board requires that an employees clothing and overall appearance be appropriate, in good taste, and present a favorable image of the program to the public and serve as a role model for individuals.

The following guidelines to employees on dress and appearance:

1. Dress and appearance of personnel shall be functional and appropriate to their duties and shall promote a good image to the community.
2. Jewelry of any type could be broken, grabbed or pulled by an individual, and/or could inhibit moving individuals safely and should be carefully considered before being worn. If any jewelry is broken, it will not be replaced by the Board.
3. Clothing shall be clean, pressed and well mended.
4. Clothing shall be appropriately modest and fastened.

5. Apparel that promotes businesses, products, or organizations other than those sponsored by or affiliated with the Board is discouraged.
6. Loose clothing, which could be caught in wheelchairs or braces, and tight fitting clothing that could limit movement should not be worn.
7. Apparel that promotes alcohol, tobacco, drugs, or implies a sexual, vulgar or hate message is prohibited.
8. Pajama pants or ~~work-out~~ sweat pants is not permitted.
9. A driver is in an environment where he/she may be expected to lift, carry, or be involved in a behavioral intervention must wear shoes with a flat, wide-heel base heel with closed toes. The back of the shoe has to be closed or a wide strap that holds the shoe on may be permitted.

Emergency Phone Numbers

The following are telephone numbers you should have readily available:

County/City Squad	911
Transportation Office	(740) 201-5809 or (740) 201-5899
State Highway Patrol	(740) 363-1392 or (740) 548-6011
Delaware County Sheriff	(740) 833-2800
Delaware City Police	(740) 203-1100

Brenda Layman	Transportation Supervisor Office (740) 201-5809
	Cell (740) 272-7729

Nancy VanHoose	Office Manager/Assistant Office (740) 201-5899
	Home (740) 747-2205
	Cell (740) 815-4181

Robert Morgan	Superintendent Office (740) 201-3600 Ext.5000
	Cell (740) 272-1658

Delaware City Bus Garage	(740) 833-1650
Earl Layman	Mechanic Cell (740) 272-1698
Bradley Wears	Mechanic Cell (740) 272-1572
Ramon Nida	Mechanic Cell (740) 272-1696

Craig Hill	MUI Coordinator (740) 201-3608
	Evenings or Weekends contact On-Call SA (740) 272-2812

If no call back after leaving message after 10 minutes contact Help Line and explain no call back from SA.

Help Line	(740) 369-3316
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