

**MORRISON PUBLIC SCHOOL
TRANSPORTATION STAFF
HANDBOOK**




TABLE OF CONTENTS

Board of Education; Administration.....3
School Transportation4
School Transportation Regulations5
 School Bus Maintenance.....5
 School Bus Drivers6
 School Bus Safety8
 School Bus Route.....8
 Auxiliary or Activity Transportation.....9
 Student Discipline10
 School Bus Accidents and Emergencies.....10
 Parental Grievance Procedures.....11
School Bus Drivers.....12
 Bus Drivers and Use of Technology12
 School Transportation and School Bus Idling Policy12
School Bus Drivers Regulation13
 Student Conduct on Buses14
 Bus Rider Rules15
 School Bus Driver Traffic Offense Form.....18
 Report of Individual Illegally Passing School Bus19
 OSDE Recommendations Transportation Handicapped Children .20
Bus Drivers21
 Bus Driver Staff Job Description22
Use of School Bus for Nonschool and Extra Curricular Activities23
Drug Free Workplace.....24
Drug and Alcohol Testing Program – Bus Drivers.....25
Drug and Alcohol Testing Program – Bus Drivers Regulation26

**BOARD OF EDUCATION AND
ADMINISTRATION**

BOARD OF EDUCATION

PresidentRyan Luter
Vice President.....Steve Carr
Clerk Shane Parli
Member Phil Berkenbile
Member Monty Snowden

ADMINISTRATION

Superintendent..... Jay Vernon
Principal – Grades PreK-6 Christy Williams
Principal - Grades 7-12..... Brent Haken
Athletic Director..... Cory Bales

SCHOOL TRANSPORTATION

The Morrison school district recognizes that in Oklahoma, student transportation is a service that may be provided for its students by the school district. Transportation will be available for those students who live more than a reasonable walking distance from the school. The State Board of Education defines a reasonable walking distance as one and one-half (1 ½) miles from the school. State law is that school district may provide school transportation to students. This means that students must follow bus rules and regulations. Riding the school bus is a privilege, not a requirement. The school district wishes to assure its citizens that any transportation services provided by the district are to accomplish three goals:

1. To ensure that children of our district school are transported in the safest manner possible;
2. To ensure that the transportation services provided are cost effective to our district's taxpayers;
3. To ensure that all transportation services are rendered in an equitable manner.

The school district will accomplish these goals through strict enforcement of its school transportation policies.

Definitions: For the purposes of clarification, the following terms are defined.

1. Supervisor of Transportation—the person appointed by the board of education responsible for the operation of student transportation services.
2. School bus driver—any person who operates a vehicle transporting school children under the direct auspices of the board of education.
3. School bus, transportation equipment—any vehicle or conveyance used to transport school children from their homes to school and from school to their homes.
4. Auxiliary transportation equipment—includes, but is not limited to; equipment used for transporting students to and from extracurricular activities, but does not include transportation equipment used for transporting students from their homes to school and from school to their homes.

Drivers of all school transportation equipment will abide by state laws, rules, and regulations and shall make appropriate reports as required.

SCHOOL TRANSPORTATION REGULATIONS

In accordance with the policy of the board of education, the following regulations shall apply to the district's school transportation program. Responsibility for implementing these regulations shall be delegated to the supervisor of transportation.

School Bus Maintenance

1. All school buses purchased and used by the district will meet or exceed any and all state and federal minimum safety construction standards. (SDE Regulation)
2. The district shall have each school bus mechanically inspected annually by an approved Department of Public Safety fleet inspector. (SDE Regulation)
3. The driver shall perform a daily pre-trip safety inspection of the vehicle. The inspection shall include brakes, lights, tires, exhaust system, gauges, windshield wipers, steering, and fuel. The driver shall make a daily written report describing the condition of the bus and listing any deficiencies. This report is to remain on file with the superintendent or designee for a period of ninety (90) days. (SDE Regulation)
4. Any school bus deemed unsafe shall immediately be placed out of service until all necessary repairs are made. All repairs to school buses shall be made by a duly qualified automotive technician.
5. It is the responsibility of all drivers to clean and refuel any bus entrusted to their operation. It is furthermore the responsibility of all school bus drivers to inform the supervisor of transportation when routine maintenance is required.
6. The district shall adopt a preventative maintenance schedule to prolong the life of all school buses and to ensure the safety of the passengers. This schedule shall be developed by the supervisor of transportation.

School Bus Drivers

1. Any person employed as a school bus driver, whether full or part-time, shall hold the appropriate driver's license and endorsements required by the Department of Public Safety for the operation of a school bus.
2. Any person employed as a school bus driver, whether full or part-time, shall successfully complete a school bus driver's course and hold a school bus driver's certificate as required by the Oklahoma State Department of Education (SDE).
3. The driving records of all school bus drivers shall be checked annually and all drivers must meet the requirement of the SDE for school bus drivers' records. All new drivers shall have a felony records check conducted prior to employment and must meet SDE requirements.
4. All school bus drivers shall have an annual health certificate signed by a physician licensed by this state filed in the superintendent's office attesting that such physician has examined the driver and that the driver has no sign or symptoms of ill health, and is otherwise, from the observation of such physician, physically and mentally capable of safely operating a school bus. (SDE Regulation)
5. The use of tobacco by a school bus driver is not permitted during the operation of the bus or while on school premises as per board policy. The use of any intoxicating beverage and/or controlled dangerous substance by the driver within 8 hours prior to or during the operation of a school bus is strictly prohibited. (SDE Regulation)
6. Any school bus driver involved in a school bus accident resulting in personal injury, property damage of \$500.00 or more, or charged with a violation of traffic law shall submit to a screening test to detect if alcohol or a controlled dangerous substance was used by the driver prior to school bus operation.
7. All school bus drivers shall be evaluated annually for job performance purposes. All new drivers shall be evaluated within the first 90 days of the beginning of the school year. All drivers shall receive written notification of the date of evaluation one week prior to evaluation. All procedures relative to and including the written evaluation form shall be on file in the office of the supervisor of transportation. These procedures shall be available to any interested party upon request.

Any school bus driver receiving a deficiency or reprimand may respond in writing to the transportation supervisor within 10 working days. A written plan of improvement shall be furnished to the school bus driver. A formal reevaluation shall be scheduled within 30 days. All evaluations shall be made available to the board of education and may be introduced as evidence in any disciplinary action or termination of employment hearings. Immediate suspension pending due process proceedings for termination of employment shall be made for any of the following reasons:

- a. Failure to conduct a thorough daily pre-trip inspection;
- b. The use of alcohol or any controlled dangerous substance within eight hours prior to the operation of a school bus.

Transportation Staff Handbook

- c. Operating a school bus in a careless or wanton manner without regard for the safety of persons or property or in violation of the conditions outlined in 47 O.S. §11-801:
 - i. No person shall drive a school bus at a speed greater than a maximum of 55 miles per hour on paved two lane highways, except on turnpikes and interstate highways where the maximum shall be 65 miles per hour.
 - ii. On any highway outside of a municipality, the speed limit in a properly marked school zone shall be a maximum of 25 miles per hour, unless otherwise determined by the Oklahoma Department of Transportation.
 - iii. 35 mph on unimproved roads of bus routes.
 - iv. Many school bus routes will not warrant speeds even as high as 15 miles per hour. A driver must always adapt driving to conditions.
 - d. Failure to stop for a railroad crossing in a school bus when children are being transported; failure to exercise proper judgment at any railroad crossing, endangering the safety of any school children.
 - e. Conviction of any crime of moral turpitude involving children.
 - f. Abuse of sick leave; excessive absenteeism and /or tardiness.
 - g. Use of any portable electronic communications device while the vehicle is in motion
8. Any school bus driver shall be suspended with pay pending the outcome of an investigation of any charge of recklessly endangering the safety of persons or property while operating a school bus or any change of moral turpitude involving children.
 9. All school bus drivers shall comply with requirements of the supervisor of transportation regarding attendance of and participation in in-service and periodic safety meetings for the purpose of increased student safety.
 10. All school bus drivers shall dress appropriate to the operation of a school bus. Prohibited articles of clothing shall include:
 - a. Thong type sandals;
 - b. Halter tops or see-through blouses;
 - c. Dresses shorter than three inches above the knee;
 - d. Any article of clothing with logos promoting alcohol or tobacco products, phrases that are sexually implicit or suggestive, and phrases containing profanity;
 - e. Any gang-related paraphernalia.
 11. Substitute and activity school bus drivers shall meet all the requirements prescribed for regular bus drivers.

School Bus Safety

1. Illegally passing a school bus is a violation of state law. All school bus drivers are required to report, within 24 hours of the alleged offense, drivers who illegally pass their buses. Each report is to include the vehicle color, license tag number, and the time and place of the violation and is to be made to the law enforcement authority of the municipality where the violation occurred and to the district's director of transportation.
2. All auxiliary transportation equipment owned by this district shall comply with state law requirements and shall be of such construction as to provide safe, comfortable, and economical transportation of passengers.
3. School bus drivers transporting children under the age of six will utilize a child passenger restraint system or seat belt when using school-owned vehicles other than school buses to transport the students.

School Bus Route

1. Transportation shall be restricted to use for the students of this school district who reside within the boundaries of the school district. All Oklahoma State Board of Education Regulations regarding school bus routes shall be strictly adhered to.
2. All school bus stops shall be selected with the safety of the children at the bus stop the first consideration. When possible, a bus stop shall be located within one-half (1/2) miles of the home of each child being transported.
3. All school bus routes shall be evaluated annually. A copy of the evaluation shall be forwarded to the government agency responsible for maintaining the roadway if any physical hazards are noted. If identifiable hazards exist on a school bus route, all drivers shall exercise due caution. Route and bus stop changes may be made at the discretion of the supervisor of transportation.
4. School bus drivers may not deviate from established school bus routes without the written permission of the supervisor of transportation.
5. It is the duty of the parents or legal guardian to have their children at the bus stop at the proper time. No children may board any school bus except at a designated bus stop.
6. No children shall be discharged from their school bus at any point except the designated bus stop unless permission from the parent or guardian is furnished to the supervisor of transportation. Furthermore, no child shall be released to anyone except the parents having legal custody unless written permission is furnished to the supervisor of transportation or principal.

Auxiliary or Activity Transportation

1. This school district's transportation may be used for field trips, extra-curricular activities or school-sponsored activities. The superintendent may authorize the use of private vehicles when a small number of students are involved.
2. The board may choose to furnish district transportation for students to attend non-school activities such as state or county fairs, summer youth programs, community programs, or science and math programs held at college or university sites. Board approval is required for each trip. Adults may ride school buses when they are designated as chaperones for the students on the bus at that time.
3. Any person operating a school bus for auxiliary transportation purposes shall adhere to all school transportation policies regarding driver qualifications and operational procedures.
4. No school buses will be utilized for any activity trip prohibited by Oklahoma State Board of Education regulations.
5. It is the responsibility of the parents or legal guardians of all children riding activity buses to have their children at the designated site for departure and arrival of all activity trips.
6. All adults transported in connection with activity trips must be designated sponsors or appropriate school personnel such as the superintendent, principal, or sponsor.
7. When participating in a school activity, which requires school transportation, the sponsor is responsible for submitting a transportation request to the principal at least two weeks prior to the trip. Building principals and sponsors are responsible for scheduling a driver. All trips require approval of the supervisor of transportation. In the event that a conflict cannot be resolved, the administration will determine the priority. Date of request is not a determining factor in such decisions.
8. Approval of the board of education is required for overnight trips. An itinerary is required including a list of trip sponsors. If co-ed students are attending overnight trip; co-ed sponsors will be required. Each organization should have at least one same gender sponsor for every eight students. Reference: Section 214, School Law Book 1997
9. Each organization is responsible for paying bus driver on extra-curricular trip, field trip, or non-school activity. Drivers will be paid \$10.00 per hour for actual driving time and \$7.25 per hour for down time. Organizations are allowed to make arrangements ahead of time with authorized school district bus drivers willing to donate their time for the organization.

Student Discipline

1. Due to the serious nature of student transportation, no disruptive behavior shall be tolerated on any school bus that might endanger the life or safety of any student transported.
2. During a school assembly or upon enrollment, all students will be presented with a copy of the school bus rider rules. These rules must be discussed with each child by their parent or legal guardian and each parent or legal guardian must sign a written statement supporting the school district in the enforcement of these rules.
3. Any violation of these rules could result in the following:
 - a. Conference with student and/or parent;
 - b. Punishment befitting the offense;
 - c. One week, nine week, or semester suspension of bus riding privileges.
4. Any student carrying alcohol, a controlled dangerous substance, firearm, or weapon on any school bus will lose school bus riding privileges for the remainder of the school year and shall be reported to the appropriate enforcement agency.
5. All school bus riding rules and discipline policies shall apply both to school bus routes and to all activity trips.

School Bus Accidents and Emergencies

1. All students transported in school buses shall receive instructions in safe riding practices and will participate in emergency evacuation drills within the first two weeks of each semester. All students riding on activity trips shall be included. These drills shall be conducted on school grounds under the direction of the supervisor of transportation. Documentation of these drills shall be kept on file at the office of the supervisor of transportation and available to interested parties.
2. In the event of an accident, the following procedures shall be strictly followed by the bus driver:
 - a. The bus must be stopped and the driver should preserve the accident scene, evacuate the students from the school bus if necessary, and render first aid to the best of the driver's abilities to any injured children or parties.
 - b. The bus driver will notify the proper authorities and the supervisor of transportation.
 - c. The school bus driver shall make no comments to any party involved, witnesses, or students except to furnish proof of driver's license and school bus driver certification upon request. Any comments made to the investigating officer shall be contained to answering direct questions. At the accident scene, the school bus driver shall not submit to any media or press interviews unless approved by the superintendent. The school bus driver shall obtain the name and address of all witnesses to the accident.
3. The superintendent or designee shall be responsible for any communications with the various press or media outlets. A person shall be designated as spokesperson in the absence of the superintendent or designee.

4. Upon request, in the event of serious injury or death of a student, the principal shall consider contacting the mental health authorities and/or the ministerial alliance to arrange counseling sessions for parents, students, and all school employees.
5. All school bus accidents shall be investigated and the proper reports shall be submitted to the State Department of Public Safety and the State Department of Education as per state law and regulations.
6. In the event of any serious school bus accident, especially any involving personal injury, the superintendent will inform the chief legal counsel of the school district of the events surrounding the accident. Notification to the insurance carrier shall be made by the supervisor of transportation.

Parental Grievance Procedures

1. All parental grievances relating to student discipline and transportation services must be initiated with the principal.
2. In cases of disciplinary action concerning student suspension from school transportation, all decisions of the superintendent shall be final pending a formal hearing conducted by the board of education. All hearings must be requested in writing by the child's parent or legal guardian.
3. All inquiries regarding school bus stops shall be initiated with the supervisor of transportation, principal, or superintendent or his/her designee.
4. All complaints regarding any unsafe driving practices involving a school bus driver shall be directed to the school administration or superintendent for formal action. Documentation forms will be available in the office of the supervisor of transportation.

SCHOOL BUS DRIVERS

It is the policy of the Morrison Board of Education that all bus drivers and assistants successfully complete the state school bus driver's training school. Bus drivers must continue the route assigned at the beginning of the school year, but may request a route change during the summer months. All bus drivers are expected to drive in such a manner as to provide safe and efficient transportation for the students of this district. They shall obey all traffic laws, maintain student discipline on the bus, make routine checks on the bus before operating, and perform other duties associated with the safe operation of school buses. Bus drivers will make required reports concerning drivers who illegally pass their buses. All bus drivers shall be under the supervisory authority of the transportation director.

The superintendent is directed to establish a regulation that shall govern school bus drivers.

Bus Drivers and Use of Technology

School bus drivers are prohibited from text messaging and/or using cell phones while driving a school bus or school owned vehicle. If an emergency situation arises, the bus driver shall remove the bus from the roadway and place an emergency call to the appropriate legal authorities. Any bus driver found to have engaged in text messaging or the nonschool emergency use of a cell phone while driving a school vehicle shall be subject to disciplinary measures which could include termination of employment.

School Transportation School Bus Idling Policy

The Morrison School District seeks to eliminate all unnecessary idling by Morrison school buses such that idling time is minimized in all aspects of bus operation. When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, buses should be turned off as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area. Exceptions include conditions that would compromise passenger safety, such as:

1. Extreme weather conditions
2. Idling in traffic

At school bus depots, limiting the idling time during early morning warm-up to what is recommended by the manufacturer (generally 3-5 minutes) in all but the coldest weather.

Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds.

SCHOOL BUS DRIVERS REGULATION

In accordance with the policy of the board of education, this regulation shall govern the operation of school buses in the Morrison Public School system. Bus drivers shall:

1. Be eighteen years of age or older.
2. Possess an Oklahoma Commercial Driver License (CDL), A, B, or C, authorizing the operation of a school bus and an Oklahoma bus driving certificate.
3. Be required to complete a satisfactory physical examination upon the offer of employment and must obtain an annual physical examination. Such examination will include drug testing as set forth in policy. A copy of the results of the annual physical examination shall be maintained by the superintendent.
4. Submit to drug and alcohol testing as required by state and federal law.
5. Operate on their designated routes approved by the transportation division of the State Department of Education.
6. Complete their bus routes by 7:50 a.m. each morning when reasonably safe and proper to do so.
7. Report individuals illegally passing their schools buses. The approved form will be completed and submitted to the law enforcement authority of the municipality where the alleged violation occurred and to the district's director of transportation.
8. Make other appropriate reports as required by state law and/or district administrators.
9. When vandalism is suspected, the driver will unload the bus beginning at the back of the bus and dismiss the students by seat while inspecting the bus for vandalism.
10. Driver will conduct a student search to make sure that no child is left behind after both the morning and evening routes. After each morning route the Driver will unload the bus at designated unloading area, pull the bus forward and conduct the bus search before leaving the designated area. The evening search will be conducted at the bus barn while the bus is being swept out.

Bus drivers will be employed by the board of education upon the recommendation of the superintendent. Bus drivers are hereby notified that they shall not write, read, or send text messages while operating a school bus or multi-passenger vehicle owned and approved to operate by the State Department of Education or any school district within Oklahoma. Any person who violates this provision of law, upon conviction, shall be guilty of a misdemeanor punishable by a fine of Five Hundred Dollars (\$500). Please note that this fine is for the individual and not the school district. As a result, if any school employee is charged and convicted of the offense, that individual becomes personally responsible for the fine and will not be reimbursed by the school district for the expense.

STUDENT CONDUCT ON BUSES

TO: Parents of Transported Students

FROM: Morrison Board of Education

The school bus driver has a great responsibility. Each day the bus carries a “precious cargo” and the driver’s only concern should be to see that all passengers are transported to and from school safely. Unfortunately, there are times when children (young and old) do things that cause the driver to be distracted from the job. This is dangerous and cannot be allowed. It is necessary therefore, that Student Conduct Rules and Regulations be in force and that they be followed without question. Parents must see that their child understands the importance of good behavior while riding a bus.

Riding a school bus is not a right but a privilege granted to those who are eligible and are able to abide by the rules and regulations. It is not right that a student be allowed to ride a school bus when the student continues to jeopardize the safety of others. The board of education realizes that a hardship may result in having to take your child to and from school but it is sometimes necessary.

Therefore, the school system must have parents sign an agreement that their child will abide by the rules and regulations. If the rules are broken, punishment will be administered on an increased scale. Students will be given three opportunities to correct their behavioral problems. First offense) A conference with the student, a report to the parents, and a one week suspension of bus riding privileges. Second offense) Conference with parents and a nine week suspension of bus riding privileges. Third offense) Conference with parents and suspension of bus riding privileges for one semester. In addition, punishment befitting the offense may also be used (for example, writing on seats will result in having to clean bus seats, throwing trash on bus floor will result in cleaning the bus). On the fourth offense, the student will no longer be allowed to ride the bus. Suspension will be for the remainder of the semester or the school year. They have read the rules and you have gone over it with them. Punishment will be immediate, and by the principal of the respective school.

If a student shows an uncontrolled malicious disregard for the safety and well-being of the passengers and driver, it is possible that immediate suspension will occur without going through the above procedure. Suspension may be possible depending on the severity of the offense and/or danger to student’s self or others. Suspension will carry from one semester to the next or one school year to the next.

The bus driver accepts the responsibility of getting your child to and from school safely. Therefore, what the driver observes and reports to the principal is final. The driver is not there to determine the right or wrong of one student in a dispute with another, but is there to report any misconduct or behavior that might interfere with the proper operation of the school bus. If the need should arise, the bus driver has the authority to bring a bus back to school for disciplinary action by the principal or his/her designee.

Any student who is involved in damage to a school bus will be required to pay for the damage.

BUS RIDER RULES

Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus rider rules.

Prior to loading, students should:

1. Be on time at the designated school bus stops—keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
4. Respect people and their property while waiting on the bus.
5. Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the bus, students should:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own.)
6. Treat bus equipment as they would valuable furniture in their own homes. Damage to seats, etc., must be paid for by the offender.
7. Should never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Not throw objects into or out of the bus.
11. Remain in their seats while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow students and the bus driver.
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.

After leaving the bus, students should:

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for bus driver's signal, then cross road.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of small children.

Extracurricular Trips

1. The above rules and regulations should apply to all trips under school sponsorship.
2. Sponsors should be appointed by the school officials.

Tips for Safe School Bus Riding

For a safe and enjoyable ride to and from school, follow these rules:

1. Leave home early enough to arrive at your bus stop on time.
2. Wait for your bus in a safe place well off the roadway.
3. Enter your bus in an orderly manner and take your seat.
4. Follow the instructions of your school bus driver or bus patrol.
5. Remain in your seat while your bus is in motion.
6. Keep your head and arms inside the bus at all times.
7. Keep aisles clear at all times.
8. Remain quiet and orderly.
9. Be courteous to your school bus driver and fellow passengers.
10. Be alert to traffic when leaving the bus.

Transportation Staff Handbook

PLEASE COMPLETE THE FORM BELOW. IN ORDER TO RIDE THE SCHOOL BUS, THIS FORM MUST BE RETURNED WITHIN THE FIRST TWO WEEKS OF SCHOOL.

(Turn in the form to your teacher, bus driver, or principal. Form may be included in student handbook with the Bus Rider Rules.)

To the Morrison Public School System:

We have read and discussed with our child(ren) the school bus policy and rules.

We agree with the school system that these rules should be in force and that any student who cannot abide by these simple rules should be disciplined and/or counseled with according to the school's policy.

As parents, we ask that the school contact us by telephone or written letter each time our children are involved in incidents so that we might further counsel our child(ren) on proper bus conduct.

Sincerely,

Parent's Signature

Date: _____ Phone Number: _____

Please write in the names and grade of each child in your family who will ride the school bus. This statement will be in effect for the current school year.

Name: _____ Grade _____

Name: _____ Grade _____

Name: _____ Grade _____

Name: _____ Grade _____

Name: _____ Grade _____

SCHOOL BUS DRIVER TRAFFIC OFFENSE

Time of offense _____ Date of offense _____

School Bus Number _____ Tag Number _____

Please state clearly the nature of any inappropriate driver behavior or traffic offense.

Name of any witness _____

Name of person filing formal complaint _____

Signature _____ Date _____

Disposition of offense _____

Additional Comments _____

Signature of Supervisor _____ Date _____

Signature of Bus Driver _____ Date _____

REPORT OF INDIVIDUAL ILLEGALLY PASSING SCHOOL BUS

Date _____

Time _____ Location _____

License Tag Number _____

Vehicle Make/Color _____

Description of Violation _____

Description of Driver/Name of Driver (if known) _____

Name of Law Enforcement Agency Contacted _____

Name of Person Receiving Report _____

Signature of Bus Driver _____

STATE DEPARTMENT OF EDUCATION RECOMMENDATIONS FOR TRANSPORTATION OF HANDICAPPED CHILDREN

At the beginning of each school year an orientation of bus drivers responsible for handicapped children should be held between drivers, special education faculty, school nurse(s), principal(s), and other personnel responsible for adapting the school program to meet the educational needs of students.

Orientation should include information about pertinent physical, mental, and emotional data that a driver may need to know in assisting a handicapped student in riding a bus successfully with the student's peers.

Following are suggested concerns, but no inclusive of all concerns, which the professional staff will be aware of and share with drivers when it is necessary for the welfare of the handicapped student:

1. A communication system must be clearly defined so that information can be shared quickly and efficiently, even on a day-to-day basis, if necessary, between drivers and personnel responsible for the educational program of handicapped students. It would be very helpful if the buses were equipped with a two-way radio system.
2. All physically handicapping conditions that may require assistance from the driver such as getting off or on the bus because of weather conditions, braces, prosthesis, visual, hearing, or mental or physical disability should be known prior to the first bus run or as quickly as possible.
3. The parent or designee is responsible for "door to curb", "curb to door", and "street crossing" of the child to the loading and unloading point and is advised to use extreme caution.
4. Techniques and procedures should be clearly outlined and understood for children who may cause an emergency. The bus driver needs to be aware of children with epilepsy, diabetes, cerebral palsy, etc. Pertinent information should be known by the driver at all times.
5. Drivers will need to know the proper way of lifting those students with braces, etc., or techniques for strapping students in the seat for assuring safe riding in consideration of handicapping condition. Techniques should conform to those advocated by the therapist in charge. Drivers should also be aware of the objectives of the therapy program. For example, if the child can walk independently but prefers the luxury of being carried, the driver should abide by the program established for the benefit of the child.
6. If there are students who for any reason need social or emotional support, instructors of these students should assist drivers in understanding and developing techniques in making commuting to and from school successful and to reinforce the educational objectives for a particular student.
7. Socializing is necessary for all children, and bus drivers should share in the responsibility of assisting the handicapped to remain as "normalized" as possible with other students, by developing a posture of expectation, kindness, and understanding of each individual's need while under his/her responsibility to and from school or other school-related activities.

BUS DRIVERS

Drivers shall be employed by the board of education upon the recommendation of the superintendent. The driver is expected to exercise care in the use of his vehicle so that the greatest service may be rendered to the children of the district. Drivers shall maintain the same standards of personal conduct as is expected of all other employees of the district. Drivers shall have a valid bus driver certificate before they will be allowed to operate a school bus on a regular basis. Drivers shall check the following daily: The brakes, steering gear, tires, lights, fuel supply, and oil of their vehicles before commencing their routes. Drivers shall keep the bus ventilated and lighted when necessary. The bus should be cleaned when necessary.

The following speed limits will apply:

1. 65 mph on turnpikes and interstate highways
2. 55 mph or the posted speed limit, if lower, while traveling on paved two-lane highways
3. 35 mph on unimproved roads of bus routes
4. 40 mph on improved (paved) roads of bus routes
5. Or the posted speed limit

The bus headlights will be activated at all times that the bus is operating. Drivers shall promptly complete all reports that may be requested by the administration. Drivers shall maintain discipline in the bus and shall report all cases of gross misconduct of children to the principal of the school attended by the child.

Bus drivers shall perform such other transportation duties as may be assigned by the principal or superintendent. They shall also know and adhere to all the rules and regulations established for drivers of school buses in Oklahoma.

BUS DRIVER STAFF JOB DESCRIPTION

Title: Bus Driver

Qualifications: Valid commercial driver's license

Valid certification from the State Department of Education

Annual health statement from a physician

Reports to: Superintendent's office for all reports

Principal's office for discipline problems

Job Goal: Providing safe and efficient transportation that students may enjoy the fullest possible advantage from the district's curriculum and extra-curricular program.

Performance Responsibilities:

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Driver will conduct a student search to make sure that no child is left behind after both the morning and evening routes. After each morning route the Driver will unload the bus at designated unloading area, pull the bus forward and conduct the bus search before leaving the designated area. The evening search will be conducted at the bus barn while the bus is being swept out.
4. Maintains discipline when students are on bus.
5. Reports undisciplined students to the proper principal.
6. Keeps assigned bus clean daily and wash bus after each rain when bus becomes dirty.
7. Keeps to assigned schedule.
8. Checks bus before each operation for mechanical defects.
9. Notifies the proper authority in case of mechanical failure or lateness.
10. Discharges students only at authorized stops.
11. Exercises responsible leadership when on out-of-district school trips.
12. Transports only authorized students.
13. Reports all accidents and completes required reports.
14. When vandalism is suspected, the driver will unload the bus beginning at the back of the bus and dismiss the students by seat while inspecting the bus for vandalism.
15. Enforces regulations against smoking and eating on the bus.

Terms of Employment: School days plus one; salary and work year to be according to desires of the board of education.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support personnel (staff).

Approved by:

Superintendent _____ Date _____

Employee _____ Date _____

USE OF SCHOOL BUS FOR NONSCHOOL AND EXTRA-CURRICULAR ACTIVITIES

Extra-Curricular Activities: This school district's transportation may be used for field trips, extra-curricular activities or school-sponsored activities. The superintendent may authorize the use of private vehicles when a small number of students are involved.

Non-school Activities: The board may choose to furnish district transportation for students to attend non-school activities such as state or county fairs, summer youth programs, community programs, or science and math programs held at college or university sites. Board approval is required for each trip. Adults may ride school buses when they are designated as chaperones for the students on the bus at that time.

Bus Driver Compensation: Each organization is responsible for paying bus driver on extra-curricular trip, field trip, or non-school activity. Drivers will be paid \$10.00 per hour for actual driving time and \$7.25 per hour for down time. Organizations are allowed to make arrangements ahead of time with authorized school district bus drivers willing to donate their time for the organization.

Transportation Requests: When participating in a school activity, which requires school transportation, the sponsor is responsible for submitting a transportation request to the principal at least two weeks prior to the trip. Building principals and sponsors are responsible for scheduling a driver. All trips require approval of Superintendent of Schools. In the event that a conflict cannot be resolved, the administration will determine the priority. Date of request is not a determining factor in such decisions.

DRUG-FREE WORK PLACE

In recognition of the clear danger resulting from drug abuse and in a good faith effort to promote the health, safety, and welfare to employees, students, and the community as a whole, it shall be the policy of the board of education to provide a drug-free workplace in compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (P.L. 101-226).

Employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all workstations in the school district. Such action is prohibited by any employee during that employee's work hours or in the performance of any duties for the school district. Employees are further notified that, as a condition of their employment, they are required to abide by these requirements and that violation of any requirement will result in appropriate action, probation, suspension, or termination. Additionally, it shall be the responsibility of the employee to report to the district any and all convictions of a criminal drug statute violation occurring in the workplace no later than five days following such conviction. Appropriate personnel action shall follow such disclosure within 30 days of such notice.

The board will not tolerate employees who use, possess, manufacture, distribute or make arrangements to distribute illegal drugs while at work or on school district property. Further, outside conduct of a substance abuse-related nature, which affects an employee's work, is prohibited. The board insists that all employees report to work without any alcohol or illegal or mind-altering substances in their systems. Employees must inform their supervisor when they are legitimately taking medication, which may affect their ability to work, in order to avoid creating safety problems and violating the federal laws.

Because it is the policy of the board of education to promote prevention, information about a drug-free awareness program will be made available to inform employees about (1) the dangers of drug abuse in the workplace, (2) the district policy of maintaining a drug-free workplace; (3) available drug counseling, rehabilitation and employee assistance programs, and (4) penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

It is a requirement of the board of education that each current employee shall be notified of this policy in writing and future employees shall be notified in writing upon employment. This statement shall be published in other appropriate documents for proper distribution and posted at appropriate work sites.

Compliance with standards of conduct as stated in this policy is mandatory.

Regulation Drug-Free Employee Certification Certificate

This is to certify that on _____ I received a copy of the policy
(date)
pertaining to the Drug-Free Schools and Communities Act of 1989, P.L. 101-226, and
policy of this school district.

(Employee's signature)

DRUG AND ALCOHOL TESTING PROGRAM – BUS DRIVERS

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver’s license is required to operate a school vehicle which transports 16 or more persons, including the driver, or which weighs 26,001 pounds or more. For the purposes of this testing program, the term “employees” includes applicants who have been offered a position to operate a school vehicle.

Employees operating a school vehicle as described above are subject to pre-employment drug testing and random reasonable suspicion, post-accident, return-to-duty, and follow-up drug and alcohol testing. Employees operating school vehicles shall not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy shall be subject to drug and alcohol testing beginning the first day they operate or are offered a position to operate school vehicles and will continue to be subject to drug and alcohol testing as long as they may be required to perform a safety-sensitive function as it is defined in administrative regulations. Employees with questions about the drug and alcohol-testing program may contact the superintendent.

Employees who violate the terms of this policy will be subject to discipline up to and including termination. Employees who violate this policy may be required to successfully participate in a substance abuse evaluation and, if recommended, a substance abuse treatment program. Employees required to participate in and who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program will be subject to discipline up to and including termination.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy. The superintendent shall also inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment, in the application form, and personally at the first interview with the applicant.

The superintendent shall also be responsible for publication and dissemination of this policy and it’s supporting administrative regulations to employees operating school vehicles. The superintendent shall also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

DRUG AND ALCOHOL TESTING PROGRAM – BUS DRIVERS REGULATION

The following administrative regulations support the drug and alcohol testing program policy of the board of education. It also establishes and explains the requirements of the district's drug and alcohol testing program required for employees operating school vehicles.

Questions regarding the drug and alcohol testing program policy, these supporting regulations, or the drug and alcohol testing program may be directed to the superintendent, or designee, who will be the school district contact person. The contact person will answer questions from employees and others about the program, receive the test results, receive identification numbers of the drivers and will notify those drivers selected for random testing.

Definitions

Air Blank: A reading by an evidentiary breath-testing device (EBT) of ambient air containing no alcohol.

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

Alcohol Concentration (or content): The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicted by an evidentiary breath test under the law.

Alcohol Use: The consumption of any beverage, mixture or preparation, including any medication, containing alcohol.

Breath Alcohol Technician: An individual who instructs and assists drivers in the alcohol testing process and operates an evidentiary breath-testing device.

Canceled or Invalid Test: In drug testing, it is a drug test that has been declared invalid by a Medical Review Officer or a specimen that has been rejected for testing by a laboratory. In alcohol testing, it is a test that is deemed to be invalid under the law. A canceled drug test or alcohol test is neither a positive nor a negative test.

Chain of Custody: Procedures to account for the integrity of each urine or blood specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen. With respect to drug testing, these procedures require that an appropriate drug testing custody form be used from time of collection to receipt by the laboratory and that upon receipt by the laboratory an appropriate laboratory chain of custody form(s) account(s) for the sample or sample aliquots within the laboratory.

Collection Site: A place where drivers present themselves for the purpose of providing body fluid or a tissue sample to be analyzed for specific drugs or breath alcohol concentration.

Commercial Motor Vehicle: A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle 1) has a gross combination weight rating of 26,001 or more points inclusive of a towed unit with a gross vehicle weight of 10,000 or more pounds; or 2) has a gross vehicle weight rating of 26,001 or more pounds; or 3) is designed to transport 16 or more passengers, including the driver; or 4) is of any size used in the transportation of materials found to be hazardous for the purposes of the Hazardous Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials regulations.

Confirmation Test: For alcohol testing, it is a second test following a screening test with a result of 0.02 or greater breath alcohol concentration that provides quantitative data of alcohol concentration. For drug testing, it is a second analytical procedure (GC/MS) to identify the presence of a specific drug or metabolite which is independent of the initial test and which uses a different technique and chemical principle from that of the initial test in order to ensure reliability and accuracy.

Controlled Substances/Drugs: Marijuana, cocaine, opiates, amphetamines, phencyclidine.

Driver: Any person who operates a school vehicle. This includes, but is not limited to, full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to the school district or who operate a school vehicle at the direction of or with the consent of the school district. For the purposes of pre-employment/pre-duty testing only, the term “driver” includes applicants for drivers of school vehicles positions.

Initial Test (or Screening Test): In drug testing, it is an immunoassay screen to eliminate “negative” urine specimens from further consideration. In alcohol testing, it is an analytic procedure to determine whether a driver may have a prohibited concentration of alcohol in a breath specimen.

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

Non-suspicion-based Post-accident Testing: Testing of a driver after an accident without regard to whether there is any reasonable suspicion of drug usage, reasonable cause to believe the driver has been operating the school vehicle while under the influence of drugs, or reasonable cause to believe the driver was at fault in the accident and drug usage may have been a factor.

Performing a Safety-sensitive Function: A driver is considered to be performing a safety-sensitive function during any period in which the driver is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.

Random Selection Process: When drug tests are unannounced and every driver has an equal chance of being selected for testing.

Reasonable Suspicion: When the school district believes the appearance, behavior, speech or body odors of the driver are indicative of the use of drugs or alcohol.

Refusal to Test: When a driver (1) fails to provide adequate breath for alcohol testing without a valid medical explanation after he or she has received notice of the requirement for breath testing in accordance with the provisions of the law, (2) fails to provide adequate urine for drug testing without a valid medical explanation after he or she has received notice of the requirement for urine testing in accordance with the provisions of the law, or (3) engages in conduct that clearly obstructs the testing process. A refusal to test is treated as a positive drug test result or an alcohol test result of 0.04 or greater breath alcohol concentration.

Safety-sensitive Function: All time from the time when a driver begins to work or is required to be in readiness to work until the time the driver is relieved from work and all responsibility for performing work. Safety sensitive functions shall include, but are not limited to:

1. All time at the district waiting to be dispatched.
2. All time inspecting equipment or otherwise servicing any commercial motor vehicle at any time.
3. All time spent at the driving controls of a commercial vehicle in operation.
4. All time in or on a commercial vehicle.
5. All time repairing, obtaining assistance, or remaining in attendance on a disabled vehicle.

School Vehicle: A vehicle owned, leased, and/or operated at the direction or with the consent of the school district which transports 16 or more persons, including the driver, or weighs over 26,001 pounds and requires the driver to have/possess a commercial driver's license in order to operate the vehicle.

Split Specimen/Split Sample: The division of the urine specimen into thirty milliliters in a specimen bottle (the primary sample) and into at least fifteen milliliters in a second specimen bottle (the split sample).

Stand-down: Is prohibited by federal regulations and consists of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test result.

Substance Abuse Professional: A licensed physician (medical doctor or doctor of osteopathy) or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of, and clinical experience in, the diagnosis and treatment of alcohol and controlled substances-related disorders.

Verified Test: A drug test or validity testing result from a federally certified laboratory that has undergone review and final determination by the MRO.

Covered Drivers

1. The following requirements apply for a driver to be covered by the drug and alcohol testing program:
 - a. Drive a vehicle transporting 16 or more persons, including the driver, or drive a vehicle weighing over 26,001 pounds; and
 - b. Require a commercial driver's license to hold the driver position.
2. Covered drivers include:
 - a. Applicants seeking a position as a driver;
 - b. Full-time, regularly employed drivers;
 - c. Casual, intermittent, occasional or substitute drivers (including coaches, teachers, administrators, mechanics, etc.);
 - d. Leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to a school district or who operate a school vehicle at the direction of or with the consent of a school district.
3. Drivers are subject to the drug and alcohol testing program and its requirements throughout the year, including the times when school is not in session or when the driver is on leave.

Prohibited Driver Conduct

1. Drivers shall not report to duty or remain on duty with a 0.04 or greater breath alcohol concentration.
2. Drivers shall not report for duty or remain on duty when using any drug except when a physician has advised the driver that the drug does not adversely affect the driver's ability to safely operate a school vehicle and the school district is informed in writing of the medication and doctor's opinion.
3. Drivers shall not use alcohol at least four hours prior to, or during the performance of, a safety-sensitive function.
4. Drivers shall not possess alcohol while on duty. This includes possessing prescriptions and over-the-counter medicines containing alcohol unless the packaging seal is unbroken.
5. Drivers required to take a post-accident alcohol test shall not use alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test; whichever comes first.
6. Drivers shall not refuse to submit to a drug or alcohol test. A refusal to test is considered a positive test result requiring the driver to undergo a substance abuse evaluation and subjecting the driver to discipline up to and including termination.
7. Drivers shall not report for duty or remain on duty performing a safety-sensitive function if the driver has a positive drug test result.

Alcohol Breath Testing Procedures

1. Driver's breath is tested for alcohol.
2. Evidentiary breath testing devices are used to conduct the screening test and, if necessary, the confirmation alcohol test.
 - a. The screening alcohol breath test determines whether the driver's breath alcohol concentration is less than 0.02.
 - i. A screening alcohol test result of less than 0.02 breath alcohol concentration allows the driver to continue to perform a safety-sensitive function.
 - ii. An initial alcohol test result of 0.02 breath alcohol concentration or greater requires a confirmation test.
 - b. The confirmation alcohol breath test determines whether the driver may continue to perform a safety-sensitive function.
 - i. A confirmation alcohol test result of less than 0.02-breath alcohol concentration allows the driver to continue to perform a safety-sensitive function.
 - ii. A confirmation alcohol test result of greater than 0.02 breath alcohol concentration but less than 0.04 breath alcohol concentration requires the driver to cease performing a safety-sensitive function for 24 hours.
 - iii. A confirmation alcohol test result of 0.04 or greater breath alcohol concentration requires the driver to cease performing a safety-sensitive function and undergo a substance abuse evaluation.
3. Alcohol testing is conducted at collections sites, which provide privacy to the driver and contain the necessary equipment, personnel and materials.
 - a. Alcohol testing is conducted at a designated non-school district facility unless the situation requires another location.
 - b. In the event privacy cannot be assured, privacy will be provided to the extent practical.
4. Screening alcohol testing steps
 - a. Once the driver is notified to submit to an alcohol test, the driver must complete the alcohol/drug test notification form and proceed immediately to the collection site. Collection site person will contact the superintendent or designated contact person immediately when a driver does not arrive at the specified time. Failure to arrive at the collection site in a timely manner is considered a refusal to test, absent an acceptable excuse.
 - b. Upon arrival, the driver must provide photo identification. Failure of the driver to produce photo identification is considered insubordination as well as a refusal to test.
 - c. The collection site person explains the testing procedure to the driver.

Transportation Staff Handbook

- d. The collection site person, the breath alcohol technician and the driver complete and sign the appropriate sections of the alcohol testing form.
 - i. Refusal of the driver to sign the form prior to the screening alcohol test is considered a refusal to test.
 - ii. The school district is notified immediately of the driver's refusal to sign.
- e. The driver forcefully blows into the evidentiary breath testing device mouthpiece for at least six seconds or until an adequate amount of breath has been obtained.
- f. The initial test results are shared with the driver.
- g. The driver and breath alcohol technician must sign the alcohol testing form following completion of the alcohol test. Failure to sign the form after the alcohol test is not considered a refusal to test. However, in the remarks section of the form, the breath alcohol technician notes the driver's refusal to sign.
- h. Screening alcohol test results
 - i. An alcohol test result of less than 0.02-breath alcohol concentration is reported to the school district in a confidential manner and the driver may continue to perform a safety-sensitive function.
 - ii. An alcohol test result of 0.02 or more breath alcohol concentration requires a confirmation alcohol test between 15 and 20 minutes after the screening test.
 - iii. The breath alcohol technician provides the superintendent, or designated contact person, with a copy of the breath alcohol testing form if written communication was not used to report the test results.
- i. Potentially incomplete or invalid breath alcohol tests are repeated with corrected procedures.
- j. The breath alcohol test is stopped when the driver fails twice to provide an adequate amount of breath. In that case:
 - i. A physician analyzes the driver's inability to provide adequate breath.
 - ii. Failure to provide adequate breath is considered a refusal to test unless the physician determines a medical condition caused the failure to provide adequate breath.
 - iii. A refusal of the driver to try a second time to provide adequate breath is considered a refusal to test, unless a physician determines the driver is not physically capable of providing adequate breath.

5. Confirmation alcohol testing steps

- a. The confirmation alcohol test is done between 15 and 20 minutes after the screening alcohol test whether or not the driver followed the requirements to not eat, drink, put any object or substance in his or her mouth, and, to the extent possible, not belch during the 15-minute waiting period to avoid accumulation of mouth alcohol leading to an artificial high reading.
- b. If a different collection site is used, the driver must be under the observation of the collection site personnel or school district personnel while in transit to the confirmation alcohol-testing site or while waiting for the confirmation alcohol test.
- c. If a different collection site person is used for the confirmation alcohol test, the driver must again provide photo identification.
- d. The collection site person explains the testing procedure to the driver.
- e. The collection site person, a breath alcohol technician and the driver complete and sign the appropriate sections of the alcohol testing form.
 - i. Refusal of the driver to sign the form prior to the confirmation alcohol test is considered a refusal to test.
 - ii. The school district is notified immediately of the refusal to sign.
- f. The driver forcefully blows into the evidentiary breath testing device mouthpiece for at least six seconds or until an adequate amount of breath has been obtained.
- g. The confirmation alcohol test results, which are the final and official test results, are shared with the driver.
- h. The driver and breath alcohol technician must sign the alcohol testing form following completion of the alcohol test. Failure to sign the form after the alcohol test is not considered a refusal to test. However, in the remarks section of the form, the breath alcohol technician notes the driver's refusal to sign.
- i. The breath alcohol technician informs the superintendent, or designated contact person, of the results of the test in a confidential manner.
 - i. An alcohol test result of less than 0.02-breath alcohol concentration is reported to the school district in a confidential manner and the driver may continue to perform a safety-sensitive function.
 - ii. The breath alcohol technician notifies the superintendent, or designated contact person, immediately of confirmation of alcohol test results of 0.02 or more breath alcohol breath concentration.
 - iii. The collection site person provides the superintendent, or designated contact person, with a copy of the breath alcohol testing form if written communication was not used to report the test results.
- j. Potentially incomplete or invalid breath alcohol tests are repeated with corrected procedures.

- k. The breath alcohol test is stopped when the driver fails twice to provide an adequate amount of breath. In that case:
 - i. A physician analyzes the driver's inability to provide adequate breath.
 - ii. Failure to provide adequate breath is considered a refusal to test unless the physician determines a medical condition caused the failure to provide adequate breath.
 - iii. A refusal of the driver to try a second time to provide adequate breath is considered a refusal to test, unless a physician determines the driver is not physically capable of providing adequate breath.

Drug Testing Procedures

1. Driver's urine is tested for marijuana, cocaine, opiates, amphetamines, phencyclidine, etc.
2. A split specimen urine drug test, often called "split sample test", is used to conduct the drug test.
 - a. A negative drug test result allows the driver to continue to perform a safety-sensitive function.
 - b. A positive drug test result on the primary sample requires the driver to be removed from performing a safety-sensitive function.
 - c. A positive drug test result on the primary sample allows the driver an opportunity to request the split sample be tested by another certified laboratory for the specific drug found in the primary sample. A negative drug test result on the split sample results in a negative drug test result.
 - d. A positive drug test result requires the driver to undergo a substance abuse evaluation.
3. Drivers taking medication at a doctor's direction may perform a safety-sensitive function if the doctor determines there is not an adverse effect on performing a safety-sensitive function and the school district is informed in writing of the medication and doctor's opinion.
4. Drug testing is conducted at collection sites, which provide privacy to the driver and where the necessary equipment, personnel and materials are located.
 - a. Drug testing is conducted at a designated non-school district facility unless the situation requires another location. Public restrooms can be used as collection sites in exceptional circumstances.
 - b. In the event privacy cannot be assured, privacy is provided to the extent practical. However, direct observation is allowed if:
 - i. Reasons exist to believe the driver may alter or substitute the specimen.
 - ii. The driver presents a specimen with a temperature outside the allowed range and does not provide an oral body temperature or the oral body temperature varies from the specimen provided.
 - iii. The last specimen provided by the driver was determined by the laboratory to not meet specific gravity and urine creatinine concentration criteria.

- iv. The collection site person observes conduct of the driver to substitute or adulterate the specimen.
 - v. The driver has previously been determined to have used a drug without medical authorization and the particular test is for follow-up testing upon or after return to duty.
 - c. Direct observation is approved by the supervisor of the collection site person or the designated school district representative. Non-medical personnel performing direct observation must be of the same gender as the driver.
5. Drug testing steps
- a. Once the driver is notified to submit to a drug test, the driver must complete the alcohol/drug test notification form and proceed immediately to the collection site. The collection site person contacts the superintendent, or designated contact person, immediately when a driver does not arrive at the specified time. Failure to arrive at the collection site in a timely manner is considered a refusal to test, absent an acceptable excuse.
 - b. Upon arrival, the driver must provide photo identification. Failure of the driver to produce photo identification is considered insubordination as well as a refusal to test. The driver may require the collection site person to provide proof of identification.
 - c. The driver may keep his or her wallet but must remove any unnecessary outer garments, purses, briefcases and similar items at the request of the collection site person.
 - d. Immediately prior to providing a urine sample, the driver must wash his or her hands.
 - e. The driver must then provide 45 milliliters of urine and deliver it immediately to the collection site person.
 - i. A driver who cannot provide an adequate amount of urine will receive instructions for drinking water and trying again.
 - ii. The drug test is stopped when the driver fails twice to provide an adequate amount of urine.
 - iii. Failure to provide adequate urine is considered a refusal to test unless the physician determines a medical condition caused the failure to provide adequate urine.
 - f. The specimen is kept in view of the driver and the collection site person.
 - g. Upon receipt of the specimen, the collection site person immediately, and in no event later than four minutes from the time of urination, measures the temperature of the specimen.
 - h. The driver may volunteer to have his or her oral temperature taken to provide evidence against alteration or substitution if there is some question about the temperature of the specimen.
 - i. The collection site person inspects the specimen for color and other signs of contaminants and notes any unusual findings.

Transportation Staff Handbook

- j. Another specimen is required as soon as possible under direct observation if the collection site person suspects adulteration or substitution.
 - k. The specimen is divided into the primary and the split specimen, sealed and labeled. The driver initials the label.
 - l. The driver is required to read and sign the statement on the chain of custody form certifying the specimens are the driver's.
 - m. The collection site person is required to note on the chain of custody form any unusual behavior or appearance of the driver and any failure to cooperate.
 - n. The collection site person completes the chain of custody form and the driver signs the form indicating the collection is complete.
 - o. The specimens are packaged for shipping to the laboratory and are shipped immediately or placed in secure storage until they can be shipped.
6. Laboratory
- a. The laboratory used by the school district's drug and alcohol-testing program is certified by the U.S. Department of Health and Human Services. Certified laboratories meet the testing procedures, personnel and record keeping requirements of the law.
 - b. Upon arrival of the specimen at the laboratory, the split specimen is stored and the primary specimen is tested.
 - i. A positive drug test result on the initial test of the primary specimen requires a confirmation drug test of the primary specimen.
 - ii. The split specimen is discarded if the primary specimen has a negative drug test result.
7. Medical Review Officer (MRO) reviews drug test results
- a. The MRO may release drug-testing records of a driver to unauthorized individuals only with the written consent of the driver.
 - b. The MRO keeps a record of negative drug test results and reports negative drug test results to the school district, usually within two working days.
 - c. The primary role of the MRO is to review and interpret positive drug test results to determine whether a legitimate explanation exists for the positive drug test result.
 - i. After reviewing the chain of custody form and laboratory drug test results, the MRO contacts the driver to discuss the positive drug test result prior to notifying the school district and to ask whether the driver requests a drug test of the split sample. The driver's request for a drug test of the split sample must be made within 72 hours of talking with the MRO.
 - ii. Upon request of the driver, the split specimen is sent to a second certified laboratory for drug testing.
 - iii. The MRO contacts the superintendent, or designated contact person, for assistance if the driver cannot be reached.

- iv. The superintendent, or designated contact person, must confidentially inform the driver to contact the MRO.
 - v. Upon contacting the driver, the superintendent, or designated contact person, must inform the MRO that the driver was contacted.
 - vi. Drivers who cannot be contacted are placed in temporary medically unqualified status, sick leave, other available leave, or unpaid leave of absence.
- d. The MRO may verify a positive drug test without talking to the driver if:
- i. The driver declines the opportunity to discuss the positive drug test.
 - ii. The driver fails to contact the MRO within five days after the superintendent, or designated contact person, has contacted the driver.
 - iii. The driver can challenge MRO verification of positive drug test results under these circumstances if the driver presents the MRO with information documenting a serious illness, injury or other circumstances unavoidably preventing the driver from timely contacting the MRO. The MRO, based on this additional information, may find a legitimate explanation for the positive drug test result and declare the drug test negative.
- e. The driver is notified of the drugs found in a positive drug test result by the MRO, the superintendent, or designated contact person, or by certified mail to the driver's last known address.
- f. The school district receives a written report of the negative and positive drug test results from the MRO.

Substance Abuse Professional

1. A substance abuse evaluation by a substance abuse professional is required when a driver has:
 - a. A positive drug test;
 - b. A positive alcohol test of 0.04 or greater breath alcohol concentration; or
 - c. Violated the drug and alcohol testing program policy, these supporting regulations, or the law.
2. The substance abuse evaluation determines what assistance, if any, the driver needs in resolving problems with alcohol misuse and/or drug use.
3. A list of available substance abuse professionals to provide assistance to bus drivers is available through the superintendent, or designated contact person.

Pre-employment Testing

1. Drivers shall submit to a drug test if a job offer is made. The job offer is contingent upon:
 - a. A negative drug test; and
 - b. A signed written statement authorizing former employers to release all information on the driver related to drugs and alcohol.

A pre-employment drug test may not need to be administered by the school district if the driver has participated in a drug testing program that meets the requirements of these regulations within the previous 30 days and while participating in that program, either was tested for drugs within the past six months from the date of application with the school district or participated in a random drug testing program for the previous 12 months from the date of application with the school district and the school district ensures that, to the school district's knowledge, no prior employer has records of violation of the regulations within the previous six months.

If the school district chooses not to administer a pre-employment alcohol and/or drug test, the school district must contact the alcohol and drug-testing program in which the driver participates or participated and obtain the following information:

- Name and address(es) of the program(s);
- Verification that the driver participates or participated in the program(s);
- Verification that the program(s) conform(s) to these regulations;
- Verification that the driver is qualified under these regulations, including that the driver has not refused to be tested for alcohol or drugs;
- The date the driver was last tested for alcohol or drugs;
- The results of any tests taken within the previous six months and any other violation of the regulations.

For applicants that have had a positive drug or alcohol test result, based on information from a prior employer, the pre-employment test can serve as a return-to-duty test.

2. Prior to allowing a driver to perform a safety-sensitive function, and not later than 14 days after performing a safety-sensitive function, the following information must be obtained about the driver during the preceding two years from the date of the application.
 - a. Any alcohol test results of 0.04 or greater breath alcohol concentration;
 - b. Positive drug test results; and
 - c. Refusals to be tested.

The school district may obtain any information related to the driver from previous employers as long as the driver consents and the written consent regarding the requested information are presented to the previous employers. If this information is not obtained prior to the performance of a safety-sensitive function, the school district will document why the information was not obtained prior to the performance of the safety-sensitive function. The information may be obtained by the school district by personal interviews, telephone interviews, letter or other method, which ensures confidentiality. The school district will document the information received and will note that the information addresses only whether the driver can perform a safety-sensitive function and does not address the Americans with Disabilities Act considerations of alcohol and drug addiction.

Random Testing

1. Annually, 25% of the average number of drivers is selected for random alcohol tests and 50% of the average number of drivers is selected for random drug tests.
2. The driver's identification numbers are selected by a scientific method giving each driver an equal chance to be selected.
3. Random tests are unannounced and spread throughout the year.
4. Drivers selected for random alcohol testing are notified just before, during or just after performing a safety-sensitive function. The school district will document why some, if any, drivers were selected but not notified (i.e., illness, vacation, etc.).
5. Drivers selected for random drug testing are notified at any time. The school district will document why some, if any, drivers were selected but not notified (i.e., illness, vacation, etc.).
6. Once a driver is notified of being selected for a random test, the driver must proceed immediately to the collection site. However, drivers performing a safety-sensitive function must safely stop and proceed to the collection site as soon as possible.

Reasonable Suspicion Testing

1. A driver may be required to submit to a reasonable suspicion drug test at any time.
2. A driver may be required to submit to a reasonable suspicion alcohol test just before, during, or just after the driver performs a safety-sensitive function or just before, during, or just after the time the driver is required to be in compliance with the drug and alcohol testing program policy, these supporting administrative regulations, or the law.
 - a. A reasonable suspicion alcohol test is performed within two hours and not later than eight hours of determining reasonable suspicion.
 - b. If the alcohol test is not given within two hours, the reasons for the delay must be documented.
 - c. If the alcohol test is not given within eight hours, attempts to test are stopped and the reason for not testing must be documented.
3. A reasonable suspicion test request is made by an employee who received training to determine reasonable suspicion. The reasons for the reasonable suspicion must be documented within 24 hours or prior to the release of the test results. If more than one employee trained to determine reasonable suspicion observed the driver, those employees must also document their reasons.

Post-accident Testing

1. Drivers are subject to both post-accident drug and alcohol testing as soon as possible after an accident in which:
 - a. The driver received a citation and
 - i. Bodily injury occurred to a person who, as a result of the injury, required immediate medical treatment away from the scene of the accident; or
 - ii. One or more motor vehicles incurred disabling damage as a result of the accident, requiring the vehicle(s) to be transported away from the scene by a tow truck or other vehicle; or
 - b. A fatality occurred.

If a citation is not issued against the driver within eight hours of the accident, no alcohol testing can be done. If the citation is issued prior to 32 hours, a drug test must be given. If the citation is issued too late for either the alcohol or drug test, the circumstances must be documented.

2. Drivers must remain readily available for post-accident testing.
 - a. Drivers who leave the scene or who do not remain readily available are deemed to have refused to test.
 - b. Necessary medical treatment cannot and should not be denied to a driver waiting to complete post-accident drug and alcohol tests.
3. Alcohol testing requirements
 - a. The alcohol test is administered within two hours and not later than eight hours after the accident.
 - b. The reasons for administering the test later than two hours after the accident must be documented.
 - c. The reasons for not administering the test within eight hours of the accident must be documented.
 - d. Drivers are prohibited from consuming alcohol for eight hours after the accident or until the alcohol test is completed.
4. Drug testing requirements
 - a. The drug test is administered as soon as possible and not later than 72 hours after the accident.
 - b. The reasons for not administering the test must be documented.
5. Results of drug or alcohol testing conducted by law enforcement officers or other officials on the scene with independent authority to conduct such tests are presumed valid if the testing conforms to the law. The school district must receive a copy of the results to use them.

Return-to-duty/Follow-up Testing

1. Prior to returning to duty after a positive drug test, a positive alcohol test of 0.04 or greater breath alcohol concentration, or other violation of the drug and alcohol testing program policy, these regulations or the law:
 - a. The driver must be reevaluated by a substance abuse professional to determine that the driver has properly followed any treatment program prescribed.
 - b. The driver must submit to the tests required by the substance abuse professional. The substance abuse professional may require a return-to-duty test for drugs, alcohol, or both.
 - c. The return-to-duty test must have a negative drug test result and/or an alcohol test result of less than 0.02-breath alcohol concentration before the driver can return to duty and perform a safety-sensitive function.
2. After returning to duty, the driver is subject to a minimum of six unannounced follow-up tests within 12 months for alcohol, drugs, or both, as determined by the substance abuse professional.
 - a. The substance abuse professional can terminate the follow-up testing requirement after the first six tests have been completed or continue the follow-up testing for up to 60 months from the date of the driver's return to duty.
 - b. Alcohol follow-up testing is done just before, during, or just after performing a safety-sensitive function.

School District Responsibilities

1. Drivers will be provided with information on the drug and alcohol testing requirements of the drug and alcohol testing program policy, these administrative regulations, and the law, including the driver's obligations. This information may be included in an employee handbook.
2. Supervisors of drivers or employees designated to determine reasonable suspicion must receive 60 minutes of training on alcohol misuse and 60 minutes of training on drug use. The training must address the physical, behavioral, speech and performance indicators of probably alcohol misuse and drug use.
3. Drivers will be provided with instructions prior to the driver operating a school vehicle to enable the driver to comply with the drug and alcohol testing requirements.
4. Drivers will not be allowed to report to work or perform a safety-sensitive function when the school district has actual knowledge of a driver's drug use, whether or not a drug test was conducted.
5. Drivers will not be allowed to report to work or perform a safety-sensitive function when the school district has actual knowledge of a driver with 0.02 or greater breath alcohol concentration, whether or not an alcohol test was conducted.
6. Through the school district's drug and alcohol testing program service provider, the school district will ensure that the quality assurance plan, developed by the manufacturer and approved by the National Highway Traffic Safety Administration for the evidentiary breath testing device used for alcohol testing of its drivers, describes the inspection, maintenance, and calibration requirements and intervals for the device.
7. Through the school district's drug and alcohol testing program service provider, the district will ensure that the collection site person using an evidentiary breath testing device is a certified breath alcohol technician.

Consequences of Violating the Drug and Alcohol Testing Program Policy, These Administrative Regulations, or the Law

1. Each violation is dealt with based on the circumstances surrounding the violation. The following consequences may result from a violation:
 - a. Drivers may be disciplined up to and including termination.
 - b. Drivers may not be permitted to perform safety-sensitive functions.
 - c. Drivers may be advised of the resources available to them in evaluating and resolving problems associated with the misuse of alcohol or use of drugs.
 - d. Drivers may be required to undergo a substance abuse evaluation to determine what assistance, if any, the driver needs in resolving problems associated with the misuse of alcohol or use of drugs and be required to follow any recommended substance abuse treatment program.
 - e. Prior to returning to duty, the driver is required to have a negative drug test and/or alcohol test result and be subject to the follow-up drug and/or alcohol testing determined necessary based on the circumstances surrounding the incident.
 - f. Drivers refusing to submit to drug and/or alcohol testing are considered insubordinate and are subject to discipline up to and including termination.
 - g. Driver-applicants who refuse to submit to or cooperate with the drug and/or alcohol testing process and requirements shall be disqualified from further consideration.
2. Nothing in the drug and alcohol testing program policy, these administrative regulations, or the law relating to drug and alcohol testing limits, restricts the right of the board or superintendent to discipline, up to and including termination, a driver for conduct which violates the school district's policies, regulations, and procedures.

Drug and Alcohol Testing Records

1. Drug and alcohol testing records are stored in locked files at limited access locations separate and apart from the driver's general personnel records.
2. The records are released only with the written consent of the driver. Only those records specifically authorized for release may be released. However:
 - a. Records may be released to appropriate government agencies without a written consent.
 - b. Records may be released to appropriate school district employees without written consent.
 - c. The school district may, without written consent, make a driver's drug and alcohol test records available to a decision-maker in a lawsuit, grievance or other proceeding initiated by or on behalf of the driver and arising from the result of an alcohol or drug test under the drug and alcohol testing program policy, these regulations, or the law, or from the school district's determination that the driver violated the drug and alcohol testing program, these regulations, or the law. Such proceedings may include, but are not limited to, workers' compensation, unemployment compensation, or other proceedings related to a benefit being sought by the driver and wrongful discharge or other termination matters.
3. With a written request, drivers may access and copy their drug and alcohol test records in accordance with the board policy related to employee records. A driver is not denied access to these records for failure to pay fees associated with other records. Drug and alcohol testing and related records shall include at least the following:
 - a. Drug and alcohol related information obtained from prior employers if the driver was hired after January 1, 1995, for school districts with 50 or more drivers and January 1, 1996, for school districts with less than 50 drivers;
 - b. A "sign off" sheet signed by the driver indicating receipt of the drug and alcohol testing program policy and related information and agreeing to participate in the drug and alcohol testing program;
 - c. The chain of custody form for each of the driver's drug tests;
 - d. The alcohol test form and results for each of the driver's alcohol tests;
 - e. Any accident information related to the driver;
 - f. MRO report of drug test results;
 - g. Any reasonable suspicion information related to the driver;
 - h. Any substance abuse professional evaluation and treatment information related to the driver; and
 - i. Any other information related to drug and alcohol testing particular to the driver.

- 4. The following records of the school district’s drug and alcohol testing programs are maintained for the time period indicated:
 - a. One year:
 - i. Records of negative and canceled drug test results and alcohol test results of less than 0.02 breath alcohol concentration.
 - ii. Records related to the drug and alcohol testing process.
 - iii. Records related to a driver’s test results.
 - iv. Records related to other violations of the law.
 - v. Records related to substance abuse evaluations.
 - vi. Records related to education and training.
 - b. Two years:
 - i. Records related to the alcohol and drug collection process, except calibration of evidentiary breath testing devices, and training.
 - c. Five years:
 - i. Alcohol test results of 0.02 and greater breath alcohol concentration.
 - ii. Verified positive drug test results.
 - iii. Documentation of refusals to take required alcohol and/or drug tests.
 - iv. Evidentiary breath testing device calibration documents.
 - v. Driver substance abuse evaluations and referrals.
 - vi. Annual calendar year summary.

Regulation Drug and Alcohol Testing Program Consent Form

I have read the Drug and Alcohol Testing Program regulations and agree to abide by the board's drug and alcohol rules. I agree to submit to drug and alcohol tests at any time as a condition for my initial or continued employment. I authorize any laboratory or medical provider to release test results to Morrison Public Schools, its’ board and its’ superintendent.

I expressly authorize the board to release any test related information, including positive results, to the Oklahoma Unemployment Compensation Commission or other government agency investigating my employment or the termination thereof.

I understand that this agreement in no way limits my right to terminate my employment or be terminated in accordance with federal and state law.

Employee Signature

Date

Superintendent or Designee

Date