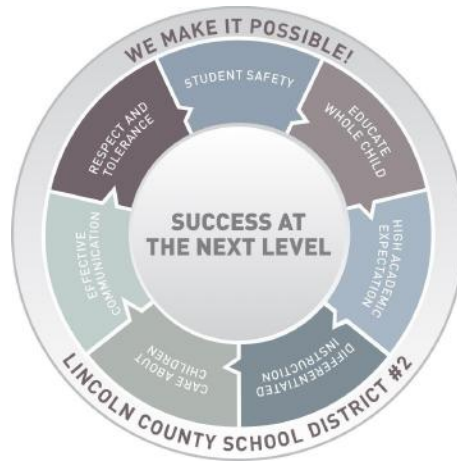




TRANSPORTATION DEPARTMENT HANDBOOK



Updated January 2024

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Vision & Mission

Providing opportunities for success at the next level for all district students through the integral component of transportation by:

- Continuing and strengthening a legacy of professionalism,
- Driving the future with efficiency and accuracy, and
- Focusing on the core values of safety, responsibility, and respect.

Introduction

The [Board of Trustees](#) (board) of Lincoln County School District #2 (LCSD2) is required to establish and maintain written policies governing all aspects of the district's pupil transportation system. These policies, along with operations procedures are available at <https://go.boarddocs.com/wy/lcsd2/Board.nsf/Public>.

Pupil transportation training requirements are included in this handbook written in compliance with Wyoming State Statute (W.S.S.) [21-3-131](#), [Wyoming State Rules and Regulations](#) (WSRR) Chapters 2 and 20, and [board policy CHCA](#). Nothing in this handbook is meant to contradict/supersede any local, state, or federal law.

The purpose of this handbook is to assist school transportation professionals in their daily responsibilities. It is intended to set forth general principles whenever possible rather than detailed and explicit instructions. Transportation professionals are trusted to use their own talents, abilities, reason, judgment, and ethics to guide them in the discharge of their duties.

School transportation professionals are responsible to know and understand the contents of this handbook. It is vital that staff members communicate and work closely with the transportation director in complying with these policies and guidelines. When duties are consistently performed according to established standards, we will succeed in accomplishing the vision and mission of the district and this department. School transportation professionals must comply with all provisions of Federal or State Law, Wyoming State Rules and Regulations, District policies and procedures, and this handbook.

A Motto

One of our mottos is Anything Once. "Anything" is a very inclusive and comprehensive word. When we say "anything", we really do mean anything (legal and ethical). On the other hand, the word "once" is very finite and specific.

One way we can accomplish our goal of being the best customer service organization that people encounter is to fulfill requests and help solve problems. All our staff have authority and permission to solve problems and make things happen for our stakeholders even if it is not our normal practice, once (at least). Everyone has a bad day now and then. Sometimes the alarm doesn't go off, we get a flat tire, or something else out of the ordinary happens to foul up our plans. This is when we need the benefit of the doubt. This is when we make excuses for others.

The key to "once" is reflection and review. All our staff have the responsibility and duty to train, teach, guide, encourage and help resolve the root cause of the one-time exception so that we can prevent the need in the future. We will also evaluate whether our practice is wrong and needs to change.

Disclaimer

This handbook does not constitute either a contract or an offer to enter a contract; it is, however, an expression of the most current policies and procedures available. The handbook is subject to change at any time at the sole discretion of LCSD2 and therefore employees should not rely solely on information contained herein. This handbook will be added to, changed, and deleted from, as the need arises. Many applicable board policies and procedures are included herein. **When there is a discrepancy between those included herein and those published on the district website, those posted on the district website take precedence.**

PART 1 – STAFF DIRECTORY & OFFICE HOURS

District Office Staff

Erickson, Matt	Superintendent	885-7100
Inskeep, JC	Business Manager	885-7142
Kleeman, Barney	District Secretary	885-7136
McDonald, Brandie	Payroll/HR	885-7140

District Office Hours

Regular School Year Hours	Monday through Friday, 8 am to 5 pm
Summer Hours	Monday through Thursday, 7 am to 5 pm

Transportation Office Staff & Technicians

Forsythe, Dan	Training Coordinator	435-241-8348	
Galloway, Tiana	Special Programs Coordinator	885-7126	413-7276
Hillyard, Cindy	Transportation Secretary	885-7146	887-3305
Jenkins, Brandon	Technician	887-3033	
Lancaster, Ty	Routing/Dispatching Secretary	248-3340	
Larson, Kam	Technician	941-0802	
Lyman, Ryan	Transportation Director	885-7118	884-6677
Martin, Sandi	Fleet Maintenance Secretary	885-7146	887-8020
Taylor, Chevy	Technician	887-2961	

Transportation Office Hours

Regular School Year Hours	Monday through Friday, 6 am to 6 pm
• Chevy	6 am to 3 pm
• Ryan	6 am to 3 pm
• Tiana	6:15 am to 9 am & 12:30 pm to 5:45 pm
• Ty	7 am to 12 pm & 2 pm to 5 pm
• Sandi	7 am to 4 pm
• Kam	7 am to 4 pm
• Brandon	8 am to 5 pm
• Cindy	9 am to 6 pm

Office and School Directory

District Office	360 S. Jefferson St.	885-3811
Transportation Office	596 N. Warrior Way	885-7146
Afton Elementary	333 East 1 st Ave	885-8002
Principal	Danny Robinson	885-7144
Etna Elementary	107590 US 89, Etna	885-2472
Principal	David Saltzman	885-7107
Osmond Elementary	3120 Hwy 241	885-9457
Principal	Tyler Jack	885-7157

Swift Creek High School	175 E. 4 th Ave.	885-7139
Principal	David Cazier	885-7154
Star Valley High School	800 W. Swift Creek Lane	885-7847
Principal	Farren Haderlie	885-7123
Star Valley Middle School	505 Kennington-Burton Lane	885-5208
Principal	Steve Burch	885-7131
Thayne Elementary	304 Myers St, Thayne	885-2380
Principal	Daniel Barnes	885-7147
Cokeville Schools	300 Pine, Cokeville	279-3272
Principal	Kenneth Dietz	885-7109

After Hours Communications

Be respectful of other team members and their time away from work. Direct all after hours/weekend emergency calls and texts to the transportation director or on-call technician only. Non-emergency issues can be handled during the next business day. Staff members are responsible to use their best judgement and this handbook when communication with the transportation director or a technician is not possible rather than contacting office staff.

Communications

Be responsible by regularly checking Canvas training, text messages, voicemail, email, and transportation office file. Most scheduling will be communicated via text message for efficiency and accuracy whenever available. Detailed district and department information will be distributed via Canvas, email, and/or pre-recorded telephone voice message. Printed, non-confidential information will be filed in each person's individual file located in front of the transportation office. Confidential information may be distributed in person, via email or mail.

Personnel Contact Information

Always ensure that the transportation office has accurate personal contact information for you such as email address, physical and mailing addresses, home, and cell phone numbers, etc.

Staff Comments, Concerns and Suggestions

Bring all concerns directly to the transportation director rather than to those who are unable to address them. Explanations of standards, policies, and procedures are always freely available from the transportation director.

Comments, concerns, and suggestions are always welcome. This valuable input is critical for our department to continually improve services and keep an enjoyable atmosphere. All input will be respectfully and carefully studied and considered.

The initial response will almost always be, "Let me give it some thought and get back with you", or "I don't know, I'll find out and get back with you." Follow up if you have not received a response within the time frame you were promised.

Responses may include: “These are the changes (usually on a trial basis) that will be made based on your feedback,” or “Here are the reasons that standards, procedures, and policies need to remain as they are.”

PART 2 – JOB DESCRIPTIONS

Director of Transportation

Definition

Under the direction of the superintendent, leads the Lincoln County School District #2 Transportation Department in the daily transportation of students to and from school and all related functions. Supports the philosophy of the district and department within the designated areas of responsibility. Assists the district administration in providing a positive and safe learning environment.

Purposes

To provide opportunities for success at the next level for all district students through the integral component of transportation by:

- Continuing and strengthening a legacy of professionalism
- Driving the future with efficiency and accuracy
- Focusing on the core values of safety, responsibility, and respect

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications

- Knowledge of principles, methods, trends, procedures, and techniques of a comprehensive pupil transportation program
- Knowledge of methods, techniques and procedures pertaining to the maintenance and repair of gasoline and diesel-powered motorized equipment
- Knowledge of legal mandates, policies, regulations and guidelines of a pupil transportation and safety program
- Knowledge of practices, methods, procedures and techniques of organization, supervision, and the evaluation of personnel performance
- Knowledge of safe working methods and procedures
- Ability to successfully complete all applicable district and transportation department training on their respective intervals
- Ability to organize, coordinate, and supervise pupil transportation and mechanical service maintenance and repair functions and activities effectively and efficiently
- Ability to prepare accurate cost analyses pertaining to major equipment maintenance and repair projects
- Ability to interpret and work from technical manuals, drawings, schematics, and diagrams
- Ability to communicate effectively in oral and written form
- Ability to understand and carry out oral and written directions with minimal accountability controls
- Ability to establish and maintain cooperative organizational and community relationships
- Possesses characteristics of attention to detail, dependability, and thoroughness

- Ability to obtain and maintain a current, valid commercial driver's license, Class B, with passenger (P) and school bus (S) endorsements issued by the state in which the driver's residence is located
- 21 years of age or older as required by the United States Department of Transportation, Federal Motor Carrier Safety Regulation: 49 CFR 391.11
- A working knowledge of the topics contained in the Wyoming Commercial Vehicle Driver's Manual
- Ability to obtain and maintain a medical examiner's certificate required by the United States Department of Transportation, Federal Motor Carrier Safety Regulation: 49 CFR 391.41 through 391.49
- Ability to obtain and maintain a current Class A Underground Storage Tank Operator license per Wyoming Department of Environmental Quality rules and regulations

Required Duties and Responsibilities

- Plan, organize, coordinate, and supervise the functions of the transportation and fleet operation, including bus route planning, assigning, and dispatching of transportation personnel, and the inspection, maintenance and repair of pupil transportation and other motorized equipment
- Confer with and advise mechanical service personnel and transportation personnel regarding unusual or unforeseen problems, and in the development of alternative solutions
- Review, monitor and audit bus routing and pupil transportation schedules to ensure adherence to a cost-effective operation and the appropriate utilization of personnel and equipment
- Review major mechanical repair time and material cost estimates and determine priority repair and maintenance schedules
- Confer with and advise site and District personnel and the educational community concerning pupil transportation related problems, issues, and concerns
- Investigate, test, and recommend the acquisition of supplies, materials and equipment, and the development of a replacement schedule for obsolete transportation and other motorized equipment
- Participate in the budget planning process, and in the development, implementation, and maintenance of expenditure control procedures
- Plan, organize and supervise personnel orientation and in-service training programs
- Plan, develop and implement policies, guidelines, and operational procedures to ensure a cost effective and cost beneficial operational mode
- Establish, implement, and maintain a data management, storage, and retrieval system, including files and records pertaining to inventory and expenditure control, operational processes, and preventative maintenance programs
- Investigate collisions involving pupil transportation equipment and District owned vehicles and equipment and prepare appropriate evaluative reports
- Review, monitor, and maintain school bus video surveillance systems and archive data
- Review, monitor, audit and evaluate the performance of transportation personnel, and assist them in resolving conflicts and personnel related problems
- Participate in the recruitment, selection, and assignment of transportation personnel

Physical Demands

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Frequent and prolonged exposure to jarring, bouncing, and shaking caused by rough roads
- Assist passengers with varying physical abilities to evacuate a bus in the event of an emergency including the ability to lift, carry, push, pull or otherwise assist
- Ascend and descend stairs, ladders, scaffolding and ramps
- Sit, walk, and stand for extended periods of time; reach with hands and arms, crouch, and kneel
- Perceive the nature of sound; see near, far, and peripherally; perceive depth; adjust focus
- Provide oral information
- Have the manual dexterity to operate the following related equipment without assistance: automobile, school bus, two-way radio, fuel pump, switch, button, knob, pressure washer, squirt bottle, broom, mop, window scraper, and other related materials and objects

Environmental Demands

- Exposure to temperature extremes from minus 40 degrees Fahrenheit to positive 110 degrees Fahrenheit
- Frequent exposure to wet, humid, or windy conditions caused by weather
- Exposure to loud noises
- Exposure to inhalation of engine exhaust fumes
- Exposure to cleaning solvents, aerosol sprays, diesel, and gasoline
- Moderate exposure to hazardous materials and chemicals
- Occupational exposure to blood-borne pathogens and other potentially infectious materials

Experience and Education

Bachelor of Science degree and/or a minimum of 5 years' full-time experience supervising 5 or more employees.

Conditions of Employment

- Insurability by the District's liability insurance carrier
- Submission to and successful completion of alcohol and controlled substance testing
- Successful completion of a criminal background check
- Submission of a motor vehicle driving record for the past 10 years

Technician

Definition

Under the direction of the Director of Transportation, represents the Lincoln County School District #2 Transportation Department in the daily transportation of students to and from school and all related functions. Supports the philosophy of the district and department within the designated areas of responsibility. Assists the district administration in providing a positive and safe learning environment.

Purpose

To provide opportunities for success at the next level for all district students through the integral component of transportation by:

- Continuing and strengthening a legacy of professionalism
- Driving the future with efficiency and accuracy
- Focusing on the core values of safety, responsibility, and respect

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications

- Ability to remain calm and composed in stressful situations and possesses sound emotional judgment
- Ability to establish and maintain an effective working relationship with customers (e.g., co-workers, district staff, drivers, etc.)
- Possesses basic computer skills and has working knowledge of standard office software (e.g., Word, Excel, Windows, iOS, email, etc.)
- Possesses basic computer network, data storage, and audio/video equipment knowledge
- Possesses a working knowledge of diesel engine diagnostic software (e.g., Cummins Insite, Caterpillar ET, etc.) and current emission systems
- Possesses verbal and written communication skills, inventory control skills, and job knowledge
- Ability to successfully complete all applicable district and transportation department training on their respective intervals
- A working knowledge of principles, theories, methods, materials, tools, and equipment used in the maintenance and repair of a variety of heavy-duty gasoline and diesel-powered motorized vehicles and equipment
- Knowledge of legal mandates, policies, regulations, and guidelines pertaining to the repair, overhaul, maintenance and operation of pupil transportation and automotive equipment
- Knowledge of safe working methods and procedures
- Possesses characteristics of attention to detail, dependability, and thoroughness
- Ability to obtain and maintain ASE School Bus Certification

- Ability to obtain and maintain a current, valid commercial driver's license, Class B, with passenger (P) and school bus (S) endorsements issued by the state in which the driver's residence is located
- 21 years of age or older as required by the United States Department of Transportation, Federal Motor Carrier Safety Regulation: 49 CFR 391.11
- A working knowledge of the topics contained in the Wyoming Commercial Vehicle Driver's Manual
- Ability to obtain and maintain a medical examiner's certificate required by the United States Department of Transportation, Federal Motor Carrier Safety Regulation: 49 CFR 391.41 through 391.49

Required Duties and Responsibilities

- Use a variety of hand/air tools, diagnostic equipment, welding equipment and a variety of mechanical aids in the repair, lubrication, adjustment, and preventative maintenance of motorized equipment
- Estimate time and material costs concerning repair and maintenance functions
- Keep accurate and legible records
- Utilize electric and gas welding equipment, lathes, and drill presses in repairing and fabricating parts
- Install, monitor, troubleshoot and repair onboard data and diagnostic systems (OEM, cameras, hard drives, GPS equipment, etc.)
- Perform tire maintenance on all vehicles including but not limited to mounting, dismounting, aligning, balancing, and siping by hand for extended periods of time without assistance
- Complete seat and other interior repairs
- Perform all aspects of mechanical repair and/or overhaul on heavy duty diesel and gasoline powered vehicles and equipment, including but not limited to air and hydraulic systems, drive train, electrical and starting systems, suspension and steering systems, braking systems, and bus ingress/egress equipment
- Receive and follow through with directives from supervisory staff
- Be on-call as scheduled
- Sweep and clean shop area
- Help to maintain a safe work environment
- Help maintain part inventory through analysis of usage, tracking, recording, and ordering
- Perform drive tests to evaluate proper performance of school buses and other vehicles
- Occasionally perform substitute school bus driver service including all duties of a school bus driver
- Furnish own hand tools
- Perform other jobs as assigned by the Transportation Director

Physical Demands

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Frequent and prolonged exposure to jarring, bouncing, and shaking caused by rough roads
- Frequently exert 75 pounds of force to lift, carry, push, pull, or otherwise move objects
- Ascend and descend stairs, ladders, scaffolding and ramps
- Sit, walk, and stand for extended periods of time; reach with hands and arms, crouch, and kneel
- Perceive the nature of sound; see near, far, and peripherally; perceive depth; adjust focus
- Provide oral information
- Have the manual dexterity to operate the following related equipment without assistance: automobile, school bus, two-way radio, fuel pump, switch, button, knob, pressure washer, squirt bottle, broom, mop, window scraper, and other related materials and objects

Environmental Demands

- Exposure to temperature extremes from minus 40 degrees Fahrenheit to positive 110 degrees Fahrenheit
- Frequent exposure to wet, humid, or windy conditions caused by weather
- Frequent exposure to loud noises
- Frequent exposure to inhalation of engine exhaust fumes
- Frequent exposure to cleaning solvents, aerosol sprays, oils, additives, diesel, and gasoline
- Moderate exposure to hazardous materials and chemicals
- Occupational exposure to blood-borne pathogens and other potentially infectious materials

Experience and Education

Certification as a Diesel and/or Gasoline Engine technician and/or a minimum of 5 years of full-time experience.

Conditions of Employment

- Insurability by the District's liability insurance carrier
- Submission to and successful completion of alcohol and controlled substance testing
- Successful completion of a criminal background check
- Submission of a motor vehicle driving record for the past 10 years

School Bus Driver

Definition

Under the direction of the Director of Transportation, represents the Lincoln County School District #2 Transportation Department in the daily transportation of students to and from school and all related functions. Supports the philosophy of the district and department within the designated areas of responsibility. Assists the district administration in providing a positive and safe learning environment.

Purposes

To provide opportunities for success at the next level for all district students through the integral component of transportation by:

- Continuing and strengthening a legacy of professionalism,
- Driving the future with efficiency and accuracy, and
- Focusing on the core values of safety, responsibility, and respect.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications

- Ability to remain calm and composed in stressful situations and possesses sound emotional judgment
- Ability to read gauges and recognize mechanical problems to prevent damage and ensure safety
- Ability to follow and complete verbal and written instructions
- Ability to successfully complete all applicable district and transportation department training on their respective intervals
- Ability to monitor student conduct
- Ability to be alert to emotional and physical conditions that may affect the safety and/or welfare of students
- Ability to monitor and operate the two-way radio while driving a school bus
- Possesses characteristics of attention to detail, dependability, and thoroughness
- Ability to obtain and maintain a current, valid commercial driver's license, Class B, with passenger (P) and school bus (S) endorsements issued by the state in which the driver's residence is located
- 21 years of age or older as required by the United States Department of Transportation, Federal Motor Carrier Safety Regulation: 49 CFR 391.11
- A working knowledge of the topics contained in the Wyoming Commercial Vehicle Driver's Manual
- Ability to obtain and maintain a medical examiner's certificate required by the United States Department of Transportation, Federal Motor Carrier Safety Regulation: 49 CFR 391.41 through 391.49
- Knowledge of and ability to perform duties and responsibilities of a school bus paraprofessional

Required Duties and Responsibilities

- Operate assigned bus on assigned route. Assigned buses and routes may change at any time according to the needs of the district.
- Responsible to know and understand all applicable Federal, State, District and Department laws, rules, policies, and procedures regarding pupil transportation
- Complete all records/reports timely and accurately such as pre-trip, post trip, student conduct, route logs, mileage, student counts, seating charts, stop arm violations, and time for payroll and submit to Transportation Department
- Safely operate bus in all road, weather, and traffic conditions per assignment
- Maintain student discipline on the bus utilizing district policy and procedures
- Maintain confidentiality of all information regarding students, parents, staff, and other members of the public
- Use effective and appropriate verbal and non-verbal communication and interpersonal relationship skills when working with students, parents, and district personnel
- Perform daily preventative maintenance checks and ensure bus is mechanically safe and sound
- Ensure that required safety restraint systems are securely fastened
- Regulate heating, lighting, and ventilating systems for passenger comfort
- Assume personal liability for damage or injury resulting from poor condition of the bus
- Report any defects or poor operating conditions of his/her assigned bus as soon as reasonably possible after they are identified using computer-based software
- Ensure that each student is transported in a safe and responsible manner utilizing established safe loading and unloading procedures including wheelchair securement when applicable
- Assist students/passengers boarding bus, including the operation of wheelchair lift, when necessary
- Maintain a clean bus, both interior and exterior
- Maintain a list with all route specific contact information of students and school district personnel
- Keep a current and accurate route sheet on the bus at all times which includes all student loading locations, line up positions for each loading zone, specific times, and any other general instructions which may be necessary or helpful to substitute drivers
- Performs other job-related duties as necessary

Physical Demands

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Frequent and prolonged exposure to jarring, bouncing, and shaking caused by rough roads
- Assist passengers with varying physical abilities to evacuate a bus in the event of an emergency including the ability to lift, carry, push, pull or otherwise assist
- Ascend and descend stairs
- Sit, walk, and stand for extended periods of time; reach with hands and arms, crouch, and kneel

- Perceive the nature of sound; see near, far, and peripherally; perceive depth; adjust focus
- Provide oral information
- Have the manual dexterity to operate the following related equipment without assistance: automobile, school bus, two-way radio, fuel pump, switch, button, knob, pressure washer, squirt bottle, broom, mop, window scraper, and other related materials and objects

Environmental Demands

- Exposure to temperature extremes from minus 40 degrees Fahrenheit to positive 110 degrees Fahrenheit
- Frequent exposure to wet, humid, or windy conditions caused by weather
- Frequent exposure to loud noises
- Frequent exposure to inhalation of engine exhaust fumes
- Frequent exposure to cleaning solvents, aerosol sprays, diesel, and gasoline
- Moderate exposure to hazardous materials and chemicals
- Occupational exposure to blood-borne pathogens and other potentially infectious materials

Experience and Education

Any combination of experience, education and training that would likely provide the required knowledge and skill is qualifying.

Conditions of Employment

- Insurability by the District's liability insurance carrier
- Submission to pre-employment and random drug and alcohol testing
- Successful completion of a criminal background check
- Submission of a motor vehicle driving record for the past 10 years

School Bus Paraprofessional

Definition

Under the direction of the Director of Transportation, represents the Lincoln County School District #2 Transportation Department in the daily transportation of students to and from school and all related functions. Supports the philosophy of the district and department within the designated areas of responsibility. Assists the district administration in providing a positive and safe learning environment.

Purposes

To provide opportunities for success at the next level for all district students through the integral component of transportation by:

- Continuing and strengthening a legacy of professionalism,
- Driving the future with efficiency and accuracy, and
- Focusing on the core values of safety, responsibility, and respect.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications

- Ability to remain calm and composed in stressful situations and possesses sound emotional judgment
- Ability to follow and complete verbal and written instructions
- Ability to successfully complete all applicable district and transportation department training on their respective intervals
- Ability to monitor student conduct. Being alert to emotional and physical conditions that may affect the safety and/or welfare of students
- Ability to operate the two-way radio in the event the driver is unable
- 21 years of age or older

Required Duties and Responsibilities

- Assist driver on assigned route. Route assignments may change at any time according to the needs of the district.
- Assist the driver in managing and controlling students on the bus
- Assist the driver in operating specialized equipment
- Assist the driver in helping students load and unload safely
- Assist the driver in ensuring that required safety devices are securely fastened.
- Become familiar with proper handling techniques for all students transported
- Assist the driver in ensuring safety of students during seizures
- Assist drivers in completing records/reports timely and accurately such as student conduct, student counts, and seating charts and submit to Transportation Department
- Use effective and appropriate verbal and non-verbal communication and interpersonal relationship skills when working with students, parents, and district personnel

- Conduct him/herself with due consideration in personal appearance, actions, and language regarding students, parents, teachers, administrators, fellow district employees, and other members of the public
- Assist driver with regulating heating, lighting, and ventilating systems for passenger comfort
- Assist driver in thoroughly cleaning the school bus
- Assist driver in maintaining a list with all route specific contact information of students and school district personnel
- Performs other job-related duties as necessary

Physical Demands

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Frequent and prolonged exposure to jarring, bouncing, and shaking caused by rough roads
- Assist passengers with varying physical abilities to evacuate a bus in the event of an emergency including the ability to lift, carry, push, pull or otherwise assist
- Ascend and descend stairs
- Sit, walk, and stand for extended periods of time; reach with hands and arms, crouch, and kneel
- Perceive the nature of sound; see near, far, and peripherally; perceive depth; adjust focus
- Provide oral information
- Have the manual dexterity to operate related equipment, materials, and objects

Environmental Demands

- Exposure to temperature extremes from minus 40 degrees Fahrenheit to positive 110 degrees Fahrenheit
- Frequent exposure to wet, humid, or windy conditions caused by weather
- Frequent exposure to loud noises
- Frequent exposure to inhalation of engine exhaust fumes
- Frequent exposure to cleaning solvents, aerosol sprays, diesel, and gasoline
- Moderate exposure to hazardous materials and chemicals
- Occupational exposure to blood-borne pathogens and other potentially infectious materials

Experience and Education

Any combination of experience, education and training that would likely provide the required knowledge and skill is qualifying.

Conditions of Employment

Successful completion of a criminal background check

Special Programs Coordinator

Definition

Under the direction of the Director of Transportation, represents the Lincoln County School District #2 Transportation Department in the daily transportation of students to and from school and all related functions. Coordinates all special programs. Supports the philosophy of the district and department within the designated areas of responsibility. Assists the district administration in providing a positive and safe learning environment.

Purposes

To provide opportunities for success at the next level for all district students through the integral component of transportation by:

- Continuing and strengthening a legacy of professionalism,
- Driving the future with efficiency and accuracy, and
- Focusing on the core values of safety, responsibility, and respect.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications

- Ability to remain calm and composed in stressful situations and possesses sound emotional judgment
- Ability to read gauges and recognize mechanical problems to prevent damage and ensure safety
- Ability to follow and complete verbal and written instructions
- Ability to successfully complete all applicable district and transportation department training on their respective intervals
- Ability to monitor student conduct
- Ability to be alert to emotional and physical conditions that may affect the safety and/or welfare of students
- Ability to monitor and operate the two-way radio while driving a school bus
- Possesses characteristics of attention to detail, dependability, and thoroughness
- Ability to obtain and maintain a current, valid commercial driver's license, Class B, with passenger (P) and school bus (S) endorsements issued by the state that the driver's residence is located in
- 21 years of age or older as required by the United States Department of Transportation, Federal Motor Carrier Safety Regulation: 49 CFR 391.11
- A working knowledge of the topics contained in the Wyoming Commercial Vehicle Driver's Manual
- Ability to obtain and maintain a medical examiner's certificate required by the United States Department of Transportation, Federal Motor Carrier Safety Regulation: 49 CFR 391.41 through 391.49
- Knowledge of and ability to perform duties and responsibilities of a school bus paraprofessional

Required Duties and Responsibilities

- Operate assigned bus on assigned route. Assigned buses and routes may change at any time according to the needs of the district.
- Responsible to know and understand all applicable Federal, State, District and Department laws, rules, policies, and procedures regarding pupil transportation
- Complete all records/reports timely and accurately such as pre-trip, post trip, student conduct, route logs, mileage, student counts, seating charts, stop arm violations, and time for payroll and submit to Transportation Department
- Safely operate bus in all road, weather and traffic conditions per assignment
- Maintain student discipline on the bus utilizing district policy and procedures
- Maintain confidentiality of all information regarding students, parents, staff, and other members of the public
- Use effective and appropriate verbal and non-verbal communication and interpersonal relationship skills when working with students, parents, and district personnel
- Perform daily preventative maintenance checks and ensure bus is mechanically safe and sound
- Ensure that required safety restraint systems are securely fastened
- Regulate heating, lighting, and ventilating systems for passenger comfort.
- Assume personal liability for damage or injury resulting from poor condition of the bus
- Report any defects or poor operating conditions of his/her assigned bus as soon as reasonably possible after they are identified using computer-based software
- Ensure that each student is transported in a safe and responsible manner utilizing established safe loading and unloading procedures including wheelchair securement when applicable
- Assist students/passengers boarding bus, including the operation of wheelchair lift, when necessary
- Maintain a clean bus, both interior and exterior
- Maintain a list with all route specific contact information of students and school district personnel
- Keep a current and accurate route sheet on the bus at all times which includes all student loading locations, line up positions for each loading zone, specific times, and any other general instructions which may be necessary or helpful to substitute drivers
- Under the direction of the transportation director, coordinate and schedule transportation for all special programs including but not limited to; special needs, Swift Creek High School, grant programs (pre-k, after school, etc.), summer school, etc.
- Performs other job-related duties as necessary

Physical Demands

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Frequent and prolonged exposure to jarring, bouncing and shaking caused by rough roads
- Assist passengers with varying physical abilities to evacuate a bus in the event of an emergency including the ability to lift, carry, push, pull or otherwise assist

- Ascend and descend stairs
- Sit, walk, and stand for extended periods of time; reach with hands and arms, crouch, and kneel
- Perceive the nature of sound; see near, far, and peripherally; perceive depth; adjust focus
- Provide oral information
- Have the manual dexterity to operate the following related equipment without assistance; automobile, school bus, two-way radio, fuel pump, switch, button, knob, pressure washer, squirt bottle, broom, mop, window scraper, and other related materials and objects

Environmental Demands

- Exposure to temperature extremes from minus 40 degrees Fahrenheit to positive 110 degrees Fahrenheit
- Frequent exposure to wet, humid, or windy conditions caused by weather
- Frequent exposure to loud noises
- Frequent exposure to inhalation of engine exhaust fumes
- Frequent exposure to cleaning solvents, aerosol sprays, diesel, and gasoline
- Moderate exposure to hazardous materials and chemicals
- Occupational exposure to blood-borne pathogens and other potentially infectious materials

Experience and Education

Any combination of experience, education and training that would likely provide the required knowledge and skill is qualifying.

Conditions of Employment

- Insurability by the District's liability insurance carrier
- Submission to pre-employment and random drug and alcohol testing
- Successful completion of a criminal background check
- Submission of a motor vehicle driving record for the past 10 years

Training Coordinator

Definition

Under the direction of the Director of Transportation, represents the Lincoln County School District #2 Transportation Department in the daily transportation of students to and from school and all related functions. Supports the philosophy of the district and department within the designated areas of responsibility. Assists the district administration in providing a positive and safe learning environment.

Purposes

To provide opportunities for success at the next level for all district students through the integral component of transportation by:

- Continuing and strengthening a legacy of professionalism,
- Driving the future with efficiency and accuracy, and
- Focusing on the core values of safety, responsibility and respect.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications

- Ability to remain calm and composed in stressful situations and possesses sound emotional judgment
- Ability to read gauges and recognize mechanical problems to prevent damage and ensure safety
- Ability to follow and complete verbal and written instructions
- Ability to successfully complete all applicable district and transportation department training on their respective intervals
- Ability to monitor student conduct
- Ability to be alert to emotional and physical conditions that may affect the safety and/or welfare of students
- Ability to monitor and operate the two-way radio while driving a school bus
- Possesses characteristics of attention to detail, dependability, and thoroughness
- Ability to obtain and maintain a current, valid commercial driver's license (CDL), Class B, with passenger (P) and school bus (S) endorsements issued by the state that the driver's residence is located in
- 21 years of age or older
- A working knowledge of the topics contained in the Wyoming Commercial Vehicle Driver's Manual
- Ability to obtain and maintain a medical examiner's certificate required by the United States Department of Transportation, Federal Motor Carrier Safety Regulation: 49 CFR 391.41
- Ability to obtain and maintain American Heart Association HeartSaver Trainer certification, The Mandt System trainer certification, and The Smith System Trainer certification.

- Knowledge of and ability to perform duties and responsibilities of a school bus paraprofessional

Required Duties and Responsibilities

- Train drivers on route operations for their assigned route.
- Responsible to help drivers know, understand, follow all applicable Federal, State, District and Department laws, rules, policies, and procedures regarding pupil transportation
- Train drivers on completing all records/reports timely and accurately such as pre-trip, post trip, student conduct, route logs, mileage, student counts, seating charts, stop arm violations, and time for payroll and submit to Transportation Department
- Train drivers to safely operate buses in all road, weather and traffic conditions per their assignment
- Train drivers on maintaining student discipline on the bus utilizing district policy and procedures
- Train drivers on maintaining confidentiality of all information regarding students, parents, staff, and other members of the public
- Use effective and appropriate verbal and non-verbal communication and interpersonal relationship skills when working with drivers, students, parents, and district personnel
- Train drivers to perform daily preventative maintenance checks and ensure bus is mechanically safe and sound
- Train drivers to properly use required safety restraint systems
- Train drivers to regulate heating, lighting, and ventilating systems for passenger comfort.
- Train drivers to report any defects or poor operating conditions of his/her assigned bus as soon as reasonably possible after they are identified using computer-based software
- Train drivers that they assume personal liability for damage or injury resulting from unreported defects or poor conditions of the bus
- Train drivers how to transport students in a safe and responsible manner utilizing established safe loading and unloading procedures including wheelchair securement when applicable
- Train drivers regarding the maintenance of clean buses, both interior and exterior
- Train drivers regarding keeping current and accurate route sheets on the bus at all times with student loading locations, line up positions for each loading zone, specific times, and any other general instructions that will be helpful for substitute drivers
- Coordinate training of new CDL applicants using the Federal Entry Level Driver Training program.
- Coordinate training of transportation professionals in American Heart Association HeartSaver First aid/CPR/AED
- Coordinate training of transportation professionals in The Mandt System for behavior de-escalation
- Coordinate training of drivers in The Smith System Advanced Driver Training Course
- Coordinate training of drivers to safely traverse mountain passes/steep grades
- Coordinate other district, local, state and/or national training conferences for staff

- Maintain all staff certifications, licenses, and training files and database including but not limited to FMCSA Drug and Alcohol Clearinghouse queries, driver history, and pre-employment drug and alcohol screening
- Performs other job-related duties as necessary

Physical Demands

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Frequent and prolonged exposure to jarring, bouncing, and shaking caused by rough roads
- Assist passengers with varying physical abilities to evacuate a bus in the event of an emergency including the ability to lift, carry, push, pull or otherwise assist
- Ascend and descend stairs
- Sit, walk, and stand for extended periods of time; reach with hands and arms, crouch, and kneel
- Perceive the nature of sound; see near, far, and peripherally; perceive depth; adjust focus
- Provide oral information
- Have the manual dexterity to operate the following related equipment without assistance: automobile, school bus, two-way radio, fuel pump, switch, button, knob, pressure washer, squirt bottle, broom, mop, window scraper, and other related materials and objects

Environmental Demands

- Exposure to temperature extremes from minus 40 degrees Fahrenheit to positive 110 degrees Fahrenheit
- Frequent exposure to wet, humid or windy conditions caused by weather
- Frequent exposure to loud noises
- Frequent exposure to inhalation of engine exhaust fumes
- Frequent exposure to cleaning solvents, aerosol sprays, diesel and gasoline
- Moderate exposure to hazardous materials and chemicals
- Occupational exposure to blood borne pathogens and other potentially infectious materials

Experience and Education

Any combination of experience, education and training that would likely provide the required knowledge and skill is qualifying.

Conditions of Employment

- Insurability by the District's liability insurance carrier
- Submission to pre-employment and random drug and alcohol testing
- Successful completion of a criminal background check
- Submission of a motor vehicle driving record for the past 10 years

Fleet Maintenance Secretary

Definition

Under the direction of the Director of Transportation, represents the Lincoln County School District #2 Transportation Department in the daily transportation of students to and from school and all related functions. Supports the philosophy of the district and department within the designated areas of responsibility. Assists the district administration in providing a positive and safe learning environment.

Purpose

To provide opportunities for success at the next level for all district students through the integral component of transportation by:

- Continuing and strengthening a legacy of professionalism
- Driving the future with efficiency and accuracy
- Focusing on the core values of safety, responsibility, and respect

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications

- Ability to remain calm and composed in stressful situations and possess sound emotional judgment
- Possesses a working knowledge of standard office practices and procedures, equipment, and secretarial techniques (e.g., Microsoft Office, Windows, iOS, internet browser, email, computer, calculator, printer, copier, fax machine, document scanner, etc.)
- Possesses administrative writing and reporting skills
- Ability to interpret and apply policies and procedures
- Possesses characteristics of attention to detail, dependability, professionalism, confidentiality, and thoroughness
- Possesses organizational, scheduling, and supply management skills
- Ability to establish and maintain an effective working relationship with others, including the public
- Possesses practical problem-solving skills
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to clearly communicate using modern technology (e.g., two-way radio, phone, email, text message, etc.)

Required Duties and Responsibilities

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics
- Organizes work by reading and routing correspondence, collecting information, initiating telecommunications
- Completes requests by greeting vendors and staff, in person or on the telephone, answering or referring inquiries

- Maintains vendor and staff confidence and protects operations by keeping information confidential
- Maintains vehicle and equipment parts inventories by ordering, receiving, stocking, and organizing parts in a timely and efficient manner
- Maintains bus cleaning and first aid supplies by ordering, receiving, stocking, and organizing supplies in a timely and efficient manner
- Coordinates shop supply inventory levels with transportation director and technicians
- Maintains transportation department Safety Data Sheet (SDS) database by ensuring it is readily accessible, accurate, and current. Database must include an SDS for all chemical compounds found in vehicles or the transportation building and exclude any chemical compounds that are no longer present in vehicles or the transportation building
- Keeps equipment operational by following manufacturer instructions and established procedures
- Secures information by completing online and local database backups
- Provides historical reference by utilizing filing and retrieval systems
- Maintains technical knowledge by attending educational workshops and reading secretarial publications
- Assists in maintaining and compiling data and information regarding the fleet maintenance program and preparing concise and clear summaries as required
- Assists in preparing Department of Education transportation reports
- Contributes to team effort by accomplishing related tasks as needed
- Completes other duties as assigned by the Transportation Director

Physical Demands

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Frequently exert 20 pounds of force to lift, carry, push, pull, or otherwise move objects
- This type of work involves sitting during much of the assignment, but will involve walking or standing for brief periods
- Perceives the nature of sound, see near, far, and peripherally, perceive depth, adjust focus
- Provide oral information
- Have the manual dexterity to operate the following related equipment without assistance: computer, calculator, printer, copier, fax machine, document scanner, two-way radio, switch, button, knob, and other related materials and objects

Environmental Demands

- Exposure to loud noises
- Exposure to inhalation of engine exhaust fumes

Experience and Education

Any combination of experience, education and training that would likely provide the required knowledge and skill is qualifying.

Conditions of Employment

- Insurability by the District's liability insurance carrier
- Successful completion of a criminal background check

Routing & Dispatching Secretary

Definition

Under the direction of the Director of Transportation, represents the Lincoln County School District #2 Transportation Department in the daily transportation of students to and from school and all related functions. Supports the philosophy of the district and department within the designated areas of responsibility. Assists the district administration in providing a positive and safe learning environment.

Purpose

To provide opportunities for success at the next level for all district students through the integral component of transportation by:

- Continuing and strengthening a legacy of professionalism
- Driving the future with efficiency and accuracy
- Focusing on the core values of safety, responsibility, and respect

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications

- Ability to remain calm and composed in stressful situations and possess sound emotional judgment
- Possesses a working knowledge of standard office practices and procedures, equipment, and secretarial techniques (e.g., Microsoft Office, Windows, iOS, internet browser, email, computer, calculator, printer, copier, fax machine, document scanner, etc.)
- Possesses administrative writing and reporting skills
- Ability to interpret and apply policies and procedures
- Possesses characteristics of attention to detail, dependability, professionalism, confidentiality, and thoroughness
- Possesses organizational, scheduling, and supply management skills
- Ability to establish and maintain an effective working relationship with others, including the public
- Possesses practical problem-solving skills
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to clearly communicate using modern technology (e.g., two-way radio, phone, email, text message, etc.)

Required Duties and Responsibilities

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics
- Organizes work by reading and routing correspondence, collecting information, initiating telecommunications
- Assists in maintaining department schedule by maintaining calendars for department personnel, arranging meetings, conferences, teleconferences, and travel

- Maintains customer confidence and protects operations by keeping information confidential
- Secures information by completing online and local database backups
- Provides historical reference by utilizing filing and retrieval systems
- Maintains technical knowledge by attending educational workshops and reading secretarial publications
- Assists in planning and determining school bus routes and schedules utilizing such factors as traffic conditions, pupil load size, potential road hazards and other factors
- Assists in preparing Department of Education transportation reports
- Assists in maintaining and compiling data and information regarding the pupil transportation program and preparing concise and clear summaries as required
- Completes requests by greeting customers and staff, in person, on the telephone, and on the two-way radio by answering or referring inquiries
- Dispatches buses via two-way radio during route and emergency operations
- Maintains routing software data and updates this information on the transportation website
- Maintains current and accurate route and student ridership data on electronic tablets for each bus
- Prepares maps and discusses bus routing with the drivers
- Plans, organizes, and conducts school and transportation staff training regarding student ridership and assists in maintaining and updating student bus passes
- Provides technical support to stakeholders regarding mobile parent/guardian application for route information for their students
- Plans, organizes, and conducts transportation personnel orientation and in-service training programs regarding routing software and hardware
- Contributes to team effort by accomplishing related tasks as needed
- Completes other duties as assigned by the Transportation Director

Physical Demands

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Frequently exert 10 pounds of force to lift, carry, push, pull, or otherwise move objects
- This type of work involves sitting during much of the assignment, but will involve walking or standing for brief periods
- Perceives the nature of sound, see near, far, and peripherally, perceive depth, adjust focus
- Provide oral information
- Have the manual dexterity to operate the following related equipment without assistance: computer, calculator, printer, copier, fax machine, document scanner, two-way radio, switch, button, knob, and other related materials and objects

Environmental Demands

- Exposure to loud noises
- Exposure to inhalation of engine exhaust fumes

Experience and Education

Any combination of experience, education and training that would likely provide the required knowledge and skill is qualifying.

Conditions of Employment

- Insurability by the District's liability insurance carrier
- Successful completion of a criminal background check

Transportation Secretary

Definition

Under the direction of the Director of Transportation, represents the Lincoln County School District #2 Transportation Department in the daily transportation of students to and from school and all related functions. Supports the philosophy of the district and department within the designated areas of responsibility. Assists the district administration in providing a positive and safe learning environment.

Purpose

To provide opportunities for success at the next level for all district students through the integral component of transportation by:

- Continuing and strengthening a legacy of professionalism,
- Driving the future with efficiency and accuracy, and
- Focusing on the core values of safety, responsibility, and respect.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications

- Ability to remain calm and composed in stressful situations and possess sound emotional judgment
- Possesses a working knowledge of standard office practices and procedures, equipment, and secretarial techniques (e.g., Microsoft Office, Windows, iOS, internet browser, email, computer, calculator, printer, copier, fax machine, document scanner, etc.)
- Possesses administrative writing and reporting skills
- Ability to interpret and apply policies and procedures
- Possesses characteristics of attention to detail, dependability, professionalism, confidentiality, and thoroughness
- Possesses organizational, scheduling, and supply management skills
- Ability to establish and maintain an effective working relationship with others, including the public
- Possesses practical problem-solving skills
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to clearly communicate using modern technology (e.g., two-way radio, phone, email, text message, etc.)

Required Duties and Responsibilities

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics
- Organizes work by reading and routing correspondence, collecting information, initiating telecommunications
- Maintains department schedule by maintaining calendars for department personnel, arranging meetings, conferences, teleconferences, and travel

- Assists in completing requests by greeting customers, in person or on the telephone, answering or referring inquiries
- Maintains customer confidence and protects operations by keeping information confidential
- Maintains office supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, verifying receipt of supplies
- Keeps equipment operational by following manufacturer instructions and established procedures
- Secures information by completing online and local database backups
- Provides historical reference by utilizing filing and retrieval systems
- Maintains technical knowledge by attending educational workshops and reading secretarial publications
- Maintains and compiles data and information regarding the pupil transportation program and preparing concise and clear summaries as required
- Assists in the planning, organization, and conduct of transportation personnel orientation and in-service training programs
- Assists in preparing Department of Education transportation reports
- Assists in planning and determining school bus routes and schedules utilizing such factors as traffic conditions, pupil load size, potential road hazards and other factors
- Processes bus requests and schedules bus drivers to drive for activity and field trips in coordination with the regular pupil transportation schedule
- Processes, schedules, and coordinates vehicle requests in an efficient and timely manner
- Processes time cards and prepares payroll
- Manages accounts payable in an efficient and timely manner
- Coordinates and monitors assignment of substitute drivers and aides
- Contributes to team effort by accomplishing related tasks as needed
- Completes other duties as assigned by the Transportation Director

Physical Demands

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Frequently exert 10 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting during much of the assignment, but will involve walking or standing for brief periods
- Perceive the nature of sound; see near, far, and peripherally; perceive depth; adjust focus
- Provide oral information
- Have the manual dexterity to operate the following related equipment without assistance; computer, calculator, printer, copier, fax machine, document scanner, two-way radio, switch, button, knob, and other related materials and objects

Environmental Demands

- Exposure to loud noises

- Exposure to inhalation of engine exhaust fumes

Experience and Education

Any combination of experience, education and training that would likely provide the required knowledge and skill is qualifying.

Conditions of Employment

- Insurability by the District's liability insurance carrier
- Successful completion of a criminal background check
-

PART 3 – EMPLOYMENT POLICIES

Alcohol and Controlled Substances

The use of intoxicants within eight hours of reporting for duty or while on duty is not safe or responsible and is therefore prohibited. No transportation professional will be allowed to operate or work on a school bus with the odour of intoxicants on their breath. Any violation of this rule or suspected use of drugs or alcohol by a transportation professional shall be immediately reported to the transportation director. The use of illegal drugs or the illegal use of prescription drugs is prohibited. Please use extreme caution when using prescription or over-the-counter drugs, which may cause sleepiness, drowsiness, or any kind of cognitive impairment, particularly those that prohibit or caution against the user operating vehicles or equipment. See related guidelines under [Fitness for Duty](#) (page) and [General Conduct](#) (page).

Drivers are subject to alcohol and controlled substance testing according to [board policy EEAC](#) (page) and [procedure EEAC-R](#) (page). All other transportation professionals are subject to alcohol and controlled substance testing according to [board policy GBEC](#) (page) and [procedure GBEC-R](#) (page).

Collisions, Vehicle Incidents, and Traffic Citations

To ensure student safety and demonstrate respect for property, all collisions, vehicle incidents, citations, and/or violations in a **district** vehicle must be reported to the transportation office as soon as possible.

Collisions, citations, and/or violations in **personal** vehicles affecting CDL status, outlined in [W.S.S. 31-7-305](#) must also be reported to the transportation office as soon as possible but within no more than 30 days. Wyoming law states: CDL holders may be disqualified from driving a commercial motor vehicle (CMV), have their license canceled or be prohibited from obtaining a CDL if they are convicted of 2 or more serious moving violations in a 3-year period. The first disqualification is for 60 days. A third or subsequent conviction causes a 120-day disqualification. The following are considered serious violations:

- Speeding 15 mph or more
- Following too closely
- Not obtaining a CDL
- Driving without a CDL in possession
- Improper or no endorsements
- Reckless driving
- Erratic or improper lane change
- Use of cell phone OR texting while driving a CMV
- Driving or being in actual control of a motor vehicle with a blood alcohol content (BAC) of .08 or greater

Failure to report occurrences may result in disciplinary action. Failure of a bus driver to report a citation for driving while under the influence (DWUI) is grounds for termination and the driver will be referred to the superintendent.

The transportation director or their designee will investigate all collisions involving a district vehicle. The report of the investigation will be provided to the Collision Review Committee (CRC). Investigations, reports, and CRC decisions will be completed in a reasonable timeframe. A Wyoming Owner/Operator's Traffic Crash Report form (available in the transportation office) will be forwarded to the Wyoming Department of Education for all major collisions (defined below). The transportation director will determine how to categorize occurrences using the following definitions:

Definitions

- I. A vehicle incident is a situation in which incidental contact occurred causing minor setting adjustments and no damage. (e.g., bumping of mirrors with no breakage or damage except adjustments of equipment). All other cases will be considered collisions.
- II. Collisions are either preventable or non-preventable.
 - a. A non-preventable collision occurs when the vehicle was legally and properly parked, or when properly stopped because of a law enforcement officer, a signal, stop sign, or traffic condition.
 - b. All other collisions are preventable. The CRC will determine any exceptions. Preventable collisions are either minor or major.
 - i. A minor collision is a collision which does not meet the definition of a major collision.
 - ii. A major collision is any collision that would require the driver (CDL holder or not) to undergo a post-collision alcohol and controlled substance test per [board policy EEAC](#) (page). The requirements are summarized as follows:
 1. There is a fatality, and/or
 2. One or more persons requires medical treatment either at or away from the collision scene, and/or
 3. One of the vehicles must be towed from the scene, and/or
 4. The school district employee receives a citation arising from the collision.

Driving experience and previous driving record have no bearing on whether a collision is or is not preventable.

Collision Review Committee (CRC) Responsibilities

The CRC will review all collisions. The CRC shall be comprised of three (3) members of the Transportation Leadership Team (TLT, see page). The Transportation Director, the technician and a driver elected by the TLT who meets the following criteria:

1. No more than four (4) collision points on their Lincoln County School District #2 driving record.
2. Minimum of three (3) years of employment with the Lincoln County School District #2 Transportation Department.
3. If there are no eligible TLT members, the transportation director will appoint other staff members who meet the above criteria.

Collisions of CRC members will be reviewed by the transportation director. The purpose of the CRC is to review each collision, review preventability, make recommendations to

operational changes, and to make recommendations for the assignment of points to the transportation director according to the following scale:

Collision Point Scale

POINTS	Examples (including but not limited to)
0	Non-preventable collisions
1 to 3	Collision with fixed objects/backing collisions (no citation issued to driver)
1 to 5	Collisions without a citation issued
2 to 8	Collisions with a citation issued

In making their recommendations for the assignment of points, the CRC will consider the collision related injuries, lack of commercial driving experience, familiarity with route (driven daily, activity/field trip environment, etc.) proper response to policy guidelines, degree of negligence and relative amount of damage caused. The CRC's recommendation will be submitted to the transportation director within five (5) working days after receiving the collision report.

In reviewing preventability, the CRC will consider whether errors were committed and whether the driver responded reasonably to the errors of others. They will obtain as many facts as possible and consider conditions and context. The CRC will consider whether reasonable adjustments for weather conditions were made. If procedures, scheduling, dispatching, or maintenance procedures out of the control of the driver were found to be factors, that will be considered (e.g., district assignment to drive on unpaved, narrow, overgrown roads). The district recognizes that other conditions may also be out of the driver's control, however, professional drivers are expected to employ defensive driving skills that promote collision avoidance. Lastly, drivers can refuse to operate an unsafe (per Federal Motor Carrier Safety Administration and Wyoming Rules and Regulations) vehicle without reprisal.

Transportation Director Responsibilities

If a bus driver receives a citation for DWUI, regardless of whether the driver was driving a personal or district vehicle, the driver will be suspended until exonerated or convicted. If exonerated, the driver will be returned to regular duty. A DWUI conviction is grounds for termination and the driver will be referred to the superintendent.

If a bus driver has a preventable collision or traffic citation, other than parking violations, the transportation director will take the following disciplinary action using the Collision Point Scale above:

- 1st Occurrence:** Collision points and a letter of warning may be issued. The driver may be required to complete designated re-training. The driver may be suspended for one day (or trip for activity drivers) without pay.
- 2nd Occurrence:** Collision points and a letter of warning or reprimand will be issued. The driver may be required to complete designated re-training. The driver may be suspended for up to two (2) working days (or trips for activity drivers) without pay.

3rd Occurrence: Collision points and a letter of reprimand will be issued, and the driver may be required to complete designated re-training, may be suspended without pay for up to three (3) working days (or trips for activity drivers) and/or may be terminated depending on circumstances.

The transportation director will take disciplinary action within three (3) working days of receipt of the CRC's recommendation or of the citation when no CRC review is required. A driver who feels the transportation director's disciplinary action is unfair may follow the district's grievance procedure as outlined in [board policy GBM](#) (page).

Points expire after one (1) year for minor collisions and after three (3) years for major collisions, from the date of the collision. Accumulation of four (4) points within any three (3) year period may result in suspension without pay or termination depending on circumstances. Accumulation of eight (8) points within any three (3) year period is grounds for termination and the driver will be referred to the superintendent.

Collisions involving gross negligence and/or severe safety violations may be reviewed immediately on an individual basis, prior to review by the CRC, with possible immediate disciplinary action being taken by the transportation director.

Commercial Driver's License (CDL)

Drivers must notify the transportation office if their license expires, is suspended, revoked, or cancelled, or if they are medically disqualified as soon as possible and within no more than two business days. Each driver is responsible to always have a current CDL and DOT medical examiner's certificate (medical card) on their person while driving and on file in the transportation office. Please refer to [board policy GDAC](#) (page) for more information.

Confidentiality

Be respectful of everyone's privacy. Information regarding specific students or staff including health, observations, behavior, etc. is strictly confidential and must always be protected. Sharing personally identifiable and sensitive information in an informal and inappropriate way is a violation of a person's rights to privacy and is against district policy. If you have a concern regarding a specific person, please express your concern to the transportation director only. Necessary information will be provided on a restricted, need-to-know basis. Conversations about others in the presence of those who need to know, must only include facts. Opinions must be left unsaid.

Information regarding students with health conditions that can affect the safe transportation of the student will be shared as soon as possible with only those transportation professionals directly involved in the transportation of each specific student. These health conditions are diabetes, seizures (with seizure protocol), severe allergies (anaphylaxis requiring prescription epinephrine), and asthma (requiring prescription inhaler).

Dress and Appearance

The purposes for our dress code are professionalism, safety, and positive stakeholder perception. Although [board policy GBEBA](#) (page) addresses certified staff (school administrators and teachers) specifically, the principles contained therein apply to

transportation professionals as well. Guidelines for applying these principles are contained in [procedure GBEBA-R](#) (page), which also requires staff members to follow student dress and appearance requirements contained in [board policy JICA](#) (page). Exceptions to GBEBA-R and JICA include:

- T-shirts and blue jeans that otherwise meet the guidelines therein
- Dress that corresponds to school dress up or spirit days that otherwise meet the guidelines herein
- Dress may be more casual on the last day of the school week if it otherwise meets the guidelines herein.

Unsafe attire

- Costumes may be worn on federal recognized holidays or the school day prior to, with pre-approval from the transportation director. Approval will be based on whether staff can safely and effectively perform their job duties and responsibilities.
- Headwear must be functional and appropriate for bus driving and may not cause visual interference or inattention (e.g., a hoodie with the hood up).
- Footwear should be clean. Shoes with heels over two (2) inches shall not be worn. Soft soled footwear (e.g., moccasins and slippers); open toed shoes or open heeled shoes without heel straps are not permitted.
- Wearing of earphones or earplugs on the bus when students are present is not permitted.

Unprofessional attire

- Transportation professionals must be clean and well-groomed. Grooming and clothing styles dictated by religion and ethnicity are not restricted.
- All clothes must be work-appropriate. Leggings, pajama pants, sweats, and swimwear aren't allowed as outer layers.
- All clothes must project professionalism. Clothing that reveals the stomach or lower back and any other type of clothing that permits underclothing to be seen while standing, sitting, or bending are not to be worn. Shorts, skirts, or dresses must be knee length.
- All clothes must be clean and in good shape. Discernible rips, tears or holes aren't allowed.
- Transportation professionals must avoid clothes with printing that is offensive or inappropriate.

Transportation professionals must have in their possession while on duty, a functioning accurate timepiece other than a cell phone.

Any questions regarding the appropriateness of attire should be addressed to the transportation director.

Fitness for Duty

Each transportation professional is responsible for ensuring their own fitness for duty daily. The "I'm Safe" checklist below should be used when self-evaluating. The first

consideration should be your ability to be alert and perform job duties and responsibilities safely.

I	Illness	Do I have an illness or any symptoms of an illness?
M	Medication	Have I been taking prescription or over-the-counter drugs?
S	Stress	Am I under psychological pressure from work, financial matters, health challenges, relationship discord, etc.?
A	Alcohol	Have I been drinking within the past 8 hours? Within 24 hours?
F	Fatigue	Am I drowsy?
E	Eating	Am I inadequately nourished? Empty or upset stomach?

If you answer yes to any of these questions, please seriously consider the ramifications to yourself and the students whose safety you are responsible for. If necessary, even during a run, call or radio the transportation office and we can provide a substitute immediately.

General Conduct

As school transportation professionals, we are key customer service representatives of our district. Our conduct has a significant effect on the public perception of the whole district. The atmosphere we cultivate with our attitudes and actions, whether on a bus, at the bus garage, and even off duty, have significant influence on the ability of students to succeed in the classroom. We have one of the most sacred duties that a parent can give, that of ensuring student safety as we transport them to and from school and related activities. Speak and act in a way that brings trust, respect, and honor to the position of school transportation professional and to our district. The use of vulgar or profane language while serving our stakeholders is inconsistent with our values. All transportation professionals are responsible to know and understand the [board policy KGC](#) (page) regarding the use of tobacco products, smokeless tobacco, electronic cigarettes, vaporizers or similar electronic smoking devices.

Choosing not to follow the general principles and/or specific expectations contained within this handbook may result in immediate suspension pending an investigation. All infractions will be handled with clarity and respect. The investigation may result in disciplinary action up to and including dismissal in accordance with [board policy GDPD](#) (page). All disciplinary actions will be documented, and copies placed in the transportation professional's personnel file. Disciplinary action may be appealed to the Board of Trustees according to [board policy GBM](#) (page).

Interpersonal Conduct

Transportation professionals are responsible to respect others. Physical, verbal, mental, sexual, and emotional harassment or abuse is strictly prohibited. Sexual harassment is address in [board policy ACA](#) (page). Be kind and friendly. Address conflicts immediately, directly, and professionally. Never ignore them in hopes they will resolve themselves. Communicate clearly. Never assume. Never say anything about someone in their absence that you would not say in their presence. Politely extinguish negative conversations about others.

Leave (days off from work)

The primary purpose for leave is to support our staff when they need to be gone from work for family, personal, or medical reasons. Staff are encouraged to go on vacation during those weekends when there is no school on Friday, Fall Break, Thanksgiving Break, Christmas Break, Spring Break, or the summer. GCBD (page) states that “leave days taken in succession will be limited to three (3)” and “leave will generally not be permitted during the beginning week of school, during the week prior to or after holidays, or during the week prior to the end of the school year.”

Properly communicating the need for time off from work is critical for the efficiency and accuracy of the transportation department. It also demonstrates respect for office team members who work hard to keep all positions filled. Leave accumulation and use will be in accordance with board policy GCBD (page) and these requirements. There are many other board policies that govern staff leave that are not included in this handbook. They are available at <https://go.boarddocs.com/wy/lcsd2/Board.nsf/Public>. The following table shows each name and a brief description of their contents:

GCBDA	Leave of Absence
GCBDB	Family Medical Leave
GDBD	Support Staff Leave
GBF	Leave for Special Conditions (jury duty, military service, civic/political activities)

In the case of scheduled/planned leave, transportation professionals are responsible to submit a Request for Leave Form (brightly colored paper, available in the transportation office) as soon as possible but no less than five (5) school days before the intended leave date. Get approval before making permanent travel plans.

Leave requests must be submitted by transportation professionals for any portion of their regular duties they would like to take off including when a substitute is not required. This can be done via fax, text, email, or in person.

The transportation director must approve leave in advance. After approval, the transportation office will schedule a substitute and then notify staff. Due to limited number of substitutes, leave cannot be guaranteed even when these principles are followed.

Leave requests will be considered when route sheets are up to date and accurate. Please indicate the date that the route sheet was updated in the blank provided on the Request for Leave Form.

Family and medical emergencies and bereavement leave have scheduling priority. Emergency substitutes are reserved for these types of emergencies. In the case that a transportation professional has an emergency and needs time off with short notice (less than five days), they should inform the transportation director as soon as possible following the guidelines under [After Hours Communication](#) (page).

Three days of continuous absence due to illness may require that a physician complete the Return to Duty form (available from the transportation office).

The Return to Duty Form is required to be completed by a licensed medical professional anytime a transportation professional is admitted to a hospital or clinic whether outpatient or inpatient. If the form indicates restrictions, the driver may be assigned modified duties through the restriction period. If no modified duty is available, the driver will be required to use personal leave through the restriction period.

Payroll/Time Sheets/Benefits

Transportation professionals show responsibility and respect by completing time sheets accurately, honestly, and timely. Transportation professionals are paid for all time spent performing job duties. Duties include washing (unlimited within reason), fueling, pre- and post-trip inspections (60 minutes per day), wait time between closely spaced runs (less than an hour), staff meetings, [Team Building Thursday](#) (pg.) activities (1 hour per week), running routes, and other assigned duties (these must be documented in the “Reason” column of the time sheet using the abbreviation key on the back of the time sheet). Route drivers and substitute activity drivers are also paid a stipend if previously schedule trips are cancelled within five (5) business days of the scheduled load time. Keeping extra down time/wait time to a minimum will help our department remain efficient and fiscally responsible.

Current pay scales can be found on the district [website](#). [Board policy GDJ](#) (page) addresses time keeping, compensatory time, and overtime. If the scheduled payday falls on a weekend or holiday, reasonable effort shall be made to issue deposits on the last working day prior to the scheduled payday.

All staff, except those who have a memo, are paid monthly on the 20th of each month via electronic direct deposit based on time sheets submitted monthly.

Memo Definition

Transportation professionals who have regular duties, which require them to work 1,110 hours (approximately 7 hours per school day with a 160 day school calendar) or more in a fiscal year, may enroll for benefits on a pro-rated basis (See [board policy GDBC](#) page). Transportation professionals who were employed prior to September 20, 2017, and received benefits will be grandfathered into this policy while in their current position. Upon any voluntary change in position after September 20, 2017, the grandfathered employee would be held to policy [GDBC](#) as written. Those with a memo are paid bi-monthly on the 5th and 20th of each month via electronic direct deposit based upon their memo. All payroll adjustments (extra time) shall be made in the second payroll period based on time sheets submitted monthly. All employees subject to this salary schedule shall be paid their annual salary in twenty-four (24) equal installments unless specifically stated otherwise by the board.

Performance Appraisals

Performance appraisals are intended to support transportation professionals individually and collectively in accomplishing goals for personal and professional growth and goals for developing our team core values of safety, responsibility, respect, accuracy, and efficiency. These appraisals are designed to help maintain a high level of competency and continuous

improvement. All staff should examine their habits periodically and view the appraisal as an opportunity for professional development, and when necessary, to remember proper safety standards, skills, and/or techniques. Performance appraisals may include the key areas of essential job functions, records, and reports, and for those who drive, CDL knowledge and skills and defensive driving knowledge and skills.

The transportation director will complete performance appraisals with transportation professionals annually. On-board video recording and ride-a-long visits may be used as part of appraisals.

Retention and Recruiting

Definitions

Reimbursed - Directly related to student education. Thoroughly defined in [Chapter 20 of Wyoming Rules and Regulations](#).

Non-reimbursed - Indirect transportation operations. Includes everything that is not reimbursed.

Grants - Specific to each individual grant and funded outside of the [Chapter 20](#) model.

Board Policy GDBC benefit qualification - Minimum of 1110 hours per fiscal year (see [Board Policy GDBC](#) page).

Purpose

Retain current bus drivers by offering as much extra work as available while limiting overtime. Recruit and retain bus drivers who do not currently qualify for benefits by providing opportunities for them to qualify.

Driver Retention

The following will be offered to drivers (by seniority):

- Daily after school activity routes
- Grant funded program transportation
 - Gearing Up for Kindergarten (pre-school)
 - Others
- Non-reimbursed work
 - Underground fuel tank inspection (includes maintenance of the island)
 - Snow and ice removal (move buses and vehicles)
 - Washing of cars
 - Others

Driver Recruiting

The following process will be used to recruit and retain drivers:

- Trips - annual schedule and random rotation
 - Field/Activity trips that do not overlap with routes, capstone, CRT, any mid-day transporting, etc.
 - Trips assigned by rotation and by Help Desk timestamp
 - Spare and Activity bus cleaning

Technology Use

Transportation professionals must use district technological resources responsibly. The following is a summary of [board policy EHAA](#) (page) and [procedure EHAA-R](#) (page). All transportation professionals must certify that they have read and agree to the full policy and procedure by signing the Employee Acknowledgment found in [EEAA-R](#) (page) annually.

“The employee’s use of the district’s access to the Internet and provided technology is a privilege conditioned on the employee abiding by this agreement.”

“School District employees should not expect any level of privacy as their activities, e-mails, files, and logs may be viewed at any time by the Superintendent or those directed by the Superintendent in support of this and other policies and procedures.”

“Violation of the Acceptable Use Policy may result in a reduction or loss of access privileges. In many cases, access privileges may be essential to job functions. Additionally, those failing to follow the guidelines contained in this regulation face disciplinary action up to and including termination.”

“The District may revoke the access rights of any individual at any time in order to protect or secure the confidentiality, integrity, and availability of sensitive information or to preserve the functionality of electronic information systems.”

PART 4 – STUDENT TRANSPORTATION POLICIES

Bus Rules

To provide a simple, clear, and consistent message, bus rules have been standardized and posted at the front and back of each bus. These principles are based on our core values of safety, responsibility, and respect rather than a detailed list of Do's and Don'ts. Drivers should clarify and teach the specifics that apply to each principle on their bus. Please do not post additional lists of rules. Drivers should review the specific bus rules listed in [board procedure EEAE-R](#) (page) with students at the beginning of each year and on an as needed basis.

Designated Seats

There are many safety advantages to knowing where students sit on the bus. The decision as to whether to allow students to pick their designated seat or have them assigned is best determined by each individual route driver. Either way, these determinations should be made soon after school starts each year and as needed throughout the year as ridership changes. Reusable vinyl name tags or masking tape for indicating where each student sits are available from the transportation office. Different ones can be used to indicate AM or PM, elementary or secondary runs.

Student Incentives (Parties, Food, Gifts, etc.)

Our goal with student incentives is to build relationships of trust and respect while keeping students safe. Transportation professionals may choose to allow eating and drinking on their routes if it does not compromise the safety of the students or cleanliness of the bus. [Board policy](#) JL states: "The school prohibits the distribution and service of food items including treats that are prepared in individual homes. Food for [bus] parties, birthday celebrations, or any occasion must be purchased from a source that is subject to state food inspection regulations. All food to be shared with other students must be commercially prepared, pre-packaged, unopened and, when possible, individually wrapped."

Transportation professionals should not distribute gifts or incentive items unless preapproved by the transportation office. This is especially true of candy or food items. Students may be diabetic, have allergies, or other medical conditions. Additionally, some parents prefer that their students not have specific types of food or candy. Blank parent permission slips are available from the transportation office for celebrations including food and candy.

Student Management

Consistently addressing student misconduct is foundational to our core values of safety, responsibility, and respect. [District procedure EEAE-R](#) (page) is provided as the course of action to be followed by transportation professionals and principals in dealing with student misconduct while on buses. It is critical that transportation professionals are thoroughly familiar with these guidelines. The multi-part carbon copy Bus Conduct Report Form can be obtained from the transportation office. Included here is a summary of critical components but please review the board procedure often. Transportation professionals must keep detailed notes of all behavior events.

- Parents will acknowledge they have received EEAE-R during registration each year.
- Driver will review EEAE-R with students at the beginning of each school year.
- Driver will hold a conference (private whenever possible) with students when behavior warrants.
- Driver will contact parents if behavior persists.
- Driver will consult with the transportation director and submit white and pink copies of Bus Conduct Reports to school principal if behavior continues. Driver will submit yellow copy to transportation office.

The following are further aids to transportation professionals in establishing and maintaining safety, responsibility, and respect on buses.

- Clear and consistent communication with students, parents and principals is critical.
- Accept responsibility for discipline on your bus.
- Gain trust by addressing misconduct immediately with fairness and firmness then follow through. Never avoid conflicts in hopes they will resolve themselves.
- Be helpful but do not violate rules or district policy.
- Listen to students but avoid unnecessary conversation that would cause inattention while driving.
- Always reinforce positive behaviors and avoid enabling poor behaviors.
- Avoid making threats of any kind to students.
- Avoid arguments with students or with parents.
- Use physical contact only to protect yourself or others from imminent physical harm.
- If adults approach the school bus at a stop to discuss a problem, politely explain that you have a schedule to maintain. Invite the person to call or visit the transportation director to discuss the problem.
- Remain calm and be patient. Avoid anger.
- Enlist the help of parents, teachers, and administrators whenever necessary.
- Never use the brakes for student behavior management (a.k.a. brake checking).
- Never criticize another colleague or student in front of others.
- Never become personally involved with a student while driving the bus. Personal involvement with students outside of work hours should be limited to specific professional or volunteer roles which parents have full knowledge of.

Student Searches

Transportation professionals must properly balance the safety of others with student privacy. If a credible report is received regarding possession of illegal or prohibited objects, simply ask for the student to give them to you temporarily until you can get it to their parent/guardian. We are prohibited from conducting student searches unless there is an imminent danger which reason and prudence dictate would result in death or serious physical harm. Otherwise, transport the student to their school and notify the principal. The principal will then coordinate and conduct a search if warranted. This includes briefcases, backpacks, notebooks, clothing, and any other possession that might be the property of the student in question. In all cases, confidentially notify the transportation office as soon as possible.

Student Use of Personal Electronic Devices

Be familiar with [board policy JICJ](#) (page). Our primary goal is to protect against cyber-bullying. Strive to be aware of misuse on the bus. Avoid becoming involved in cyber-baiting (the provoking of someone until they become angry and/or irrational, recording the event and posting it online). Students must use earbuds/earphones to listen to personal music or other content while on the bus. Discourage students from taking or showing unwanted or unwelcome pictures or video while on the bus.

Young Children on School Buses

Preschool age children (age 5-6) may ride the school bus without a child safety restraint system (CSRS) if they weigh more than 40 pounds. Preschool age children who weigh between 20 and 40 pounds must ride in a CSRS approved by the transportation director. LCSD2 is not equipped to safely transport younger children and those weighing less than 20 pounds and therefore they may not ride school buses. Transportation professionals cannot bring family members or friends on the bus that are not currently enrolled students of the district in good standing.

PART 5 – OPERATIONS

Adults on School Buses

To promote student safety, parents and other adults (including but not limited to spouses), who are not employees of the district or, if employed by the district, are not fulfilling a specific job duty, may be permitted to ride LCSD2 buses if:

1. There is space available, and
2. Authorization is granted by the Superintendent.

Air Brake System Care

Proper daily care of air brake systems is critical for our department to be efficient and safe. Over time small amounts of condensation build up in the air system. Daily brake pump down is critical to remove this moisture and ensure proper brake operation particularly in our climate where there are large daily temperature and humidity fluctuations. Pumping the brakes down must be done all year-round not just when it is cold. The final step of a post-trip inspection is to pump down the brakes using the following guide at the end of each day:

- Pump brakes until the compressor comes on (air pressure starts to increase).
- Stop pumping brakes when air dryer exhausts (air pressure stops increasing).
- Pump brakes until the compressor comes on (air pressure starts to increase).
- Stop pumping brakes when air dryer exhausts (air pressure stops increasing).
- Pump brakes until the compressor comes on (air pressure starts to increase).
- Shut the engine off immediately.

Use a maximum of 1000 RPM (revolutions per minute) while building air pressure back up. It is not necessary or ideal to completely empty all air tanks during this procedure.

Completely drain the air tanks once per week (when outside air temperature is above freezing) using the manual drain valve.

Backing

The driver is entirely responsible for backing safely. Avoid backing whenever possible. Go around the block to avoid backing even if it takes longer. Park in such a way that you can pull out forward whenever possible. If you must back, follow these requirements:

- Never back on a route unless it is at an approved location designated on the route.
- Back when you park rather than when you leave.
- Always walk around the rear of the bus before backing, making sure there is no person or object in the way. Remember our G.O.A.L. is to Get Out And Look.
- Open your window, turn down the radio, and ask any passengers to stay quiet while you back.
- Turn on your 4-way hazard lights (not the 8-way amber lights) and beep your horn before backing. This is helpful even in personal vehicles while in the bus yard.
- Always back very slowly.

- When backing in loading zones of schools, the rear of the bus must be observed by a Backing Assistant (defined below) giving directions from outside the bus.
- When loading students at a stop, back the bus only after all students at the stop are loaded. When unloading students at a stop, back the bus before unloading any students.
- Use a Backing Assistant (defined below) while backing whenever possible.

Backing Assistant

All backing assistants must:

- Be another LCSD2 school bus driver.
- Understand predetermined backing signals.
- Always be kept in view of the driver (immediate stop if you cannot see the backing assistant).
- Be reminded to watch the entire back of the vehicle, particularly the top.

Bus Assignments

Our goal with assignments is to provide an efficient fleet replacement cycle and proper maintenance. To meet this goal buses are assigned to ensure that they accrue miles commensurate with their age and to properly break-in new buses. Since routes vary in mileage length significantly, it may be necessary to change bus assignments from year to year. New buses are assigned using these criteria in order of importance:

1. Needs of the students.
2. Number of highway miles (65 mph speed limit) the route travels.
3. Accumulated collision points of the driver.
4. Attention to bus cleanliness of the driver.
5. Seniority of the driver.

Please thoroughly inspect each bus upon re-assignment and submit a Bus Damage Diagram form (available from the transportation office).

Bus Parking and Yard Safety and Etiquette

Our goals are to maintain safety, provide adequate parking for visitors and patrons closer to the office, keep the front garage doors and district vehicle parking accessible, and facilitate snow removal.

- Buses should be parked in their numbered place, route buses by route number and spare buses by bus number. Buses should be backed in leaving at least 15' between buses and the fence for snow removal (line center of passenger door up with the end of the yellow stripe).
- Buses should park on the north side of the garage for temporary parking while waiting rather than in front (east) or on the south.
- Please ensure all windows, doors and roof hatches are closed.
- Route staff should park their personal vehicles in the designated area north of the center light pole.
- Bus garage staff should park on the south side of the building.
- All staff must observe the bus yard speed limit of 10 mph in personal as well as district vehicles.

- Those who are driving forward in the yard should stop and yield to drivers who are backing.

Bus Parking at Other Locations

In keeping with our department [mission](#) (page), beginning with the 2016-2017 school year all buses will park at the district lot (Bus Garage, Thayne Elementary, or Etna Elementary) determined by the transportation director to be most efficient. Drivers who were parking at home at the end of the 2015-2016 school, except for those hired during the school year, may choose to park at a district lot or at home. Those who choose to park at a district lot may not switch back to parking at home. Buses may not be parked overnight within incorporated town or city limits unless on district property. Below are the requirements for parking at home for those who are eligible:

- The driver will be responsible to provide electrical power rated to supply a 1500-watt block heater at their own expense and ensure that it is plugged in during all hours the bus is parked, and the outside temperature is below 32° f.
- The driver will be responsible to follow winter operation guidelines and post-trip standards to ensure that the bus will start and move whenever needed.
- The driver will be responsible to provide sufficient space to park the bus to ensure there are no collisions with anything while maneuvering the bus on private property.
- The driver will not use district vehicles for personal use except as indicated below.

Drivers may only stop with the bus at the approved locations listed below and **only between consecutive (an hour or less in between) runs.**

- KJ's Phillips 66
- Alpine Broulins
- Etna Trading Company
- Star Valley Community Center (Etna)
- Thayne Community Center
- Valley Market (park behind Chevron)
- WYDOT Rest Stop (in the Narrows)
- Bus Garage
- East Afton parking lot (east of Elkhorn arch)
- Afton Country Village Sinclair

Buses may park at any school at any time. Buses may park at other locations on Team Building Thursday's and half school days in between routes. The transportation director will only grant other exceptions during legitimate emergency situations.

Drivers may park at a single additional employer's place of business if:

- All the above conditions regarding parking at home are met, and
- It is closer in distance to the end of their morning run and beginning of their afternoon run than their home, and
- The commute is made once per day, and
- The employer has given permission.

A legitimate complaint from a neighbor regarding the bus or the inability to meet the above requirements will result in the bus being parked at a district lot.

Bus Supplies

Transportation professionals may request any supplies they need to enable them to be successful. The following supply items are already available from the transportation office:

- Kneeling cushions
- Windshield covers
- Rose or amber tinted safety glasses
- Gloves
- Flashlights
- Wheel chocks
- Brooms
- Garbage cans and liners
- Spray bottles of air freshener, disinfectant, and glass cleaner
- Cloth rags
- Ice scrapers, ice melt, and aerosol deicer (for emergencies only)
- Paper towels and tissues
- First-aid supplies and spill and body fluid cleanup supplies
- Silicone spray lubricant

Please use supplies for district purposes only.

Cameras

All Wyoming school buses are required to have cameras for stop-arm violation enforcement. All LCSD2 buses also have interior cameras. Ensure that camera lenses are clear and clean during pre-trip and post-trip inspections. Be mindful of interior areas where video and audio may be marginal or non-existent. The front seat and the back seat have the best video clarity. Audio is distorted by engine noise near the engine and wind from open windows. Audio is also distorted on cameras near ceiling speakers. Be aware of and use the camera “panic” button. This button will bookmark the video when pressed. Board policy [EEAD](#) states:

To assist the school district in providing a safe and secure environment for students and staff traveling on Lincoln County School District #2 buses, buses may be equipped with video, audio and/or GPS recording equipment.

The objectives of placing recording equipment on buses is to:

- help drivers in maintaining discipline,
- determine appropriate corrective action and/or discipline by the district for inappropriate behaviors, and
- facilitate the supervision, training, and evaluation of transportation staff.

Cleaning and Care of Buses

Buses that are clean and well cared for promote positive student behavior and safety and demonstrate respect.

Use layover time efficiently to clean when possible. Avoid the collection of standing water on steps and floor as it can cause a slip hazard and damage the bus floor. Enlist the help of students to assist you in keeping the bus clean. Transportation professionals may choose to allow eating and drinking on their routes if it does not compromise the cleanliness of the bus or safety of the students.

Lubricate window slides and latches, battery door hinges and latches, emergency door hinges and latches, and rear door hinges and latches as needed to ensure ease of use and emergency exit access by students. Ensure that windshields, entry door windows, first row seat windows, mirrors and lights are always clean. Clean other windows at least monthly. Vacuum or sweep (outside of the wash bay) the interior of the bus daily. Use a dustpan or trash can to sweep into. Disinfect seats and handrails according to current district policy or at least weekly. Change garbage can liners at least weekly regardless of volume. Wash and wax the exterior of the bus at least every other week whenever it is above 32° f. Mop floors at least every other week whenever it is above 32° f. DO NOT wash or degrease engines or undercarriage in the wash bay. Wyoming Department of Environmental Quality regulations prohibit degreasing engines and undercarriages outside of the technician's shop bays.

Clean heater filters annually to ensure proper heater operation. They can be vacuumed by lifting the seat bottom above the heater. They can also be cleaned with compressed air if they are removed from the bus. Clean between each seat bottom and back as well as between the seat and the wall at least annually. Wash the back shelf, ceiling, walls, and garbage cans at least annually. Never use a pressure washer or running hose inside of a bus.

Below is a quick reference minimum cleaning schedule for use under normal conditions. Extra time, without going into overtime, for more frequent cleaning is always encouraged.

Lubricate window latches and slides, door hinges and latches	As Needed
Clean windshield, entry door windows, first row windows, mirrors, lights	Always
Vacuum or sweep floor	Daily
Disinfect seats	As Required
Change garbage can liners	Weekly
Wash and wax exterior (ONLY when above freezing temperature outside)	Bi-Weekly
Mop floor (ONLY when above freezing temperature outside)	Bi-Weekly
Clean other windows	Monthly
Clean student heater filters	Annually
Clean seats between bottom and back and wall	Annually
Clean back shelf, ceiling, and walls	Annually
Wash garbage cans	Annually

Wash Bay and Supplies

The wash bay schedule will be set at the beginning of each school year and periodically as needed by the transportation office to be as convenient as possible for staff. Due to the

number of vehicles we must wash it is critical that the wash schedule be strictly followed. Please rinse mud and ice to the wash bay drain after washing. Keep materials and equipment clean and organized. Empty mop buckets. Hang up mops. Stow soap brushes, pressure wand, and hoses.

Do not mix chemicals. Be sure to refill containers with the same chemical. Check the labels before refilling. All containers must be labeled. Labels are available from the transportation office. Become familiar with the Safety Data Sheet (SDS) of all chemicals before use. SDS's are available in the transportation office.

A large red hose reel is available on the west end of the north wall for cold water, lower pressure rinsing. Always ensure that the ball valve is turned off and the nozzle is open when not in use.

Refer to [Pre-Trip Inspections](#) (page) for other maintenance and repair guidelines.

Cold Weather and Winter Roads

The following policies apply whenever temperatures are below 32°F, generally from December through February.

- Start the Webasto (brand name of auxiliary diesel fired coolant heater) at the beginning of pre-trip rather than using the timer.
- Ensure that all dashboard heat knobs (older buses have two knobs) and coolant valves ([see appendix](#), page) are set to hot/open.
- Run the Webasto while driving to assist in keeping interior temperature comfortable for passengers when necessary.
- Ensure the block heater is plugged in overnight and battery charger during the day using an outlet and cord that you have confirmed are working.
- Always keep electrical cords at the bus yard neatly coiled, unplugged from the outlet, and plugged to itself, and hung up when not in use.
- Ensure that [idling and emission system](#) (page) guidelines are followed.
- Ensure that the windshield, driver's window, door windows, first row windows, and mirrors are frost free.
- Warm the bus up long enough to clear the inside of windows, scrape outsides.
- Scrape windshields rather than using wipers as they can be damaged by running on a frosty windshield.
- Driving the bus is the fastest way to raise the interior temperature for passenger comfort.
- Run only the defrost fan until the engine is up to operating temperature, operating other fans will significantly increase the amount of time it takes to warm up.
- Running all fans on low will warm the bus up quicker than running them all on high.
- Keep steps clear of snow and ice by sweeping and using salt.
- Use handrails while ascending and descending stairs, remind students to also.
- Always keep dash clear to promote defrosting.
- Ride the brakes before parking to remove moisture from the brake surfaces.
- Drivers may opt to not set the park brake, in this case use wheel chocks.
- Follow automatic [chain operation guidelines](#) (page) if equipped.
- Adjust driving methods and practices for weather conditions.
- Place the transmission in neutral when descending hills or stopping on icy roads.

- Keep the bus centered on the crown of the road while stopping on icy roads.

Cruise Control and Retarders

Retarders and cruise control should not be used on slick or icy road conditions.

Decorations

Prior approval from the transportation office must be obtained before posting or hanging anything on the interior or exterior of a school bus. Approval may be given for decorations within 2 weeks of a holiday. Decorations must be removed within 2 days after the holiday. Decorations that may impede safe evacuation of the bus or may become dislodged cannot be approved. No painting, writing, or posters may be placed on the windshield, driver's window, first window behind the driver, service door, first window behind the service door, or back window. Items may be attached to the bus with painter's tape or magnets only. Hanging items, such as crepe paper or streamers, must not hang below the tops of the side windows.

Designated Roads

According to [WSRR 20.7\(c\)](#), school buses shall travel only on city, county, state and federally maintained streets and roads unless exceptions are made by official action the school board. Avoid driving on private roads that have not been authorized. Authorized private roads are designated on route sheets.

Driving Etiquette

Our goal is to make maneuvers such as turning, stopping, and starting, as imperceptible as possible to passengers.

Be cognizant of passenger comfort while turning, accelerating, and decelerating. This will reduce the possibility of motion sickness as well as increase comfort for passengers. The ride in a school bus feels much different from the driver's seat. Keep in mind what maneuvers might feel like in the passenger seats.

Never use the brakes to get the attention of a standing student.

The school bus driver should always be aware of the traffic flow on all sides of the bus. Keep at least a four second (approximately the distance between highway delineator/reflector posts) following distance behind the vehicle in front of you on clear, dry roads. Increase following distance as conditions dictate. When a driver finds that **four or more** vehicles are formed in line behind the bus, a designated turnout, or an area sufficient for turning out should be used in order to permit the following traffic to proceed around the bus. Wait for sufficient space to turn out into traffic. Avoid getting in a hurry and cutting off other drivers. It's better to be a few minutes late.

Forms & Records Completion Rubric

All forms are available in the transportation office. Complete all forms and records in an accurate and timely manner and according to the rubric below:

Form	Frequency	Due by	Completed by	Submitted to
Activity Trip Sheet	As Needed	During each activity trip	Driver	Transportation Office
Activity/Field Trip Driver's Hours of Service Log	As Needed	During each activity trip	Driver	Transportation Office
Report for Collision with an Object	As Needed	As soon as is practical after collision involving a fixed object	Driver	Transportation Office
Note from the Bus Driver	At least 2 for every Bus Conduct Report	As soon after catching student doing good as possible	Driver or Aide	Parent and Transportation Office
Bus Conduct Report	As Needed	Immediately after the run	Driver or Aide	Principal and Transportation Office
Bus Damage Report	As Needed	At check-out and in (beginning and end of year)	Driver	Transportation Office
Pupil Evacuation Drill	Annual	Each PM run between April 1-May 15	Driver	Transportation Office
Red Light Violation	As Needed	Immediately after the run	Driver	Transportation Office
Request for Leave	As Needed	5 days or more before leave date	All Staff	Transportation Office
Return to Duty	As Needed	Before returning to work	Doctor	Transportation Office
Student Incident Report (minor illness or injury)	As Needed	Immediately after the run	Driver or Aide	Transportation Office
Time Sheet	Monthly	1 st working day of the following month	All Staff	Transportation Office
Wyoming Owner/Operator's Traffic Crash Report	As Needed	As soon as is practical after collision involving a vehicle, pedestrian, or bicyclist	Law Enforcement Officer or Driver	Transportation Office
Wyoming Report of Injury	As Needed	Within 72 hours of injury	Injured staff	District Payroll Office

Fueling

Our goals with fueling are to promote safety, prevent spills, and reduce downtime.

The bus ignition must be turned off during fueling. Smoking is not allowed on school district property (see board policy [KGC](#) page) and this is particularly important while fueling. All passengers must be off the bus while it is being fueled. When fueling somewhere other than the bus garage, always fuel at name-brand truck stops along major highways and interstates. Their tanks are more likely to be refilled regularly with fresh, uncontaminated fuel. Get a receipt. Submit all fueling receipts to the transportation office upon returning.

Always stay within arm's reach of the fuel nozzle or pump switch while fueling to prevent a large fuel spill if the automatic shut off fails. Many buses do not shut off automatically in time to prevent fuel spilling therefore drivers should be aware of when the tank is almost full and manually stop the pump. Being a gallon short of full is better than splashing a little fuel on the ground each time a bus is fueled. Fuel absorbent is available in the red metal container near the bus garage fueling pumps in the event of a fuel spill. Sprinkle absorbent on all fuel spills regardless of size. Use the broom to sweep the absorbent back and forth over the spill then use the shovel to place absorbent into the trash can. Report all fuel spills of less than a gallon to the transportation office as soon as possible. Report all fuel spills of a gallon or more to the transportation director immediately.

Always keep bus fuel tanks at least $\frac{1}{2}$ full. On weekends or going into a holiday break, buses should never be less than $\frac{3}{4}$ full. It is essential that buses be kept fueled so that in the event of any type of local or national emergency our buses may be called upon to move people at a moment's notice. Buses which park at the bus garage may be fueled daily. Other buses should be fueled as often as possible (daily is best). Most "water in fuel" issues result from extra room in fuel tanks for humid air. Over time small amounts of condensation build up. Therefore, keeping fuel tanks as full as possible becomes increasingly important in our climate where there are large daily temperature fluctuations. Buses should not be fueled immediately prior to a scheduled maintenance or repair. As the cold fuel warms up in the garage and expands, it pours out the emergency tank overflow.

Buses must begin fueling within two minutes of pulling up to the pumps otherwise the system will time out. If this happens, drive around the bus garage to reset.

GPS (Global Positioning System)

All buses are equipped with GPS to support our values of safety, responsibility, respect, accuracy, and efficiency. This system records location, speed, acceleration/deceleration, odometer, stops, engine diagnostic codes, idle time, etc.

Idling & Emission Systems

We can achieve better accuracy and efficiency by shutting buses off anytime they are not moving.

Always remain on the bus when idling with students present. Excessive idling (more than 5 minutes at a time at less than 1800 RPM) will plug up a buses diesel particulate filter (DPF) and result in the activation of engine codes and limited engine performance. This is what is referred to as "de-rated". Idle 5 minutes or less. When necessary to idle between 5 and 15

minutes, turn high idle on. There may be very limited need to idle longer than 15 minutes such as waiting for a group or team at an event. If so, use cruise control to set RPM to 1800. This can only be done with the Bluebird buses with a Cummins engine (painted red) using the following steps:

1. Turn the high idle switch off
2. Turn the cruise control on
3. Push the slide switch over to resume momentarily
4. Push and hold the slide switch until engine reaches 1800 RPM

Avoid idling longer than 15 minutes. Follow [cold weather](#) guidelines to quickly increase interior temperature for passenger comfort. Engine RPM is automatically governed at approximately 2300 RPM depending on the manufacturer. Never shut off the engine when the DPF or High Exhaust Temperature lights are on. Rather, drive the bus, on the highway, if possible, until the lights go out. If the lights don't go out after up to 20 minutes of highway driving, contact the transportation office for further assistance.

Inattentive Driving

Cell Phone Use

Federal ([49 CFR 392.80 & 82](#)) and State ([W.S.S. 31-5-237](#)) regulations prohibit the use of cell phones while driving commercial vehicles. The nature of student transportation requires an even higher level of attention. The purpose of these guidelines is to reduce cognitive inattention and promote concentration. The use of cell phones with or without hands-free devices by any transportation professional while the bus is in motion or students are loading, unloading, or on-board the school bus is not allowed. This includes, but is not limited to, using a cell phone to:

- Send or receive messages
- Send or receive phone calls
- Access voice mail or email
- Access any other application

Exceptions include:

- Drivers may use a cell phone in an emergency if the bus is stopped and properly parked.
- Bus paraprofessionals may use a cell phone for transportation related business (e.g., contacting the transportation office with confidential information not appropriate on the radio or contacting a school).

Eating & Drinking While Driving

Our primary objective is safety for staff, students, and the public. Eating and drinking causes inattention and can cause choking. It requires one and sometimes both hands. Route drivers should never eat or drink while the bus is in motion. Avoid eating and drinking while the bus is moving on activity/field trips whenever possible. Take advantage of stop breaks to eat and drink. Never eat or drink to stay awake. Stop and take a break whenever needed.

Operation of Other Necessary Vehicle Controls

Keeping both hands on the steering wheel while operating a school bus is critical to safety. Never take both hands off the steering wheel at the same time. Use the push-pull steering method while turning whenever possible. Become thoroughly familiar with the location and purpose of other necessary vehicle controls so that they can be operated smoothly and quickly and therefore minimizing the amount of time steering with one hand.

Keys

Our goals are to make keys easily accessible, maintain spare keys in case of accidental loss, and keep buses secure. To properly manage approximately 200 sets of keys the following guidelines must be followed.

- Keep assigned bus keys hanging on the key hook located inside the engine compartment rather than in the ignition or other hiding spot.
- Check keys for spare buses and district cars in and out with the transportation office.

Leadership Team

The Transportation Leadership Team (TLT) will include the transportation director and six others elected by popular vote of all staff. Elections will be held at the opening meeting of each school year. Elected TLT members, who accept, will serve for not more than one consecutive two-year terms unless no others are willing to serve. Three members will be elected per year as follows:

Even Year Elections

- Technician
- Lower Valley Route Driver
- Special Needs Route Driver

Odd Year Elections

- Upper Valley Route Driver
- Route Paraprofessional
- Activity Driver

All transportation professionals within the above listed demographics are eligible to serve on the TLT. Election winners will not be compelled to serve. Vacancies will be filled by appointment by transportation director.

The purposes of the TLT are to review and recommend standards to ensure the transportation department continues to fulfill its stated mission and vision. The professional opinions, insights, and input of all our transportation professionals are valued. The TLT is one way for our transportation professional's voices to be heard.

Liability

There are two general types of liability: criminal and civil. Violation of a statute may cause a transportation professional to be held criminally liable. A judgment for this type of liability may cause a transportation professional to pay a fine or serve a sentence. Insurance cannot be purchased for protection against this type of liability.

Civil or tort liability involves injury to persons, or the withholding of a duty owed to another. Such liability may result in a suit for damages against the school district and the transportation professional. There may be no violation of law, yet the staff member may be held liable.

There are many factors involved in determining legal liability. In general, an individual must have a duty or a responsibility to perform (or not to perform), or a law or regulation to obey and there must be a failure to do so. If this occurs, a transportation professional may be liable for negligence with resulting liability to themselves and the school district.

Liability can be minimized by:

- Knowing and obeying the laws governing motor vehicles.
- Knowing and obeying WSRR Chapters 2, “Rules for Minimum Standards for Wyoming School Buses” and Chapter 20, “Rules for the Student Transportation Component within the Education Resource Block Grant Model” available via the following link under Current Rules and Regulations:
<https://edu.wyoming.gov/for-district-leadership/school-foundation/transportation/>
- Knowing and obeying the policies and procedures of LCSD2.
- Using the bus only as directed, within the law.
- Exercising reason and prudence.

Loading and Unloading Standards

Our process for loading and unloading students may have a greater impact on student safety than anything else we do.

At Schools

- Work closely with principals to accommodate their individual preferences regarding the loading zone at their school. Notify the transportation director with safety concerns.
- Pull rear engine buses into the bus loading slot so that the doorway is hanging over the curb to improve the safety of students accessing the steps. Remember to turn the steering wheel all the way to the left before pulling away to avoid hitting the curb.
- Line up in designated loading positions **at least 5 minutes but no more than 10 minutes** before the bell. In cases where buses arrive after students are already waiting, stop **at least 15 feet away** from them and have them walk to the bus.
- Be present on the bus when students are on, loading, or unloading the bus.
- At dismissal time, wait to pull away from each school until the designated time or when the principal indicates all students are loaded, whichever occurs first.
- Ideally, all buses will be parked before students begin loading and unloading and therefore it will not be necessary to pass another bus with its red lights on. Work closely with the transportation director and other drivers to eliminate such passing needs.
- Do not pass other buses in line unless a bus has a discipline and/or other problem. If so, use emergency flashers as a signal for the other buses to pull around rather than using the radio. This bus will then wait until last.
- School loading zones may be imperfectly designed. Be extra mindful of the danger zone and mirror standards in a school loading zone.

Avoid Inattention

- Keep your eyes on the students who are loading or unloading.
- If there is a problem on the bus, wait until the students unloading or loading are safe before addressing it. If necessary, pull the bus over to handle the problem.

Eight-Way Lights

- Use eight-way lights any time passengers are loading or unloading including at schools, in parking lots, and in driveways.
- Assume approaching motorists are NOT going to stop.
- Continually search for traffic, in front and behind the bus and on both sides of the bus.
- Timing of light activation is critical. Allow motorists to pass by adjusting speed when possible but never stop without activating red lights.
- Make sure that you give plenty of warning by turning on your yellow lights early (**at least 100 feet but no more than 500 feet before stopping**). See [W.S.S. 31-5-929](#).
- Only signal students to approach the bus or unload after you have confirmed that all traffic has stopped.
- Turn on your red lights momentarily before opening the door if possible.
- Watch for emergency vehicles closely. Emergency and police personnel ultimately have the right of way. However, they likely will not proceed until you have turned off your lights.
- If you hear a siren and students are unloading, make sure all students are safely out of the way before cancelling your lights.
- If you hear a siren and students are still on the bus, do not allow students off the bus until emergency vehicles have safely passed.
- Refer to the [Red Light Violations section](#) (page) for guidance on handling instances of illegal passing.

Count and Recount

- Know how many students should get on at a stop. Count them. If any are missing, ask the other students if they were at the bus stop this morning. If yes, see if they are still outside the bus. Ask whether missing siblings are still coming.
- As the students get off at a bus stop, count them. Then, before you move the bus, count them again as they move away. Only move the bus when you are sure that they are **at least 10 feet away** from the bus.
- If you can't account for a student outside the bus, secure the bus. Check around and underneath the bus.
- Count at every bus stop every day.

Crossing and Signaling Students

- Teach students that the red lights and stop arm are NOT their signal to approach the bus. They must wait for the driver to signal them to approach the bus.
- Teach students to look both ways before crossing a road (including mid-way when unloading) even when the red lights and stop arm are on and the driver has signaled.
- Use consistent signals every day at every stop.

- Use a hand signal to tell the students when it is safe to cross the street or approach the bus at door side stops. The hand signal should not be confused with a wave because waiting motorists might think you are telling them to pass.
- Teach the students what horn signal you will use to signal danger. Use it if a motorist runs your flashing lights. The signal will mean to “return to the side of the road you started from – AT ONCE!” Practice honking the horn with crossing students, so they learn its meaning.
- Consider using the external P.A. system, if you have one, to let students know when it is safe to cross.

Miscellaneous

- Always follow seat belt and child safety restraint system standards (see page).
- Encourage passengers to use the handrail anytime they are using the stairs.
- Board procedure [EEAE-R](#) (page) explains that “students are responsible to be ready, both at home and at school for the bus. Buses cannot stop traffic or wait at stops where no students are standing.” Wait for all students within your line of sight that are making a concerted effort to catch the bus and then remind them what time they need to be at the stop. Be consistent in waiting for all students. If students are consistently late, communicate with parents/guardians to solve this issue.
- Turn interior lights on at stops when it is dark outside so students can see clearly in the aisles. To avoid glare when dark outside, always drive with the forward interior lights off.
- Always follow each step of the loading and unloading standards.
- If you get behind on time avoid feeling rushed. Safe is better than on time.
- If you must back near a bus stop, ensure all students are on the bus while doing so. Follow all [backing](#) (page) requirements included herein.
- Watch for stragglers (students who do not come to the bus with the group).
- Watch for students running for a missed bus especially from behind.
- Watch for dropped items, make a note of students carrying loose items. Have extra plastic bags on the bus to give to students who forgot a backpack or book bag. Train students that if they drop something, they should tell you and follow your instructions.
- Watch for loose or dangling clothing, drawstrings, or straps that could get caught on something as they enter and exit the bus.
- Musical instruments are a part of the curriculum in our district and therefore transporting them may create a challenge. A front seat may be designated to place larger instruments in. Place them so that they will be prevented from falling on someone or getting damaged as the bus stops or turns. Encourage all students to keep their small musical instruments with them in their lap as they are transported.

Mirrors

- Ensure all mirrors are adjusted properly (see [Mirror Adjustment](#) page).
- Look into all mirrors slowly and carefully.
- Check mirrors for vehicles beside and behind you as you approach traffic stops and student stops.
- Use mirrors to ensure all traffic has stopped before signaling students.

- Before pulling away, check your crossing mirrors, check your driving mirrors to see what is behind you, rock back and forth in your seat to see behind your mirrors, then recheck your crossing mirrors.
- Continue to check all mirrors as you move away from a stop.

Stops

- Look for unusual hazards as you approach a bus stop. Only let the students off the bus if you and they feel it is safe. Trust your own judgment.
- Concentrate on learning where student's stops are located. If you are uncertain, contact the transportation office. When you are certain, let them off.
- If a student appears disoriented or appears uncertain of their whereabouts, contact the transportation office for direction.
- Elementary students must have a signed note to be let off at a designated stop other than their own. Middle and High School students may be let off at any designated stop.

Stopping and Starting

- Always secure your bus whenever you load or unload by setting the park brake and putting the transmission in neutral.
- Stay in the travel portion of the roadway without crossing the fog (white) line or going onto the shoulder if there are no lines (except as indicated in board procedure [EEAB-R](#) page).
- Never pull up closer than 10 feet of waiting students. Train them to wait back away from the edge of the road. If students wait too close to the road, stop **at least 10 feet** before them and have them walk to you after you have stopped and confirmed traffic is stopped.
- Ensure students are seated anytime the bus is in motion. When necessary, use the front seat(s) for staging. Students who are loading can quickly sit down so the bus can proceed to the next stop. Once stopped again, they can move to the back and the new student(s) can sit in the front. Students who are unloading can move to the front seat(s) at the stop BEFORE theirs so that once the bus is stopped at their stop, they can quickly unload.

Lost and Found

Properly managing lost items will improve safety on our buses. Please do not allow items to collect on the front or rear dashboards of the bus.

Items that are left on route buses should be held on the bus for one day and then turned over to the appropriate school on the next workday after being found. If the school of origin is unknown, and a student does not claim the item from the bus within two days, the item should be recycled, discarded, or donated rather than collecting on the buses.

Items left of activity buses should be left in the transportation office. Notify office staff of the trip details that the items came from so they can get the items returned.

Mechanical Issues & Check Engine Lights

Our goal with these issues is to use our resources accurately and efficiently while providing safety by using a triage-like priority system.

Become familiar with the instrument panel of different buses so that indicator lights and messages are easily recognized. Instrument panel diagrams are available in the transportation office. Gauges are the most important information to monitor on the instrument panel.

In general, yellow lights are informational or cautionary and do not require immediate action. Red lights may require immediate action. The most frequent indicators will be regarding emission control systems and may not require immediate action.

When a light or message is displayed, continue to monitor all instrument panel indicators. If all other indications are normal (see [Normal Gauge Readings](#) page), it is not necessary to call or radio the transportation office. Proceed with the run or trip and report the issue upon return.

If gauge readings are outside of the normal range or the bus is de-rated (power is reduced) then immediate action is required. Use the 2-way radio to notify the transportation office during regular hours. For after-hours emergencies, notify the on-call mechanic.

Coolant Leaks

It is relatively common to get coolant leaks on school buses due to the large amount of heater hose connections. When this happens, close the manual coolant valves (see [appendix](#), page) and continue to monitor the coolant temperature gauge. If the temperature remains normal (see below), finish the run, and then proceed to the bus garage and report it. If the temperature does not remain normal, call, or radio the office for help.

High Coolant Temperature

During hot weather, coolant temperature may rise slightly above normal. When this happens, ensure there are no leaks, safely ensure the engine cooling fan is working (it should be spinning fast and loud), ensure the radiator is clean, ensure that the manual coolant valves are open, adjust dash heat controls to hot, and turn on all heater fans to high. Continue monitoring coolant temperature to ensure it drops. If it does not drop to normal, call or radio the office for help.

Normal Gauge Readings

- Coolant temperature less than 220°F (between $\frac{1}{2}$ and $\frac{3}{4}$)

 Oil pressure above 25 p.s.i. (between $\frac{1}{4}$ and $\frac{1}{2}$)

- Voltage above 13.5 V

Mirror Adjustment & Use

Proper mirror adjustment and use is critical for safe bus operation. Federal Motor Vehicle Safety Standard (FMVSS) 111 stipulates what must be visible in school bus mirrors. A specific diagram of 1-foot diameter cylinders is provided by FMVSS 111 (see [appendix Figure 1](#) on page) to use for mirror adjustment. Drivers must be able to see the entire area of each circle either directly or through a mirror. This diagram is painted in the bus garage parking lot in two separate locations.

Drivers are responsible to check their mirrors daily to ensure they are properly adjusted. It is significantly easier to have someone outside the bus help with mirror adjustment. Please ask for help. Maximize visibility by adjusting different mirrors with as little view overlap as possible. Convex rear/side view mirrors should be adjusted to minimize blind spots as much as possible. Very little, if any, of the bus should be visible in these mirrors. Flat rear/side view mirrors can be used to see the sides of the bus. Remote adjustment may not provide enough adjustment. Mirrors may be turned by hand on their mount to provide additional adjustment.

Check at least one mirror every 5 to 8 seconds using quick glances and then returning your eyes to the road. Avoid fixed and blank stares while looking into mirrors including the backup camera screen. Use all mirrors to maintain awareness of activity around the bus.

Passing

These principles are to ensure passing is done safely and responsibly and with respect for other motorists:

- Never pass unless the speed of the vehicle to be overtaken is at least 5 miles per hour below the speed limit for an extended period.
- It is against the law to exceed the speed limit in a school bus to pass another vehicle. Thus, there will be very few instances when another vehicle can be passed legally and safely.
- Remember that it takes significantly more space to pass in a bus.
- Avoid passing on an incline, no matter how gradual.
- Be mindful that passing on a decline may result in the other vehicle speeding up making it impossible to pass.
- Only pass one vehicle at a time.
- Follow all pavement marking and passing zone laws when passing.
- If, after starting to pass, conditions change, and it becomes clear that completing the pass will not be safe, slow down and pull back in behind the vehicle that was being passed.
- Under normal conditions passing is not allowed in Star Valley. Examples of allowed passing conditions may include stopped/disabled vehicles in the travel lane or placarded slow-moving vehicles (e.g. tractors, hay wagons). Passing under these conditions must be done legally.

Pedestrians and Bicyclists

It is important to be courteous to pedestrians and bicyclists. Always give bicyclists plenty of room. Always let off the accelerator pedal and cover the brake pedal with your foot while approaching and crossing crosswalks. Stop at or before stop signs to give pedestrians room especially when visibility of the crosswalk is limited. After ensuring pedestrians are clear of the crosswalk it may be necessary to stop a second time after pulling closer to the intersection if traffic is not visible from the stop sign location. Please remember that pedestrians always have the right of way at intersections without pedestrian traffic controls. Watch closely for pedestrians particularly when turning left at an intersection.

Personal Use of District Vehicles

As public servants, we have been given a special trust to use public resources ethically and efficiently. Therefore, only use district vehicles for district business within the district. Stopping in the bus for breaks can **only be done in between consecutively spaced runs (an hour or less in between)**. These stops should be used primarily for restroom breaks. Pick up drinks and/or snacks and run errands before or after work. Refer to [Bus Parking at Other Locations](#) (page) for approved parking locations.

Pre-Trip & Post-Trip Inspections

A primary pre-trip inspection should be performed once per school day (or before an activity/field trip) and take 20-30 minutes. Whenever possible, perform these inspections mid-day when it is usually warmer and brighter. A dry place can usually be found to allow inspecting under the bus without getting wet. Knee pads are available to assist with inspecting under the bus.

Intermediate pre-trip inspections should be performed before each individual run and take 10-20 minutes.

Post-trip inspections should be performed at the end of each run or activity/field trip leg and take 10-15 minutes.

In general, inspection time will take no more than a combined hour per day on a regular daily route. Inspect the bus using the mobile app checklists. All issues must be reported on the mobile app and, whenever possible, verbally to a technician or transportation director. This is especially important if the bus may be used again before office staff will see the report. The mobile app is available on the App Store or Google Play. An iPad for staff to use is also available in the transportation office. Substitute buses will be used if there are any safety related issues with the bus. Non-safety related issues can be corrected immediately if there is a technician available, otherwise they can be corrected later. Do not dismiss issues to avoid taking a spare bus. Do not wait until summer to report issues. Refer to [Pre-Trip Inspection for CDL Test](#) (page) guidelines for more detailed information.

Repairs, maintenance, modifications, additions, or deletions should only be performed by a technician. Fluids may be added by drivers who have been specifically trained. Report all such fluid additions to the buses assigned mechanic or to the Parts/Inventory Secretary. Work Orders are prioritized as follows:

1. Safety sensitive (e.g., brakes, tires, lights)
2. Buses out of service (inoperative)
3. Preventative maintenance (e.g., lube and service)
4. Non-safety sensitive (e.g., seat covers, items for convenience and comfort)

Repair requests are completed as quickly as possible. Some non-safety related issues will be addressed during summer. Others may not be addressed at all if the bus is scheduled for replacement the next year.

Radio Operation and Etiquette

Clear and concise communications are critical for safe, accurate and efficient student transportation. These principles will assist us in achieving these objectives:

- **Purpose** – Use the radio for transportation related communications that cannot be communicated effectively in any other way. When necessary, the dispatcher may order the air cleared. If this happens, please only use the radio when directly involved in the conversation.
- **Emergency Signal** – In situations that require the immediate assistance of law enforcement (e.g., hostage) and it is not appropriate to give more information over the public airwaves, there is an emergency button on the radios that can be used. Pressing the **orange button** on the top right-hand corner of the radio for 1 second will quietly open the mic directly to law enforcement dispatch for 10 seconds. They will also be able to see which bus is transmitting. Only use this in emergencies when you are unable to communicate over the radio normally (e.g., hostage).
- **Receiving** – Ensure that the radio is on the proper channel with the volume sufficiently adjusted so that you can always hear. If you are not answered immediately, please wait patiently for a response.
- **Transmitting** – Always monitor before transmitting. Let the other party finish talking before you begin transmitting. There is about a one second delay between when the mic button is pressed and when the radio switches to transmit mode. Pausing after pressing the mic button will ensure that the beginning of the transmission is not cut off. A pause of approximately three seconds between transmissions will ensure that your transmission or the other person's transmission will not be cut off or "walked on". Speak clearly and in a normal conversational tone. Hold the mic 2-3 inches from your mouth. Shouting can reduce clarity. Avoid being a "dead carrier" by accidentally pressing the transmit button or leaning against it. Refer to the bus dispatcher as "Transportation". Avoid rhetorical calls such as, "Transportation, come back". This will reduce radio traffic significantly. Use the following format when making a radio call:
 1. Say who you're talking to
 2. Identify yourself
 3. Say what you need to say
 4. Repeat who you're talking to

Example: "Transportation this is Fred on Route 39, I had a student, Sally Smith, fall asleep. I'll have her back to her stop in 20 minutes. Will you let her parents know? Transportation."
- **Language** – Plan what you have to say before pressing the microphone button. Use plain language and avoid radio codes (e.g., what's you're 20?). Acknowledge receipt of all transmissions. Keep messages brief and to the point. Use a phone for extensive conversations. Be thoughtful, professional, and courteous in all radio communications. Do not use indecent, rude, or profane language. Keep in mind that our radio communications are not private and are open to public reception. Do not divulge or use information overheard on the radio which is not intended for your use by the sender. Using the acronym T.H.I.N.K. to guide our communications will be helpful, including radio communications:
 - T** – Is it **TRUE**?
 - H** – Is it **HELPFUL**?
 - I** – Is it **INSPIRING (positive)**?
 - N** – Is it **NECESSARY**?

K – Is it **KIND**?

- **Antenna** – Periodically check to make sure the antenna is secure and vertically mounted, and the cable is tightly connected to the back of the radio.

Radio Channel Key

12-SDS-BUS-RT: Star Valley routes and Activity bus **emergencies**.

SV BUS DIR: Bus-to-bus – used when outside of Star Valley.

12-SDS-BUS-CV: Cokeville routes

Railroad Crossings

In accordance with [W.S.S. 31-5-511](#), school buses, whether empty or carrying students, must follow strict safety steps at railroad crossings. Failure to do so results in a suspension of a CDL for 60 days for the first violation, 120 days for a second violation and one year for a third violation within any three-year period. Crossing railroad tracks shall be done as follows:

1. Always assume a train is coming.
2. Be alert for the multiple variations of railroad warning systems.
3. Activate your four-way hazard lights (NOT the 8-way lights) between 100 feet and 500 feet prior to stopping at the crossing.
4. Stop no closer than 15 feet or further than 50 feet, from the nearest track. Stop first at 50 feet then slowly approach to 15 feet.
5. Open your service door and your driver window after you stop.
6. Ensure that all noisy equipment (e.g., radios, fans, etc.) are off. Most buses have a master momentary contact switch that will turn off all auxiliary equipment while the switch is depressed.
7. Ensure students are quiet.
8. Look and listen in both directions twice. Proceed when it is safe to do so.
9. If you see a train:
 - a. Do not try and beat it.
 - b. Do not drive around crossing gates.
 - c. Wait until crossing lights have stopped flashing before proceeding.
10. Close the service door before putting the bus in motion.
11. Once you've started across the tracks, continue without stopping.
12. Cancel your four-way hazard lights after crossing.

Red Light Violations

Student safety is more important than catching violators. Focus on loading and unloading and train students regarding crossing signals and warnings as discussed in [Loading and Unloading Standards](#) (page). [W.S.S. 31-5-507](#) (page) requires the driving public to stop when students are being loaded or unloaded and the red lights are in use. Our department categorizes red light violations into two types defined below with respective reporting requirements.

Eyewitness Report – Radio in immediately

Violations in which the following minimum information is personally witnessed by transportation professionals as they drive through the red lights:

1. direction of travel of the car passing the red lights
2. location of the bus stop
3. vehicle type (e.g., SUV, pickup, sedan, etc.)
4. vehicle color
5. gender of the driver

Additional information about the vehicle or driver will increase likelihood of successful prosecution. These violations should be reported over the radio to the transportation office immediately so that law enforcement can be dispatched. Have bus garage personnel pull the bus video hard drive after your route is completed. Whoever personally witnessed the red-light violation should fill out a Red Light Violation Report (available from the transportation office) and be willing to testify in open court.

Video Report – DO NOT radio in

This includes all other red-light violations. Violations that occur in the lane next to the bus are prosecutable. Cameras can only clearly capture license plate information from vehicles in adjacent lanes. Violations in other lanes are still reported but lack enough evidence to prosecute. These should not be reported over the radio. Have bus garage personnel pull the bus video hard drive after your route is completed.

Routes and Stops

Our goal is to be the best service-oriented organization that district patrons have ever encountered in an organized, equitable and efficient manner. Refer parents and students to the transportation office if they request changes to stops and routes. Bus stops are established according to board procedure [EEAB-R](#) (page).

- Never require or authorize students to **walk along or cross** highways with a 65-mph speed limit. Not even with red lights (report to the transportation office if they do).
- Only allow students to cross other roads in front of the bus with red lights.
- Never require or authorize students to **walk along** roads with a speed limit between 35-mph and 65-mph.
- Only stop at authorized stops and travel on designated roads. Avoid courtesy stops and unauthorized private roads and driveways.
- Only turn around at approved (see [backing](#) page) locations. These must be indicated on route tablets and approved by the transportation office. Avoid private property.
- Avoid stopping at stops twice during the same run. On dead-end roads, proceed to the end, turn around and then stop on the way back. Exceptions may be necessary and can be approved by the transportation office.
- Only make stops in the order designated on the route sheet.
- Elementary students must have a signed note to be let off at a designated stop other than their own. Middle and High School students may be let off at any designated stop.
- All changes to routes including roads, stops, turnaround locations, and directions must be approved by the transportation office.

Route Definitions and Assignments

A route is defined as the combination of all individual runs completed each day school is in session during the regular school year. A run is defined as each individual part of a route (e.g., AM run, PM run, after school academic/activity run).

Our objective with route assignments is to serve students in the most efficient way possible. Routes and runs are constantly changing due to student demographics and enrollment. To adapt to these changing circumstances and ensure safe, accurate and efficient transportation, routes and runs may change length, direction, geographic area, and/or number of students. The number of routes or runs may be reduced through combination or increased through creation. The transportation director will assign all routes. Considerations will include but not be limited to, past performance of essential job functions, seniority, attitude, adaptability, public relation and communication skills, attendance, dependability, and location of the route. When a vacancy occurs on a late afternoon/evening academic/activity run, the late run will be re-assigned using the same considerations mentioned above with the addition of whether it would conflict with the timing of another run associate with the route.

Route Sheets

A complete, up-to-date, legible, self-explanatory route information binder must always be in the bus thus demonstrating responsibility and respect to substitutes that drive when necessary. It also will help to ensure safety, accuracy, and efficiency. A copy must also be on file in the transportation office and updated each time changes are made. Drivers must verify that their route sheets are up to date at least monthly even if no changes have occurred. The binder should include:

- A cover sheet providing a summary of all your runs, parking locations (personal vehicle and bus), assigned seats (if any), transfer information, aide name and meeting location and time, etc.
- Maps should also be attached to route sheets (maps can be obtained from the transportation office)
- Detailed information regarding each run (AM, PM, and academic/activity) with student loading locations, addresses, and names, school line-up positions, specific start, end and bus stop times, and any other general instructions

Old route sheets must be discarded so that information for substitute drivers is clear. Develop a habit of leaving route binders on the driver's seat at the completion of each run.

Leave requests will be evaluated based upon whether route sheets are up to date.

School Bus Safety Inspections

According to [W.S.S. 21-3-131](#) school buses must undergo a safety inspection semi-annually. The Wyoming Highway Patrol will do these inspections using the School Bus Safety Inspection Report. It is the driver's responsibility to ensure that the bus and all equipment are in good and safe condition. Results of these inspections will be included in performance appraisals. Issues that have been previously reported on the mobile app or on a Work Order form will not be included in performance appraisals.

Seat Belts and Child Safety Restraint Systems

Seat belts increase safety. [W.S. 21-3-131](#) (see page) addresses the wearing of seat belts on school buses. Regarding driver seat belts, it states under section (b)(iii), “Operators of school buses equipped with lap belts shall wear a properly secured lap belt at all times the vehicle is in motion.” Regarding student seat belts, it states under section (b)(iv), “Passengers in type A school buses equipped with factory installed lap belts shall wear a properly secured lap belt at all times the vehicle is in motion.” Regarding the failure of seat belts to be worn it states under section (c), “Evidence of a person’s failure to wear a lap or seat belt on a school bus if required under state or federal law or the failure of a school bus driver to require a passenger to wear a lap or seat belt as required under [W.S. 31-5-1402\(a\)](#), shall not be admissible in any civil action or for the purposes of W.S. 31-5-1402(a).”

Drivers must wear their seat belts any time the bus is in motion. Transportation professionals should kindly remind students and adults to fasten their seat belts each time they board the bus. Ensure that passengers know how to properly secure the seat belt and provide instruction and assistance if they do not know how to properly secure their seat belt or need physical assistance.

Transportation professionals must ensure that all preschool students (see [Young Children on School Buses](#) page) are properly secured in a 5-point booster seat. We have two types of these 5-point booster seats, either they are integrated into the regular bus seat (Bus numbers 6, 8, and 10) or are a separate seat that can be strapped to the regular bus seat. Preschool students who have an affidavit from a parent/guardian or LCSD2 nurse certifying that they weigh more than 40 pounds are not required to be seated in a 5-point booster seat. When in doubt, use the 5-point booster seats.

Sleeping Child Alarm

These devices are used to increase student safety. They are electronic and therefore prone to failure. A few older buses do not have them. Develop a habit of always checking the bus for sleeping students before you exit rather than relying on the alarm or other students. Transportation professionals are responsible for checking the bus. Always ensure the alarm is working properly on equipped buses. Report all failures on the mobile app or Work Order form as soon as possible. Check the bus thoroughly including underneath the seats. Concentrate on checking for students rather than focusing on simply pushing the disarm button. Never bypass or disable the sleeping child alarm in any way without authorization from a technician.

Spare Buses

The transportation office will assign and check spare buses in and out. Spare buses are available for use when a regular bus is being serviced or repaired. Remember to swap route animal plaques and change all three (front, side, and rear) route numbers. Drivers should refuel, sweep, and change trashcan liners prior to returning them. Buses must be parked in their designated space and have the route changers changed back to the number of the bus. Drivers should also wash spare buses if they have one the day of their regularly scheduled

wash time. Service and repair needs should be monitored and reported, as one would do with their regular assigned bus.

Speed

Speeding reduces safety. No vehicle shall be driven upon any road at a speed greater than is reasonable or prudent, having due regard for weather, visibility, the traffic on and the surface and width of the road. Use cruise control when available and conditions permit. The most common speeding violations occur at transitions between different speed limits. Pay particular attention to these transition areas.

Strobe Lights

The use of the strobe light can increase visibility and safety. Use your best judgement as to when to use the strobe light. It is intended to increase the visibility of the bus during low visibility conditions such as fog or white-out snow conditions. Be aware that over-use may reduce the strobe light's effectiveness if it becomes too common and therefore ignored.

Team Building Thursday

All staff who are scheduled to work on Thursdays are invited to participate in Team Building Thursday activities and add 1 hour to their time that day. Those who would rather not or are unable to participate would not add the additional hour on Thursday. Transportation professionals are encouraged to reach out and invite everyone to join at the chosen locations. This paid time will be unstructured time for staff to get together to visit, play games, have lunch, etc. This time is intended to build friendships, brainstorm, and confidentially share ideas and solutions to challenges, de-stress, and unwind among peers who are experiencing similar things.

Avoiding gossip and keeping discussions positive are foundational to making this a respectful and beneficial opportunity. Staff are welcome to meet at the bus garage or other local location of their choosing. Transportation to other locations would be best in personal vehicles. If carpooling in a bus is necessary, use as few buses as possible and plan a location near the afternoon route starting location.

Tire Chains

All activity buses and many route buses are equipped with automatic tire chains. Manual tire chains work best in other applications and are available on specific routes also. Automatic tire chains extend and retract using air pressure. They are driven from the rotating tires. They do not work very well in snow deeper than about 3 inches. They work best for snow packed and icy roads. Follow these guidelines when operating a bus equipped with automatic tire chains:

- Become familiar with the location of the tire chain switch and how it works.
- Sometime before first snow fall, test the extension and retraction of the chains multiple times prior to driving.
- The chains must be operated daily during the winter even when not needed to ensure slush, snow and ice gets cleaned off and does not build up. Always turn them on for 100 feet before parking the bus.
- The chains must be inspected before and after every run to confirm they have retracted.

- Do not drive the bus if the chains will not retract.
- Extend chains prior to slippery conditions and while traveling at least 5 mph.
- Always remember to retract them before exceeding 20 mph or driving on a bare or partially bare roads for more than 100 feet (testing purposes).

PART 6 – ACTIVITY/FIELD TRIPS

Driving trips requires a heightened awareness of and dedication to the principles within the transportation department handbook due to the unique circumstances inherent with traveling long distances away from the school district. Steep mountain passes will likely be encountered. Assistance during a mechanical issue, collision, or emergency will take longer to be provided. Roads are less familiar and may be prioritized lower by WYDOT for winter maintenance. The following sections merit extra attention on activity trips:

- [Fitness for Duty](#) (page)
- [Backing](#) (page)
- [Driving Etiquette](#) (page)
- [Fueling](#) (page)
- [Idling & Emission Systems](#) (page)
- [Inattentive Driving](#) (page)
- [Eight-Way Lights](#) (page)
- [Mechanical Issues & Check Engine Lights](#) (page)
- [Passing](#) (page)
- [Pre-Trip & Post-Trip Inspections](#) (page)
- [Radio Channel Key](#) (page)
- [Railroad Crossings](#) (page)
- [Speed](#) (page)
- [Tire Chains](#) (page)
- [Triangle Placement](#) (page)

Activity/Field Trip Category Definitions

- Tier 1 - A trip within the school district that does not require traversing Salt River Pass.
- Tier 2 - A trip traversing Salt River Pass or out-of-district that does not extend overnight.
- Tier 3 - A trip out-of-district that is limited to one night.
- Tier 4 - A trip out-of-district for more than one night.

Assignment of Activity/Field Trips

Activity drivers will be assigned all trips not requested by route drivers (see guidelines for requesting trips below).

When there are no available activity drivers, trips will be assigned by cycling through a list of eligible (defined below) route and substitute drivers. If a driver is unable to take a randomly assigned trip or does not respond to a text message from the transportation office by 9 am the following morning, they will be skipped until the next cycle. **If there are no eligible drivers (defined below) assignments will be made at the discretion of the transportation office.**

Route and Substitute Driver Eligibility

1. Driver has attended all staff meetings within the previous 12 months before each respective trip. Online video options will be available for emergency circumstances.
2. Driver has driven at least 5 trips in the previous school year.

3. Driver meets the training requirements for the specific trip (defined below).
4. Driver has no more than two collision points for Tier 2, 3 & 4 eligibility.
5. Driver is not currently involved in any disciplinary actions.
6. Driver has not declined to drive more than 4 consecutive trips. (Driver may request to be added back to the list if removed for this reason).

Activity/Field Trip Training & Service Requirements

- Tier 1 – Driver has attended all staff meetings within the previous 12 months before each respective trip. Online video options will be available for emergency circumstances. Driver is current on Smith System Training, Mandt Training, CPR/First Aid certification, district GCN online training, and department specific online training. If driving a bus type other than that driven on a daily route, the driver must demonstrate CDL testing requirements of pre-trip inspection, basic controls skills, and on-road skills.
- Tier 2 – Drivers must have completed the Activity Driver Training Course within the last 5 years in addition to requirements for Tier 1. Minimum 3 years of service.
- Tier 3 – Drivers must have completed the Mountain Driving Training Course within the last 5 years in addition to requirements for Tier 2. Minimum 5 years of service.
- Tier 4 – Drivers must have completed the Montana D.R.I.V.E. Advanced Driver Training Course within the last 5 years in addition to the requirements of Tier 3. Minimum 10 years of service.

Standards for Drivers to Request Trips

1. Route drivers have met the training requirements (defined above) for the category of trip they are requesting.
2. Route drivers with 1-5 years of service (defined below) can request and take one Tier 1 trip of their choice per school year.
3. Route drivers with 6-15 years of service (defined below) can request and take two trips (Tier 1 & 2 only) of their choice per school year.
4. Route drivers with 16 or more years of service can request and take three trips of their choice per year, no more than one of which can be Tier 3.
5. Route drivers may not request Tier 4 or culminating event trips.
6. Multiple requests for the same trip will be decided by years of service and the same trip cannot be taken two consecutive years in a row.
7. Trips randomly assigned will not count as a requested trip.
8. Overtime for route drivers may be approved for requested trips.
9. The transportation office must receive trip requests at least 3 weeks before the date of the trip unless no assignment has been made yet.
10. Requests may be made for future trip types for which the exact date is unknown. Examples: Freshman basketball to Evanston; Osmond 4th grade skiing to Cokeville.
11. The transportation office will maintain a request list.
12. Drivers are responsible to inquire about available trips and follow up regarding assignments.
13. All trip assignments will be at the discretion of the transportation office.
14. Requests will be filled in accordance with the transportation department [driver](#)

[recruiting and retention plan](#) (see page).

Years of Service

This paragraph applies to route drivers requesting trips only. In addition to years of service with LCSD2, years of service prior to starting with LCSD2 as a school bus driver will transfer directly to LCSD2 up to a maximum of 5 years. Years of service prior to starting with LCSD2 as a class A or B CDL driver transfer directly to LCSD2 up to a maximum of two years. In all cases, there cannot be a gap in previous service greater than one year. Transferable years of service will transfer after one full year of service with LCSD2 as a driver. It is the responsibility of the driver to provide sufficient documentation (as determined by the transportation director) of transferable years of service.

Standards for District Staff to Request Activity/Field Trip Buses and Other Vehicles

1. Vehicles will be requested through Help Desk (helpdesk.lcsd2.org).
2. Requests will be submitted no less than 5 school days (business days during the summer).
3. Each elementary school, secondary program, and district department will be allowed 1 (one) short notice request per fiscal year. Every effort will be made to fill these requests.
4. No other short notice requests will be filled, and the requester will be expected to notify all stakeholders that they failed to submit a proper trip request.

Activity Participation by Drivers

Plan for occupying time while waiting. Plan to pay for your own entrance fee/ticket if you want to participate or spectate. Use your own best professional judgement when deciding whether to participate in activities which may interfere with the ability to safely perform transportation duties. These activities include but are not limited to, sports and amusement rides. Remember that you are the only one who can drive the bus to get students home at the end of the activity. Do not plan to watch the last several minutes of events. This time must be used to perform a pre-trip inspection of the bus and prepare for departure as soon as the students are ready.

Bus Care

Always fuel the bus according to the [fueling requirements](#) (page). Take the opportunity to sweep, clean, and inspect the bus during wait time on trips. When the temperature is below zero, check the bus regularly throughout the day to ensure that it will start and move. Upon returning from a trip, sweep the bus and change the trashcan liners. Place trash in the large dumpster behind the garage rather than the small cans at the fuel pumps.

Chain Law, Road Closures and Conditions

Drivers leaving the district for a trip must check for any adverse conditions that may affect the trip such as weather, road construction, etc. Board procedure [EEAF-R](#) (page) states:

“Buses will not leave the district when roads along the route are designated by WYDOT as Closed, Chain Law Level 2 or No Unnecessary Travel, by Idaho Transportation Department as Difficult, or by Utah Department of Transportation as High Caution. Return trips over roads designated such will be reviewed on a case-by-case basis by the transportation

director in consultation with administrators. If at any time during a trip a bus shows signs of the fuel starting to gel, the bus and any other school district vehicles traveling with it will immediately proceed to the nearest available warm shelter and await assistance in returning home. Buses will only travel on roads maintained by government agencies unless specifically approved by the transportation director and superintendent.”

If communications are unavailable between the driver and district administrators, the driver always has final authority to make decisions using their own best judgement regarding whether it is safe to travel roads based on local conditions.

See chain law definition and quick reference table in [Figure 2](#) of the appendix (page).

Communications (Out of district)

To promote safety for out-of-district trips there are multiple means of communication with the transportation office and the on-call mechanic.

- Cellular (see [Cell Phone Use](#) on page)
- WYOLINK 2 way-radio (see [Radio Channel Key](#) on page)
- Satellite communications are provided when traveling through Yellowstone National Park using Garmin inReach. Drivers who are unfamiliar with operating an inReach should seek training long before leaving on a trip through Yellowstone.

Empty Bus Security

Always lock the bus when you leave it. If a student needs to get back on the bus, never give them the keys. Always go and unlock the bus. Never go alone with a student, ask another coach/advisor to go with you.

Fatigue

Follow the [fitness for duty](#) guidelines (page). Take a break at least every 2-3 hours. Stop and get out and walk around for a few minutes. Take other breaks when needed. Stay in your hotel room as long as possible. Be more cautious of fatigue at night.

Food & Drinks

Board procedure [EEAF-R](#) (page) states:

“Special care must be taken with all food and drinks, especially nuts, seeds, popcorn, ice cream and drinks without a screw-on type lid. Passengers are responsible for cleaning up after themselves. Trashcans and cleaning materials will be available on all buses for passengers to use. The driver may restrict food and drink privileges if passengers are irresponsible. Coaches and advisors are responsible to ensure buses are clean upon returning from an event so that buses are ready to depart on another trip when necessary. The activity director may ask teams or groups to come back and clean buses the following week if necessary.”

We encourage (but don’t require) coaches/advisors to allow students to eat meals somewhere besides on the bus whenever possible. There may be times when students eat and drink on the bus. Notify coaches/advisors of irresponsible use of food and beverages

and of your intention to restrict privileges. This discussion will be most fruitful when had at the beginning of trips before any issues may arise.

Hours of Service

Board procedure [EEAF-R](#) (page) states:

“Bus drivers will be paid for actual on-duty time for in-district trips. In the case of out-of-district trips, bus drivers will be paid for off-duty time except when students are in a hotel/motel. Trips will be planned, scheduled and conducted to ensure that they comply with the hours of service regulations dictated by Federal Motor Carrier Safety Administration (FMCSA) Safety Regulations [Part 395](#). These regulations include a maximum of 15 hours of driver on duty time with a limit of 10 hours driving after 8 hours off duty. When a trip will require more than 15 on duty hours and/or more than 10 hours driving without the required 8 hours off duty, an additional driver will be scheduled. In general, trips will depart at 5:00 a.m. or later. Trips may depart earlier with administrator and transportation director approval. All trips will be scheduled to ensure that buses are unloading at their first stop by 2:00 a.m. The superintendent may give approval for trips to return after 2:00 a.m. Approval should be obtained before the trip leaves when possible.”

It is imperative that drivers communicate and work closely with coaches and advisors to ensure that trips meet the above requirements. Do this before events start rather than when they are close to ending so everyone is clear on timing.

Mechanical Issues

If you experience bus mechanical issues while on a trip during regular office hours, contact the transportation office (see [Communications](#) on page). An on-call technician is designated for after-hours emergencies on **non-school days**, otherwise contact the transportation director. This on-call technician is designated on trip sheets. Only contact the on-call technician designated or the transportation director. Avoid calling other technicians who are not on-call.

The transportation office will assign a diagnostic engine code scanning tool to drivers to take on activity trips. When multiple buses travel together to the same destination, only one will be assigned a diagnostic scan tool. Detailed instructions are included in the bag. They are **only** to be used during an engine de-rate situation. Otherwise follow the guidelines under [Mechanical Issues & Check Engine Lights](#) on page for instrument panel indicator lights without reduced engine power. Whenever possible, contact a technician before using the diagnostic scan tool. Never reset codes without recording them first so that they can be given to a technician for future troubleshooting and repair.

School district transportation departments across the state of Wyoming have worked to create strong relationships of trust and a support network of mutual aid for buses experiencing mechanical issues while on activity trips. Each activity driver will be provided with a statewide transportation directory which includes addresses and contact information for every bus garage. If assistance is needed from another district, coordinate with our on-call technician before going to the bus garage for help. All districts are willing

to help and respecting their time and schedule will promote continued relationships of trust.

Parking on Trips

Park so that the bus is visible from inside the building whenever possible, particularly when parked overnight. Always park in a well-lit area and make sure the bus is locked and secure before leaving the bus. Plug the bus in during temperatures below freezing if the hotel can provide an electrical outlet.

When departing a location always walk around the bus and check for any damage that may have occurred while being parked. Look for any obstacles that may be in the way of moving the bus. Any damage needs to be reported as soon as reasonably possible to the transportation department. Strictly follow department [backing](#) guidelines (page).

When entering a parking lot always plan for leaving the parking lot. The lot may be empty when you arrive, but then fill up while you are parked there. Take this into account when parking. If there is not enough maneuvering room in an area, then arrange with the advisor/coach to drop them off and park in a different location. Get the group as close as you can to their destination without compromising safety of the passengers or property. A bus simply will not fit in some areas regardless of the driver's experience or expertise.

Pre-Trip Inspections

Due to the unique nature of activity trips mentioned above, thorough pre-trip inspections are even more critical than for those buses that remain close to mechanical assistance (see [Pre-Trip & Post-Trip Inspections](#) on page). Coordinate through the transportation office if there is a need to trade buses due to a bus not passing inspection.

Post-Trip Inspections

Perform a thorough post-trip inspection (see [Pre-Trip & Post-Trip Inspections](#) on page). Ensure all mileage, time/trip sheets, driver's logs, and repair reports are complete and accurate.

Route Planning

Always check the weather, road conditions/construction, and plan the route before leaving. Also consider traffic patterns/flow, elimination of left-hand turns, estimated travel time, rest stop locations, and the coach/advisor's preferences when planning the route. Inform the transportation office of any changes to trip itineraries that come up during a trip.

Student Supervision

Student supervision is the responsibility of the coach/advisor while traveling according to board procedure [JHF-R](#) (page). Coaches/Advisors, not drivers, are responsible to ensure that the two required chaperones are present on each trip. However, drivers are responsible for student supervision on the bus while dropping students off after returning to the district following an activity as they are on regular daily routes and after school activity routes. Take steps to ensure driver and student success during these times. These steps include, turning on interior lights at night, asking students to sit up closer to the front of the bus, and having students space out with one student per seat when possible. Use all

the student management skills you know to ensure proper student supervision. Report issues to the transportation director immediately following the trip.

Trip Sheets & Hours of Service Logs

Trip sheets with all the details regarding a specific trip will be provided by the transportation office. These will be placed in the assigned driver's folder in the office and available for pick up. Please review them and notify the transportation office if you have questions or find discrepancies. Strictly adhere to the trip instructions and notify the office if deviations are needed. Fill out the pink shaded section while on the trip and return it with the Activity/Field Trip Driver's Hours of Service Log(s).

Activity/Field Trip Driver's Hours of Service Logs are available in the transportation office and an individual one must be completed during each day of the trip. Every blank hour block must be accounted for on each log. Review each trip sheet prior to leaving to anticipate whether hour limits will be possible. Strictly adhere to the maximum hours of 10 driving and 15 on duty plus driving. When these limits will likely be exceeded, an additional relief driver will travel to the destination the day before and then the two drivers will switch, and the relief driver will drive the student's home. A hotel room will be made available for both drivers. Notify the transportation office if you have any questions about completing the log or concerns about exceeding hour limits.

Submit all forms associated with the trip to the transportation office immediately upon returning from the trip.

Trip Loading and Unloading

Drivers are to be parked at the departure location 10 minutes, but no more than 15 minutes, prior to the scheduled leave time unless otherwise noted. Require coaches/advisors to coordinate changes to trip load times with the transportation office. Always monitor and help passengers load items under the bus to ensure space is used efficiently. Under-bus storage doors should be opened and closed by the driver to ensure that door securement cables are stowed properly. Never proceed to drive the bus with emergency exits blocked by passengers, luggage, equipment, coolers, etc. Never proceed to drive the bus while exceeding the buses passenger capacity. The manufacturer's posted capacity is based on three passengers in every seat. This is rarely possible since passengers also cannot be hanging out into the isles. Generally, this means the bus capacity is two students per seat (grades fourth through twelfth) and three students per seat (grades kindergarten through third). Buses with 24 seats (all of our activity buses and most of our other large buses) would have an effective capacity of 48 to 60 with an average mix of student grades. Most activity trips will have an effective capacity of 48 secondary students.

Trip Meals

Meals are not provided for drivers. Be prepared to purchase meals (see below regarding meal reimbursement). Whenever trips or other assignments require an overnight layover, the school district will reimburse the driver for eligible meals according to board procedure [DKC-R](#) (page).

Trip Passenger Briefing

Before leaving or returning on any trip the driver shall review, with all students and adults on board, the information on the [Trip Briefing Card](#) (see Appendix, Figure 3, page) and the LCSD#2 Emergency School Bus Evacuation Drill checklist (available at the transportation office).

Trip Passenger Manifest

The driver is responsible for making sure there is passenger manifest (provided by the coach or advisor) onboard the bus. Post this list on the front wall above the windshield where EMS technicians can find it easily in the event of an emergency. Ensure the passenger manifest list is updated for returning trips if some students use other means of transportation to get home.

Trip Standards

Board procedure [EEAF-R](#) (page) is the governing document for activity trips. It includes important topics such as, current approved drop-off locations, drop-off requirements when no one is present to pick up students, and family members riding on trips. A thorough knowledge of and adherence to these standards is critical for activity trip drivers. Review it often.

PART 7 – INCIDENTS, COLLISIONS, AND EMERGENCIES

Collision – Driver Responsibilities

For collisions involving possible injuries, **occupied vehicles, cyclists, or pedestrians**, follow the Bus Collision steps in the red Bus Guide to Emergency Preparedness hanging in the driver's area of each bus and referenced below (page).

For collisions with no possibility of injuries involving a **fixed/parked object** do the following:

1. Report collision to the transportation office as soon as possible and complete report upon returning to the garage.
2. Call the police.
 - a. Collect the responding officers name, badge number, and contact phone number.
 - b. Request a police report.
3. Collect digital pictures of all vehicles, property, and scene if you have a camera on your phone and send them to the transportation director.
4. Collect name, insurance information, and contact phone number for all property owners and submit them to the transportation director.
5. Assure the property owners that they will be contacted by the transportation office and give them the phone number 307-885-7146

Collision with Vehicle, Pedestrian, or Bicyclist, Medical Emergency, or Intruder

Office Responsibilities

1. **Identify Team Captain:** In this order until one is present at the office
 - a. Ryan (notify if not present), Cindy, Ty, Sandi, Chevy, Kam, Brandon
 - b. All others present at the office wait for directions from Team Captain
2. **Determine location of bus:** Use Synovia GPS if necessary
3. **Call 911**
4. **Remind driver to refer to the RED emergency flip chart:** turn to the **YELLOW** hard tab
5. **Clear the radio:** There has been a collision, all radio traffic will be initiated from the office only please
6. **Determine proper waiting location nearby:** Use a community stop or another similar place
7. **Respond to Scene:** Send a technician and one other office personnel to the scene.
8. **Notify District Administrator:** Via cell phone or WYOLINK. Decide which administrator will be going to the scene and which administrator will be incident command at the district office. Call staff in this order until one is reached by phone:
 - a. Matt Erickson 887-1528
 - b. Jason Horsley 679-5487
 - c. Kory Hokanson 248-1306
 - d. Nate Wescott 774-3416
 - e. JC Inskeep 248-0322
 - f. District Office 885-3811

9. **Send a Bus:** Dispatch a similar size bus (#1) from the bus garage to the scene and have them wait somewhere near the scene without driving through it and await further instructions.
10. **Send another Bus:** Dispatch a **second** bus (#2) of similar size to the scene, if necessary, based on severity of the collision as soon as one is available after completing their route.
11. **On Scene Protocol** for Transportation Scene Representative – Update District Incident Administrator regularly
 - a. **First Responders:** Check in with the District Administrator and law enforcement Incident Commander.
 - b. **Seating Chart:** Ensure an accurate chart is completed and relayed to the District Office.
 - c. **Bus Conditions:** Ensure that the technician checks the bus for safety hazards.
 - d. **Student Check:** In consultation with the District Administrator, transfer students to bus #1 if needed and authorized by Incident Commander for safety during medical check
 - e. **Driver Check:** Address driver first aid needs if necessary. Relieve driver of student care unless their help is needed. Have them wait in the service truck.
 - f. **First Aid:** Assist with student first aid needs until EMT's arrive.
 - g. **Take pictures of all vehicles involved:** Send them to transportation director.
 - h. **Clearing Scene:** In consultation with the District Administrator, transport students to nearby safe area or staging school after they are released by Incident Commander using bus #2 if needed
12. **Post-Collision Screening:** Ensure that a post-collision drug ([EEAC-R Section V.D.](#), page) and alcohol screening is completed within 8 hours of collision if a vehicle is **towed**, a **citation** may be issued to our driver, anyone is transported from the scene in an **ambulance**, or there is a **fatality**:
 - a. By District contractor at District office if possible
 - i. Sadie Hillstead 248-1839
 - b. By hospital if driver is transported by ambulance
 - i. Driver will need to sign Medical Records Release Form obtainable from hospital
13. **Debrief Driver (and Aide):** Have a district counselor meet with driver and aide.
14. **Workers' Compensation Report:** Have driver and aide contact the district payroll office and complete form.
15. **Collision Report:** Have the driver complete a Wyoming Owner/Operator's Traffic Crash Report as soon as possible.

Emergency Closing of Schools

Emergency closures, delays and early releases will be determined by the superintendent as outlined in board procedure [EBCE-R](#) (page). The transportation office will use the established telephone/email/text messaging system for notifying all staff when schools are closed, delayed in opening, or releasing early due to weather or other emergency conditions. Normally, notification will be given to staff 1 1/2 hours before school is scheduled or planned to start in the event of both cancelation and delayed start. In the event of an early dismissal notification will be given to staff one hour before dismissal time. In the event of a total closure of all schools, transportation personnel are not required to

report for work. In the event of an early dismissal, all staff are requested to report to work if possible. Those who cannot be due to other obligations will be excused. This information will also be broadcast via local media/radio stations and district internet resources.

Emergency Preparedness

Familiarize yourself with the LCSD2 Transportation Guide to Emergency Preparedness flipchart (hard red plastic cover) hanging in each bus. Keep the flipchart readily accessible, but secure from theft always. Report anyone who shows an unusual interest in our emergency response measures. Report the loss of the flipchart immediately. The flipchart is your part in a comprehensive school safety plan. Be prepared so others can carry out their roles. Use your flipchart during drills so you are ready to follow proper steps in an actual crisis.

No emergency response can be perfect for every situation. You must be able to apply these responses with flexibility based upon your assessment of the situation at hand. You should focus most of your pre-crisis efforts on learning the functional protocols (RUN, HIDE, FIGHT) and the Standard Response Protocol (SRP – Hold, Secure, Lockdown, Evacuate, Shelter see [Figure 14](#) on page). This will enable you to carry out incident-specific protocols more efficiently. Forward any comments or suggestions for improvement to the transportation director.

Media Procedure

All information about an incident, collision, or crisis must be reported to Dispatch (Transportation Office) immediately and the Transportation Office will notify the District Administration Office or designee.

Complete information will then be released to the media and the general public through the District Administration Office.

All requests for information by the media will be handled via this procedure. All transportation personnel should avoid being interviewed or providing information to the media and should instead direct such inquiries to the District Administration Office.

Only the Superintendent or District Secretary or their designee provides information to the newspaper, radio, or television representatives.

If you are contacted by a media representative refer them to the District Secretary or their designee. Every effort will be made to handle the request for information efficiently, promptly and thoroughly.

Incidents of Injury or Illness

Definition

A student incident is any occurrence that does not need to be reported on a collision or bus conduct report such as an injury or illness. Examples include, but are not limited to, slips, falls, bloody nose, minor cuts/scrapes, vomiting, etc.

Driver Response

1. **Call 911** and notify Dispatch of any serious injury or illness. Provide the **location** of the bus twice.
2. **Do not move** the sick or injured unless the scene is unsafe.
3. Ensure occupants avoid contact with **bodily fluids**.
4. Provide **first aid** according to your level of training.
5. **Comfort** and reassure the injured or ill person.
6. **Secure the scene** if a crime may have been committed. Do not disturb any evidence.
7. **Move** uninvolved students away from affected areas within the bus if possible.
8. Follow the **Emergency Evacuation** Protocol if necessary.

Disruptive/Unruly Individual

Definition

A student, employee or other person authorized to be on the bus who becomes unruly to the point of disruption of the safe transport of students.

Driver Response

1. Determine the disruptive person(s) and **quickly assess** the degree of their unruly behavior.
2. Calmly, but clearly, call the person(s) by their names, if possible, and give them **clear instructions** to discontinue the behavior. Tell them exactly what you need them to do so you can calm the situation.
3. If the person(s) continue the disruptive behavior and it is appropriate due to the level of disruption, **notify Dispatch** of your situation, provide your **location** twice to confirm and request law enforcement assistance if needed.
4. Follow the **Emergency Evacuation** Protocol if necessary.
5. Follow district procedure **EEAE-R**, Administrative Guidelines for School Bus.

Intruder/Suspicious Person

Definition

An intruder/suspicious person is a person or persons who enters or attempts to enter the bus or is acting in a suspicious manner near a bus stop.

Driver Response

Suspicious Person(s)

1. Note the description and action(s) of suspicious person(s) at or near bus stops and report what you have observed to Dispatch.
2. Request that law enforcement be dispatched to the site if you deem necessary.
3. Do not attempt to approach suspicious persons.

Intruder on or Attempting to Board the Bus

1. If a person or persons not authorized to board your bus tries to enter or remain on the bus, calmly and clearly advise them that they must not enter or must leave the bus.

2. If they refuse to leave the bus or try to force their way onto the bus, immediately notify Dispatch and request law enforcement officers be dispatched. Give your location twice and provide a brief description of the situation.
3. If you feel that it is safe to do so, provide a description of the person(s).
4. If they are trying to pry the doors open and are not in the bus, drive away slowly if it is safe to do so.
5. Watch their hands and scan their person for any visible sign of a weapon.
6. Try to keep students calm while law enforcement responds.
7. Follow the Emergency Evacuation Protocol if necessary.

Emergency Evacuation Protocol

Definition

Bus is stopped due to a collision, mechanical failure, road conditions, or human error, and it is safer for passengers to evacuate than to remain on the bus.

Driver Response

1. **Quickly** assess the situation and remain **calm**.
2. **Notify Dispatch**. Provide the location twice to ensure accuracy.
3. Instruct all occupants to **evacuate** according to the evacuation plan for your bus design and to leave all of their possessions on the bus.
4. Provide direction on specific evacuation procedures, if needed. Evacuate to an area at least **100** feet from the bus (**300** in the event of a hazardous spill).
5. Conduct a thorough **search of the bus** before you exit.
6. Assist **special needs** persons in evacuating.
7. **Take** the keys, first aid kit, seating chart and emergency response guide with you upon evacuating.
8. **Remain alert** to any people or conditions that might pose a danger to evacuees.
9. Once evacuees have reached the evacuation site, develop a **written list** of all evacuees and provide the list to the lead Administrator or his or her designee.
10. Prepare students to **board another bus**, if needed.
11. Report any **missing persons** from your group to the first public safety official to arrive at the site.
12. Follow the **Media Procedure**.
13. Properly **supervise students** under your care.

Bus Collision

Definition

A traffic collision involving a school bus. In the event of a collision involving school transportation, safety of the students and staff is the first priority.

Driver Response

1. **Quickly** assess the situation and remain **calm**.
2. **Notify Dispatch**. Provide the **location** twice to ensure accuracy.
3. Advise Dispatch of any **injuries or specific hazards** created by the collision.
4. Render **first aid** to injured students if you are qualified to do so.

5. Follow the **Emergency Evacuation** Protocol if necessary.
6. Create a **seating chart diagram** listing which students were on the bus and where they were seated at the time of the collision. Indicate injured students.
7. If any students are **transported from the scene**, record who they are and where they are being taken.
8. Follow the **Media Procedure**.
9. **Do not discuss the incident** except with law enforcement unless first cleared to do so by the Transportation Director.

Missing Child

Definition

Indications are that a student who should be at school or on the bus has run away from home, is lost, or has been abducted.

Driver Response

1. Immediately **report** any information that may indicate that a child has ran away, is missing or has been abducted.
2. **If** you witness an apparent abduction, **call 911**, then notify Dispatch.
3. Note and provide any available **information** on the kidnapper's physical and clothing description, vehicle description and tag number if they are in a car, and direction of travel. Also, provide the description of the victim(s).
4. If you are notified that a child who rides your bus is missing, make sure the child is not among passengers loaded on the bus. **Conduct a physical search** of the bus for the child whether it is loaded or not.
5. Follow the **Media Procedure**.

Weapons Use

Definition

Weapons use is defined as the unauthorized discharge of a firearm or other use of a weapon to assault, threaten, or injure another person on or in close proximity to school property.

Driver Response

1. **Call 911** and then notify Dispatch. Advise them of your **location** twice and briefly describe the situation.
2. If use of the weapon occurs on the bus, **park** the bus in a safe location.
3. **Calmly communicate** your instructions to the students.
4. Follow the **Emergency Evacuation** Protocol if necessary.
5. If the perpetrator(s) remain on the bus, **calmly instruct** them to place the weapon(s) on the floor and move away from the weapon(s). Many weapons violators have multiple weapons and other students involved in the situation may also be armed.
6. **Do not attempt** to physically disarm the individual unless human life is in **imminent danger** and there is no opportunity for escape.
7. If possible, **secure** any victim(s) to protect them from further harm.
8. If and when the scene is reasonably secure, render **first aid** to the victim(s), if qualified to do so.

Active Shooter/Hostage Situation

Special Note

During an actual hostage taking, those taken hostage should not attempt to retrieve the bus driver emergency response guide since the plan could be useful to hostage-taker(s). Staff should instead become well versed on this section of the plan.

Definition

When one or more individuals use a weapon, threat of a weapon or threat of violence to hold or move persons against their will.

Driver Response

If you are not among those taken hostage:

1. If you have a safe means to do so, **call 911** or notify Dispatch of the **location** of the incident twice and request law enforcement assistance.
2. Provide the best **description** you can of hostage-taker(s) and indicate what types of weapons are involved.
3. Follow the **Emergency Evacuation** Protocol if necessary.
4. Try to keep students **calm and quiet**.
5. **Follow directions** given by responding law enforcement. Realize you may be handcuffed when law enforcement arrives until they secure the scene.
6. If you have to remain under cover near the incident scene, **be prepared** to evacuate when instructed to do so by law enforcement.

If you are among those taken hostage:

1. **Do not attempt to negotiate** with a hostage-taker.
2. **Do not make suggestions** to a hostage-taker.
3. It is generally **not advisable to attempt to disarm** a hostage-taker or to try to escape.
4. Try to **remain calm** and keep the students under your care as calm and **quiet** as possible.
5. **Ask permission** from the hostage-taker(s) prior to taking any action.
6. Try not to make any unexpected or **sudden movements**.
7. **Follow instructions** given by responding law enforcement.
8. **Do not point out** law enforcement officers if you become aware of their presence.
9. If law enforcement attempts a rescue, **listen** to what officers instruct and do it immediately.

Hazardous Materials Release

Definition

Sheltering-in-place procedures are utilized when there has been a chemical, biological, or radiological incident in proximity to a bus and available information indicates that there is not adequate time to evacuate bus occupants to a safe location before the dangerous contaminants reach the bus.

Driver Response

1. **Close** all windows, doors, and outside air vents.
2. **Turn off** all heating or ventilation systems.
3. **Notify Dispatch** of your situation and **location**.
4. **Follow instructions** of public safety and emergency management officials.

5. Follow the **Emergency Evacuation** Protocol if necessary.
6. Exercise care relating to the transmission of **blood-borne pathogens**.
7. Attempt to obtain the names and locations of any violators, **witnesses and victims**. Forward this information to your Supervisor or responding public safety officials.
8. **Do not question students** about the incident any more than necessary to determine the current level of danger.
9. If a weapon has been dropped or discarded, **secure the area** where it is located. Do not attempt to handle it yourself. Notify your Supervisor and responding law/safety personnel of the location of the weapon.
10. Remember that a weapon(s) use scene is a **crime scene**. No attempt should be made to clean up blood or other evidence without the approval of the law enforcement official.
11. Follow the **Media Procedure**.

Evacuation Drills

According to [Wyoming State Statute, Title 21, Chapter 3, Article 1, Section 131\(b\)\(v\)](#), each school bus driver shall hold an emergency evacuation drill at least twice during each school year. Lincoln County School District #2 conducts a district wide evacuation drill in the Fall to give students who do not ride the bus to and from school an opportunity to be trained in emergency responses due to the likelihood they will ride a school bus for other purposes such as activity trips and field trips. During this district wide training, special needs route evacuation drills are done by route to provide specific drills on a case-by-case basis. Otherwise, students are trained by school and grade.

Each driver is responsible to conduct a second evacuation drill **on each PM run sometime between April 1 and May 15** each school year. Evacuations should be done on school district property. This is to be done using the evacuation drill checklist available in the transportation office. Please submit the certification of evacuation drill on this form as soon as possible after each drill. For students to practice exiting safely and orderly using both the front and side exits, our district will use the following evacuation schedule:

- Use **only the side door** for evacuation drills in Fall
- Use **only the front door** for evacuation drills in the Spring

The spring evacuation drills should only last 2-5 minutes and therefore should not significantly change PM bus stop times. The following evacuation training elements should be repeatedly reviewed regularly with students, one or two elements at a time, throughout the year but specifically during the week leading up to the actual evacuation drill.

Emergency Exit Training

Train all students where all the emergency exits listed below are, how and when to open them, and how to safely exit through them. Teach them to stay low if there is smoke and follow the grooves in the floor to the exits. Discuss which exits to use depending on the conditions and where the most danger is. Exits to discuss may include:

- Main passenger door – Teach students about both the emergency door release and the regular door switch on the bus dashboard.

- Side windows – Teach students that the black side rails on the outside of the bus below the windows can be used as toe holds to help them safely exit. Teach them to stand on the seat, back up to the window and exit one leg at a time.
- Roof hatch (never to be used for drills).
- Side emergency door – Teach students that the door will lock in the open position.
- Rear emergency door (never to be used for drills).

When to Evacuate & Who Decides

In most cases, it is safer for students to remain on the bus. A bus should be stopped and evacuated immediately if any portion of the bus is on fire. If a bus is stopped due to a collision, mechanical failure, road conditions, or human error, the driver must determine immediately whether it is safe for passengers to remain in the bus or to evacuate. Ensure that the bus is visible for 300 feet or more in every direction. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation. An evacuation assistant ([see below](#)) should be trained to make the determination if the bus driver is incapacitated.

Mandatory Evacuations:

- The final stopping point is on the path of any train or adjacent to any railroad track.
- The stopped position of the bus may change and increase the danger.
- The stopped position of the bus is such that there is danger of collision.
- Fire or threat of fire is apparent.
- There is a need to evacuate because of a hazardous material spill.

Fire Extinguisher and First Aid Kit Training

Train students where all fire extinguishers are located and how to use them using the P.A.S.S. method.

- **P**ull the safety pin
- **A**im the hose at the base of the fire
- **S**queeze the lever handle
- **S**weep back and forth at the base of the fire

Teach students where the first aid kits are and what they contain. One of the first aid kits should go with the group evacuating in an actual emergency.

Emergency Two-Way Radio Training

Train students how to use the two-way radio to contact the transportation office in case the driver is incapacitated. Show them the difference between the intercom microphone so they do not confuse the two. Emphasize to them that the button must be pressed a few seconds before they begin talking. Have your evacuation assistants (see below) practice using the radio **during the fall evacuation drill**. Refer to the [Radio Operation and Etiquette](#) (page) section for more details.

Seat Belt Cutter Training

Teach students where the seat belt cutter is located and how to use it. Ensure that the seat belt cutter is located within arm's reach of the driver while seated normally with the seat belt fastened.

Emergency Park Brake, Transmission, Ignition

Demonstrate to students how to put the transmission in neutral and set the emergency brake in case the driver is incapacitated. Have your evacuation assistants ([see below](#)) physically practice this while the bus is already safely stopped.

Evacuation Order and Reminders

Normally passengers will evacuate using the exit(s) furthest away from the danger, therefore, train students to evacuate in an alternating zig-zag pattern row by row starting with the students furthest from the exit (closest to the danger).

Remind students to remain seated with their feet out of the aisle until their turn. Train them to leave all carry-on items on the bus. Teach them to continue directly to a safe waiting place at least 100 feet (300 feet for hazardous spill) from the danger. The waiting place should be upwind if there is a fire. Give them a **landmark** during drills to help them learn to judge distance. Describe what a safe group meeting place would look and be like so they can determine for themselves if needed.

Evacuation Assistants

If a bus driver is incapacitated and unable to conduct an evacuation, at least two students on each run need to be trained to lead an evacuation. These students should be among the most responsible and mature students on the bus. Written consent from a parent should be obtained before assigning a student as an evacuation assistant. Use these drills to teach them to do the following:

- Decide whether to evacuate using the above-mentioned criteria
- Locate and use all emergency equipment: fire extinguisher, first aid kit, and triangles
- Call for help (use the radio, a cell phone, or send two older students together)
- Put the transmission in neutral, turn off the ignition, and apply the parking brake
- Safely and appropriately assist students who may need help exiting

Fires and Fire Extinguisher Use

Evacuate the bus immediately if you see, smell, or suspect there is a fire. Never open the engine compartment door if you suspect a fire. Fire extinguishers on buses are to increase the amount of time available for evacuation not necessarily for putting out fires. They can also be used to break windows out to evacuate smoke. Roof hatches may also be used to clear smoke out.

Incidents

All incidents involving students or staff must be reported on the Incident Report form (available in the transportation office). An incident is any occurrence that does not need to be reported on a collision or Bus Conduct Report such as an injury or illness. Examples include, but are not limited to slips, falls, bloody nose, minor cuts/scrapes, vomiting, etc.

Injuries at work

If you are injured on the job, you must complete a Wyoming Department of Workforce Services, Division of Workers' Compensation, Report of Injury form within 72 hours after the injury. This report can be acquired at the district office from the payroll secretary.

Triangle Placement

According to the [Wyoming Driver License Manual for Commercial & Heavy Vehicles](#) on pages 2.10 & 2.1, if you must stop on a road or the shoulder of any road, you must put out your emergency warning devices within ten minutes. Place your warning devices at the following locations:

- If you must stop on or by a one-way or divided highway, place warning devices 10 feet, 100 feet, and 200 feet toward the approaching traffic (see Appendix, [Figure 4](#), page).
- If you stop on a two-lane road carrying traffic in both directions or on an undivided highway, place warning devices within 10 feet of the front or rear corners to mark the location of the vehicle and 100 feet behind and ahead of the vehicle, on the shoulder or in the lane you stopped in (see Appendix, [Figure 5](#), page).

Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet. If line of sight view is obstructed due to hill or curve, move the rear-most triangle to a point back down the road so warning is provided (see Appendix, [Figure 6](#)).

PART 8 – STATE LAWS GOVERNING SCHOOL TRANSPORTATION

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21-3-131. School bus standards; operators; vehicle operation; liability limited.

- (a) Each district shall establish and maintain minimum standards for persons involved in the operation of school buses, including:
 - (i) Developing a written plan for the selection, training and supervision of persons whose duties involve the transporting of pupils;
 - (ii) Requiring each applicant for a position which duties involve the transporting of pupils to complete and submit an application form that includes a personal and occupational history;
 - (iii) Completing a check of the successful applicant's driving record;
 - (iv) Ensuring the successful applicant has on file with the district a copy of the medical examiner's certificate required by the United States department of transportation, federal motor carrier safety regulations, 49 C.F.R. Part 391.41;
 - (v) Requiring annual training consisting of not less than six (6) hours for persons whose duties involve the operation of school buses.
- (b) Each district shall establish and maintain minimum standards for the operation of school buses, including:
 - (i) All school buses shall undergo a safety inspection not less than two (2) times each school year, with one (1) inspection conducted by a person not employed by the school district. A copy of the inspection reports shall be filed with the local school district;
 - (ii) School bus operators shall perform a daily pre-trip inspection of their vehicles and report promptly any defect or deficiency discovered that may affect the safety of the vehicle's operation or result in its mechanical breakdown. Documentation of the inspections shall be submitted weekly and retained on file with the school district for a period of one (1) year;
 - (iii) Operators of school buses equipped with lap belts shall wear a properly secured lap belt at all times the vehicle is in motion;
 - (iv) Passengers in type A school buses equipped with factory installed lap belts shall wear a properly secured lap belt at all times the vehicle is in motion;
 - (v) At least twice during each school year the driver of each school bus shall hold an emergency evacuation drill. Proper documentation for each drill shall be maintained on file with the school district;
 - (vi) School bus routing and seating plans shall be coordinated to eliminate standing passengers or exceeding the manufacturer's rating capacity for the school bus;
 - (vii) School buses shall operate with lighted headlamps at all times the vehicle is in motion;
 - (viii) The service door of the school bus shall remain closed at all times the vehicle is in motion;

- (ix) Any accident involving a school bus which is required to be reported under W.S. 31-5-1106 shall also be reported to the state department of education on forms approved by the department;
- (x) Effective school year 2016-2017, and each school year thereafter, all school buses transporting students to and from school and to and from student activities, as defined under W.S. 21-13-320(b)(i) and (ii), shall be equipped with an external video system and may be equipped with an internal video system. Equipment specifications shall be prescribed by rule and regulation of the department. Recordings or images from a video system installed under this paragraph shall not be a public record under the Wyoming Public Records Act, W.S. 16-4-201 through 16-4-205. Recordings or images may be entered into evidence for a violation of W.S. 31-5-507(a) as provided in W.S. 31-5-507(e) and may be discoverable for other criminal actions. Recordings or images made from a video system under this paragraph shall be destroyed within one (1) year of the date the recording was made.
- (c) Evidence of a person's failure to wear a lap or seat belt on a school bus if required under state or federal law or the failure of a school bus driver to require a passenger to wear a lap or seat belt as required under W.S. 31-5-1402(a), shall not be admissible in any civil action or for the purposes of W.S. 31-5-1402(a).

21-7-401. Boards of trustees to require criminal history background information.

The board of trustees of each school district within the state shall require any employee initially hired by the school board on or after July 1, 1996, who may have access to minors to submit to fingerprinting for the purpose of obtaining state or national criminal history record information before employment. The provisions of this section shall not apply to persons certificated under W.S. 21-2-802 who have met the requirements of this section pursuant to the certification process.

31-5-210. Following too closely.

- (a) The driver of a vehicle shall not follow another vehicle more closely than is reasonable and prudent, having due regard for the speed of the vehicles and the traffic upon and the condition of the highway.
- (b) The driver of any vehicle when traveling upon a roadway outside of a business or residence district, and which is following another vehicle shall, whenever conditions permit, leave sufficient space so that an overtaking vehicle may enter and occupy the space without danger.
- (c) Motor vehicles being driven upon any roadway outside of a business or residence district in a caravan or motorcade whether or not towing other vehicles shall be so operated as to allow sufficient space between each vehicle or combination of vehicles so as to enable any other vehicle to enter and occupy such space without danger. This provision shall not apply to funeral processions.

31-5-214. Required position and method of turning at intersections.

- (a) The driver of a vehicle intending to turn shall do so as follows:

- (i) Right turns: Both the approach for a right turn and a right turn shall be made as close as practicable to the right-hand curb or edge of the roadway;
- (ii) Left turns: The driver of a vehicle intending to turn left shall approach the turn in the extreme left-hand lane lawfully available to traffic moving in the direction of travel of the vehicle. Whenever practicable the left turn shall be made to the left of the center of the intersection and so as to leave the intersection or other location in the extreme left-hand lane lawfully available to traffic moving in the same direction as the vehicle on the roadway being entered;
- (iii) Two-way left turn lanes: Where a special lane for making left turns by drivers proceeding in opposite directions has been indicated by official traffic-control devices:
 - (A) A left turn shall not be made from any other lane;
 - (B) A vehicle shall not be driven in the lane except when preparing for making a left turn from or onto the roadway or when preparing for a U-turn when otherwise permitted by law.
- (b) The highway department and local authorities in their respective jurisdictions may cause official traffic-control devices to be placed and thereby require and direct that a different course from that specified in this section be traveled by turning vehicles and when the devices are so placed no driver shall turn a vehicle other than as directed and required by the devices.

31-5-507. Meeting or passing stopped school bus; markings and visual signals.

- (a) The driver of a vehicle upon meeting or overtaking from either direction any stopped school bus shall stop before reaching the school bus when there is in operation on the school bus the flashing red lights as specified in W.S. 31-5-929 and the driver shall not proceed until the school bus resumes motion or the flashing red lights are no longer actuated.
- (b) Every school bus shall bear upon the front and rear thereof plainly visible signs containing the words "school bus" in letters not less than eight (8) inches in height, and in addition shall be equipped with red visual signals meeting the requirements of W.S. 31-5-929, which shall be actuated by the driver of the school bus whenever the vehicle is stopped and is receiving or discharging school children in designated school bus loading areas. When stopped to receive or discharge school children, the school bus driver shall keep the bus as far to the right of the roadway as reasonable. Except at a crosswalk, no school bus shall receive or discharge school children upon a roadway with four (4) or more lanes if the child would be required to cross a lane. The board of trustees of a school district may waive the requirement in this subsection that school bus drivers actuate visual signals if:
 - (i) The board finds the safety of children is not jeopardized; and
 - (ii) The bus is not on a public roadway.
- (c) Before a school bus is sold by a school district all legal markings on the bus indicating it was once a school bus shall be concealed with paint unless sold to another school district in Wyoming.

- (d) The driver of a vehicle upon a highway with separate roadways need not stop upon meeting or passing a school bus which is on a different roadway or when upon a controlled-access highway and the school bus is stopped in a loading zone which is a part of or adjacent to the highway and where pedestrians are not permitted to cross the roadway.
- (e) A recording of images produced by a video system equipped on a school bus under W.S. 21-3-131(b)(x) shall be prima facie evidence of the facts contained in it. A recorded image evidencing a violation of subsection (a) of this section shall be admissible in a judicial or administrative proceeding to adjudicate liability for the violation. If the identity of the driver of a vehicle that violates subsection (a) of this section is unknown, the registered owner of the vehicle recorded by a video system as provided in this subsection shall be fined one hundred ninety-five dollars (\$195.00) provided that:
 - (i) A fine issued to a registered owner of a vehicle under this subsection shall not be considered a moving violation for the purpose of suspending a driver's license under W.S. 31-7-129 and shall not be considered a conviction under W.S. 31-5-1201 or as a prior conviction for any other purpose; and
 - (ii) It shall be a defense to enforcement of a fine issued under this subsection that the registered owner of the vehicle:
 - (A) Did not provide express or implied consent to the person who was operating the vehicle at the time of the violation; or
 - (B) Transferred ownership of the vehicle to a new owner prior to the observed violation.

31-5-509. Requirements before leaving motor vehicle unattended.

No person driving or in charge of a motor vehicle shall permit it to stand unattended without first stopping the engine, locking the ignition, removing the key from the ignition, effectively setting the brake thereon and, when standing upon any grade, turning the front wheels to the curb or side of the highway.

31-5-510. Railroad crossings generally.

- (a) Whenever any person driving a vehicle approaches a railroad grade crossing under any of the circumstances stated in this section, the driver of the vehicle shall stop within fifty (50) feet but not less than fifteen (15) feet from the nearest rail of the railroad, and shall not proceed until he can do so safely. The foregoing requirements apply when:
 - (i) A clearly visible electric or mechanical signal device gives warning of the immediate approach of a railroad train or other on-track equipment;
 - (ii) A crossing gate is lowered or a flagman gives or continues to give a signal of the approach or passage of a railroad train or other on-track equipment;
 - (iii) A railroad train or other on-track equipment approaching a highway crossing emits an audible signal in accordance with federal railroad administration requirements and the railroad train or other on-track equipment, by reason of its speed or nearness to the crossing, is an immediate hazard;
 - (iv) An approaching railroad train or other on-track equipment is plainly visible and is in hazardous proximity to the crossing.

- (b) No person shall drive any vehicle through, around, or under any crossing gate or barrier at a railroad crossing while the gate or barrier is closed or is being opened or closed.

31-5-511. Stopping requirements for certain vehicles at railroad crossings.

- (a) The driver of any motor vehicle carrying passengers for hire, or of any school bus whether empty or carrying school children, or of any vehicle carrying a cargo or part of a cargo required to be placarded under United States department of transportation regulations, before crossing at grade any track or tracks of a railroad, shall:
- (i) Actuate the vehicle's four-way hazard flashers prior to stopping at the grade crossing;
 - (ii) Stop the vehicle within fifty (50) feet but not less than fifteen (15) feet from the nearest rail of the railroad;
 - (iii) While stopped, listen and look in both directions along the track for any approaching train or other on-track equipment and for signals indicating the approach of a train or other on-track equipment and not proceed until he can do so safely;
 - (iv) Upon proceeding, cross the tracks without manually shifting gears and only in a gear of the vehicle which does not require manually changing gears while traversing the crossing; and
 - (v) After crossing the tracks, cancel the four-way hazard flashers.
- (b) Except for school buses which will stop at all railroad crossings, this section shall not apply at:
- (i) Any railroad grade crossing at which traffic is controlled by a police officer or flagman;
 - (ii) Any railroad grade crossing at which traffic is regulated by a traffic-control signal;
 - (iii) Any railroad grade crossing protected by crossing gates or an alternately flashing light signal intended to give warning of the approach of a railroad train or other on-track equipment;
 - (iv) Any railroad grade crossing at which an official traffic-control device gives notice that the stopping requirement imposed by this section does not apply.
- (c) The highway department may adopt such regulations as may be necessary describing additional vehicles which must comply with the stopping requirements of this section.

31-5-929. School buses.

- (a) Every school bus shall, in addition to any other equipment and distinctive markings required by this act, be equipped with signal lamps mounted as high and as widely spaced laterally as practicable, which shall display to the front two (2) alternately flashing red lights located at the same level and to the rear two (2) alternately flashing red lights located at the same level, and these lights shall be visible at five hundred (500) feet in normal sunlight.
- (b) Any school bus shall, in addition to the lights required by subsection (a) of this section, be equipped with yellow signal lamps mounted near each of the four (4) red lamps and at the same level but closer to the vertical centerline of the bus, which shall display two

- (2) alternately flashing yellow lights to the front and two (2) alternately flashing yellow lights to the rear, and these lights shall be visible at five hundred (500) feet in normal sunlight. These lights shall be displayed by the school bus at least one hundred (100) feet, but not more than five hundred (500) feet, before every stop at which the alternately flashing red lights required by subsection (a) of this section will be actuated.
- (c) The superintendent is authorized to adopt standards and specifications applicable to lighting equipment on and special warning devices to be carried by school buses consistent with this act, but supplemental thereto. The standards and specifications shall correlate with and, so far as possible, conform to the specifications then current as approved by the Society of Automotive Engineers.

31-5-955. Windshields and wipers.

- (a) No person shall drive any motor vehicle with any sign, poster or other material or substance upon or crack within the front windshield, side or rear windows of the vehicle which materially obstructs, obscures or impairs the driver's clear view of the highway or any intersecting highway.
- (b) The windshield on every motor vehicle shall be equipped with a device for cleaning rain, snow or other moisture from the windshield, which device shall be so constructed as to be controlled or operated by the driver of the vehicle. This subsection shall apply to multipurpose vehicles as defined in W.S. 31-1-101(a)(xv)(M) when equipped with a windshield and an enclosed cab.
- (c) Every motor vehicle shall be equipped with a windshield and a windshield wiper which shall be maintained in good working order.

31-5-970. Required safe mechanical condition.

No person shall drive or move on the highway any vehicle, including vehicles referenced in W.S. 31-5-901(c), unless the equipment upon the vehicle is in good working order and adjustment as required in this act and unless the vehicle is in such safe mechanical condition as not to endanger the driver or other occupant or any person upon the highway.

31-7-301. Notification required by driver.

- (a) Any driver of a commercial motor vehicle holding a driver's license issued by this state, who is convicted of violating any state or federal law or local ordinance relating to motor vehicle traffic control, in any state, or of violating any federal, provincial, territorial or municipal laws of Canada, other than parking violations, shall notify the department in writing, and shall also notify his employer in writing, within thirty (30) days of the date of the conviction.
- (b) A driver whose driver's license is suspended, revoked or canceled by any state, who loses the privilege to drive a commercial motor vehicle in any state for any period, or who is disqualified from driving a commercial motor vehicle for any period, shall notify his employer of the action taken before the end of the business day following the day the driver received notice of the action.
- (c) A person who applies to be a commercial motor vehicle driver shall provide the employer, at the time of the application for employment, with the following information for the ten (10) year period preceding the date of application in a sworn statement:

- (i) A list of the names and addresses of the applicant's previous employers for which the applicant was a driver of a commercial motor vehicle;
- (ii) The dates between which the applicant drove for each employer; and
- (iii) The reason for leaving each employer.

31-7-302. Employer responsibilities.

- (a) Each employer must require the applicant to provide the information required in W.S. 31-7-301.
- (b) No employer may knowingly allow, permit or authorize a driver to drive a commercial motor vehicle, unless exempted pursuant to the terms of this chapter, during any period in which the driver has:
 - (i) Not been licensed to drive a commercial vehicle;
 - (ii) A driver license suspended, revoked or canceled by a state;
 - (iii) Lost the privilege to drive a commercial motor vehicle in a state;
 - (iv) Been disqualified from driving a commercial motor vehicle; or
 - (v) More than one (1) driver license.

31-7-304. Issuance; classifications and endorsements.

- (a) Commercial driver's licenses may be issued with the following classifications and endorsements. The holder of a valid commercial driver's license may drive all vehicles in the class for which that license is issued and all lesser classes of vehicles except motorcycles and vehicles which require a separate endorsement, unless the proper endorsement appears on the license:
 - (i) Classifications:
 - (A) Class "A" consists of any combination of vehicles with a gross combination weight rating of twenty-six thousand one (26,001) pounds or more, provided the gross vehicle weight rating of the vehicle or vehicles being towed is in excess of ten thousand (10,000) pounds;
 - (B) Class "B" consists of any single vehicle with a gross vehicle weight rating of twenty-six thousand one (26,001) or more pounds, or any such vehicle towing a vehicle which is not in excess of ten thousand (10,000) pounds;
 - (C) Class "C" consists of any single vehicle or combination of vehicles that does not meet the definition of a class "A" or class "B" vehicle as contained herein, but that either is designed to transport sixteen (16) or more passengers including the driver or is placarded for transportation of hazardous materials.
 - (ii) The following driver's license endorsements are special authorizations permitting the driver to operate certain types of motor vehicles or transport certain types of cargo if the endorsement is displayed on the driver's license:
 - (A) "H" authorizes the operation of a vehicle transporting hazardous materials;
 - (B) "N" authorizes the operation of a vehicle which is designed to transport as its primary cargo any liquid, bulk or gaseous material within a tank having a

designed capacity of one thousand (1,000) gallons or more and attached to the vehicle;

- (C) "P" authorizes the driver to operate a bus or any motor vehicle as defined in W.S. 31-7-102(a)(iii) used for the transportation of passengers, providing the licensed driver has attained the age of eighteen (18) years;
 - (D) "T" authorizes a class "A" vehicle to be operated while pulling more than one (1) trailer;
 - (E) "X" represents a combination of "H" and "N" endorsements;
 - (F) Repealed By Laws 2004, Chapter 11, § 2.
 - (G) "S" authorizes the driver to operate a bus or any motor vehicle as defined in W.S. 31-7-102(a)(iii) used for the transportation of preschool, elementary or secondary school students from home to school, school to home or to and from school sponsored events.
- (b) Before issuing a commercial driver's license, the department shall obtain driving record information through the commercial driver license information system, through the National Driver Register, and from each state in which the person has been licensed.
 - (c) Within ten (10) days after issuing a commercial driver's license, the department shall notify the commercial driver license information system of the issuance and provide all information required to ensure identification of the person.
 - (d) The commercial driver's license shall expire as provided by W.S. 31-7-119.
 - (e) When applying for renewal of a commercial driver's license, the applicant must complete the application form required by W.S. 31-7-111 and provide updated information and required certifications. The written test for a hazardous materials endorsement must be taken and passed if the person wants to retain an "H" endorsement.
 - (f) Before issuing or renewing a commercial driver's license or at any time before an applicant's current federal medical qualification certificate expires, the department shall require that the applicant present a current federal medical qualification certificate.
 - (g) Before applying for a commercial driver's license, an applicant shall have held a commercial learner's permit in this state or another state for not less than fourteen (14) days.

31-7-305. Disqualification and cancellation; right to a hearing.

- (a) Any person is disqualified from driving a commercial motor vehicle for a period of not less than one (1) year if convicted of a first violation arising from separate incidents of:
 - (i) Driving or in actual physical control of a motor vehicle under the influence of alcohol or a controlled substance to a degree which renders him incapable of safely driving a motor vehicle;

- (ii) Driving or in actual physical control of a commercial motor vehicle while the alcohol concentration of the person's blood, breath or other bodily substance is four one-hundredths of one percent (0.04%) or more;
 - (iii) Knowingly and willfully leaving the scene of an accident involving a motor vehicle driven by the person;
 - (iv) Using a motor vehicle in the commission of any felony;
 - (v) Refusal to submit to a test to determine the driver's alcohol concentration while driving or in actual physical control of a motor vehicle;
 - (vi) Driving a commercial vehicle when, as a result of prior convictions, the driver's driving privileges are cancelled, suspended or revoked, or the driver is disqualified from operating a commercial motor vehicle;
 - (vii) Causing a fatality through the negligent operation of a commercial vehicle, including but not limited to homicide by motor vehicle, negligent homicide, motor vehicle manslaughter or a similar local ordinance or similar state law from another jurisdiction;
 - (viii) Driving or being in actual physical control of a motor vehicle while the alcohol concentration of the person's blood, breath or other bodily substance is eight one-hundredths of one percent (0.08%) or more; or
 - (ix) Violating any local ordinance or state law in another jurisdiction which is substantially similar to any of the violations listed in this subsection.
- (b) If any of the violations provided in subsection (a) of this section occurred while transporting a hazardous material required to be placarded in accordance with 49 C.F.R. §§ 172.500 through 172.558, the person is disqualified for a period of not less than three (3) years.
 - (c) A person may be disqualified for life if convicted of two (2) or more violations of any of the offenses specified in subsection (a) of this section or any combination of those offenses arising from two (2) or more separate incidents. Only offenses committed after the effective date of this act apply to this subsection.
 - (d) The department shall issue regulations establishing guidelines and conditions under which a disqualification for life under subsection (c) of this section may be reduced to a period of not less than ten (10) years. The guidelines and conditions shall be in compliance with the Commercial Motor Vehicle Safety Act of 1986, P.L. 99-570.
 - (e) A person may be disqualified from driving a commercial motor vehicle for life who uses a motor vehicle in the commission of any felony involving the manufacture, distribution or dispensing of a controlled substance, or possession with intent to manufacture, distribute or dispense a controlled substance.
 - (f) A person may be disqualified from driving a commercial motor vehicle for a period of not less than sixty (60) days if convicted of two (2) serious traffic violations or one hundred twenty (120) days if convicted of three (3) serious traffic violations, committed in a motor vehicle arising from separate incidents occurring within a three (3) year period.

- (g) A driver who is convicted of violating an out-of-service order may be disqualified for a period of:
- (i) Not less than one hundred eighty (180) days nor more than one (1) year if the driver is convicted of a first violation of an out-of-service order;
 - (ii) Not less than two (2) years nor more than five (5) years if, during any ten (10) year period, the driver is convicted of two (2) separate violations of out-of-service orders in separate incidents;
 - (iii) Not less than three (3) years nor more than five (5) years if, during any ten (10) year period, the driver is convicted of three (3) or more violations of out-of-service orders in separate incidents;
 - (iv) Not less than one hundred eighty (180) days nor more than two (2) years if the driver is convicted of a first violation of an out-of-service order while transporting hazardous materials required to be placarded under the Hazardous Materials Transportation Act, 49 U.S.C. § 5101 et seq., or while operating motor vehicles designed to transport more than fifteen (15) passengers, including the driver. A driver is disqualified for a period of not less than three (3) years nor more than five (5) years if, during any ten (10) year period, the driver is convicted of any subsequent violations of out-of-service orders, in separate incidents, while transporting hazardous materials required to be placarded under the Hazardous Materials Transportation Act, or while operating motor vehicles designed to transport more than fifteen (15) passengers, including the driver.
- (h) For offenses specified in this subsection relating to a railroad-highway crossing, a person who holds, or is required to have, a commercial driver's license is disqualified from driving a commercial motor vehicle for a period of sixty (60) days if convicted of a first offense under this subsection, for a period of one hundred twenty (120) days if convicted of a second offense under this subsection in a separate incident within a three (3) year period, or for a period of one (1) year for a third or subsequent conviction under this subsection within a three (3) year period for driving a commercial motor vehicle in violation of state or local law or regulation pertaining to one (1) of the following offenses at a railroad-highway crossing:
- (i) For drivers who are not required to stop at all railroad-highway crossings, failing to slow down and check that the tracks are clear of an approaching train or other on-track equipment;
 - (ii) For drivers who are not required to stop at all railroad-highway crossings, failing to stop before reaching the crossing if the tracks are not clear;
 - (iii) For drivers who are always required to stop at all railroad-highway crossings, failing to stop before driving onto the crossing;
 - (iv) For all drivers, failing to have sufficient space to drive completely through the crossing without stopping;
 - (v) For all drivers, failing to obey a traffic control device or the directions of an enforcement official at the crossing; or

- (vi) For all drivers, failing to negotiate a crossing because of insufficient undercarriage clearance.
- (j) After suspending, revoking, disqualifying or canceling a commercial driver license, the state licensing authority shall update its records to reflect that action within ten (10) days. After suspending, revoking, disqualifying or canceling a nonresident commercial driver's privileges, the department shall notify the licensing authority of the state which issued the commercial driver license within ten (10) days.
- (k) Before a person is disqualified from driving a commercial motor vehicle under this act, the department shall notify the person and provide an opportunity for a hearing and appeal in accordance with the provisions of W.S. 31-7-105.
- (m) A disqualification under this section does not affect the department's authority to suspend, revoke, cancel or deny a license under any other law.
- (n) Repealed By Laws 2011, Ch. 31, § 2.
- (o) A person may be disqualified from driving a commercial motor vehicle, or the department may downgrade a person's commercial driver's license to a noncommercial driver's license, if the person fails to provide a current federal medical qualification certificate when requested by the department.
- (p) If an applicant for a commercial driver's license or a commercial learner's permit has been found to have made a false application or been convicted of making a false application, the applicant may have his commercial driver's license or commercial learner's permit cancelled and be disqualified from operating a commercial motor vehicle for a period of sixty (60) days.
- (q) Upon the department receiving credible information that the holder of a commercial driver's license or commercial learner's permit is suspected of obtaining the license in a fraudulent manner, the state shall notify the license holder in writing at the address on file that they have thirty (30) days to contact the department and schedule retesting. The notification shall specify what tests must be retaken. If the license holder does not contact the department, does not take the test required or fails any rescheduled test, the license holder shall have his license cancelled. Once cancelled, the license holder shall be required to reapply to the department to obtain a commercial driver's license or commercial learner's permit.

31-7-306. Commercial drivers prohibited from operating with any alcohol in system.

- (a) Notwithstanding any other provision of this title, a person may not drive, operate or be in physical control of a commercial motor vehicle while having alcohol in his system.
- (b) A person who drives, operates or is in physical control of a commercial motor vehicle while having alcohol in his system as provided by W.S. 31-7-307 shall be placed out-of-service for twenty-four (24) hours.

31-7-307. Implied consent requirements for commercial motor vehicle drivers.

- (a) A person who drives or is in actual physical control of a commercial motor vehicle within this state is deemed to have given consent, subject to the provisions of this section to a chemical test or tests of his blood, breath or urine for the purpose of determining alcohol or controlled substance concentration in his blood.

- (b) The test or tests shall be administered at the direction of a peace officer, who has probable cause to believe that the driver was driving or in actual physical control of a commercial motor vehicle in this state while having alcohol or a controlled substance in his system. The peace officer who requires a test pursuant to this section may direct that the test shall be of blood, breath or urine. However, if the officer directs that the test be of the person's blood or urine, the person may choose whether the test shall be of blood or urine. The person has this option unless the peace officer has probable cause to believe there is a controlled substance which is not subject to testing by a blood or breath test in which case a urine test may be required.
- (c) For tests required under this section, the person shall be advised that:
- (i) Repealed By Laws 2011, Ch. 178, § 2.
 - (ii) If the results of the test indicate a blood alcohol concentration of four one-hundredths of one percent (0.04%) or more, it shall result in a disqualification for a period of not less than one (1) year to life;
 - (iii) If the results of the test indicate a blood alcohol concentration of less than four one-hundredths of one percent (0.04%), he shall be placed out-of-service for twenty-four (24) hours;
 - (iv) He may go to the nearest hospital or clinic and secure any or all required tests at his own expense or any remaining required tests shall be administered by a person at a place and in a manner prescribed by and at the expense of the agency employing the peace officer.
- (d) Results of tests obtained at the person's expense shall be made available to the peace officer and the person. Disclosure of the test results by the person administering the test is not a violation of the doctor-patient relationship.
- (e) Any person dead, unconscious or otherwise in a condition rendering him incapable of cooperating with the administration of the tests is deemed to have given his consent provided for in this section, and the tests may be administered subject to this section. A chemical test designated by the agency employing the peace officer may also be administered to a person who refuses to take a test upon issuance of a search warrant, including a remotely communicated search warrant, as provided in W.S. 31-6-102(d). A remotely communicated search warrant shall be valid only for purposes specified in this subsection.
- (f) If the person refuses testing or is administered a test which discloses an alcohol concentration of four one-hundredths of one percent (0.04%) or more by weight of alcohol in the person's blood the peace officer shall submit a signed statement to the department. The statement submitted by the officer shall contain:
- (i) His probable cause to believe the person was driving or in actual physical control of a commercial vehicle:
 - (A) In this state;
 - (B) With alcohol or a controlled substance in his system.
 - (ii) That a test was requested pursuant to this section; and

- (iii) That the person refused to submit to a test or submitted to a test which disclosed an alcohol concentration of four one-hundredths of one percent (0.04%) or more.
- (g) Upon receipt of the signed statement of a peace officer submitted under subsection (f) of this section, the department shall disqualify the driver from driving a commercial motor vehicle under W.S. 31-7-305 subject to the hearing provision therein.
- (h) A timely request for a hearing shall stay the disqualification until the order following the hearing is entered provided the stay of disqualification is effective only so long as there is no disqualification for a similar violation during the hearing and appeal period.
- (j) At the conclusion of a hearing, the hearing examiner shall order the disqualification be rescinded or sustained. The scope of the hearing shall be limited to the issues of:
 - (i) Whether the peace officer had probable cause to believe the person was driving or in actual physical control of a commercial vehicle with alcohol or a controlled substance in his system;
 - (ii) Whether the results of a test indicated there was at least four one-hundredths of one percent (0.04%) of alcohol in the person's blood; and
 - (iii) Whether the person had been given the advisement required in subsection (c) of this section.
- (k) Prehearing discovery available to any party is limited to access to the notice of disqualification, signed statement, and any accompanying documentation submitted by the peace officer. Other types of discovery available under other laws are not available under this section.
- (m) If a person under arrest refuses to submit to a chemical test under this section, evidence of the refusal is admissible in any administrative, civil or criminal action or proceeding arising from acts alleged to have been committed while driving or in actual physical control of a commercial vehicle.
- (n) W.S. 31-6-102(g), 31-6-104(c), 31-6-105(a), (b) and (e) and 31-6-106 apply to this section.

31-7-309. Driving record information to be furnished.

- (a) Notwithstanding any other provision of law, the department shall furnish full information regarding the driving record of any person:
 - (i) To the driver license administrator of any other state or province or territory of Canada requesting the information;
 - (ii) To any employer or prospective employer upon request and payment of the required fee;
 - (iii) To insurers upon request and payment of the required fee.
 - (iv) To a transportation network company to evaluate a prospective transportation network company driver as required by W.S. 31-20-106 upon payment of the required fee.
- (b) The department shall determine the amount of the fee prescribed by this section to cover the actual cost of providing the information.

31-7-313. Temporary commercial driver license; fees.

If a person has his driving privileges suspended or revoked for a violation committed while driving a noncommercial vehicle the department shall not issue a temporary commercial driver's license to be used by the person to drive a commercial motor vehicle for the period of the suspension or revocation. The department may issue a noncommercial temporary license as specified in W.S. 31-7-105 if the person is otherwise eligible. The fee for the temporary license shall be the same as for a noncommercial driver's license under W.S. 31-7-113(a).

PART 9 - TRAINING

Air Brake Tests

Report any deficiencies, issues or concerns to a technician immediately. The first three tests are not part of the CDL test but provide valuable information regarding air system health.

Governor Check

Start the engine and allow air pressure to build. Watch gauges for the air compressor to stop pumping. This should occur at about 120 to 125 psi. Pump the service brake pedal and watch for the air compressor to start pumping again. This should occur at about 90 to 100 psi.

Pressure Build Check

Continue pumping the service brake pedal until pressure falls below 85 psi. With the engine running at high idle, watch the gauges and time how long it takes to build pressure from 85 psi to 100 psi. Since school buses have oversized air tanks this could take up to about one minute.

Air Leakage Check

Allow pressure to build back up to 125 psi. Turn off the engine and turn the key back to the “on” position. **Release the parking brake (chock the wheels if needed to prevent rolling).** Watch the gauges and time the rate of pressure loss. This should be less than 2 psi in one minute.

Press and Hold Check (beginning of CDL test)

With the engine still off and the key on, apply firm pressure to the service brake pedal and hold it down while watching the gauges and time the rate of pressure loss. After the initial pressure drop, the rate should not be more than 3 psi in one minute.

Low Pressure Warning Check

With the engine still off and the key on, pump down the pressure until the low-pressure alarm sounds and the low-pressure light illuminates. This should occur before 60 psi.

Emergency Brake Check

Continue pumping down the pressure and watch for the parking brake to automatically set (yellow knob pops out). This should occur between 40 and 20 psi.

Parking Brake Check

Restart the engine and allow the pressure to build above 100 psi. With the parking brake set and a safe space in front of the bus, shift into gear and gently pull (no more than 1200 RPM) against the brake to see if it will hold.

Service Brake Check

With normal air pressure, move the bus forward slowly (no more than 5 MPH) and firmly apply the service brake pedal (not by pulling the parking brake knob). Watch and feel for any pulling, shaking, jerking, or delay in stopping action.

Emergency Exits and Access Panels

Emergency doors and windows should be fully opened and closed daily to ensure they are accessible. It is not enough to test the latch and buzzer. Roof hatches should be fully opened and

closed daily whenever it is not raining or snowing, and the roof is not snow covered. Side door access and compartment doors should be fully opened and closed regularly to ensure they remain accessible. Lubricate hinges and latches as needed.

Engine Start-up and Shut-down

Always wait for the “wait to start” light to go out before starting the engine. Only operate the engine at low idle until engine oil pressure and coolant temperature are in the normal range. This will take several minutes. Never “rev” the engine during this time. Always turn off all accessories (heated steps and mirrors, all fans, etc.) before shutting the engine off. Always turn off the high idle and allow the engine to low idle for at least one minute before shutting the engine off. Shutting the engine off at a higher RPM than low idle could damage engine components as they continue to spin and move without oil pressure.

Pre-Trip Test Inspection Narrative

General

As I approach the bus, I am checking the overall look of the bus. I am looking at the balance of the body for possible spring, shock, or tire problems (equal gap between top of tires and wheel well); looking for broken glass from windows or lights; looking under the bus for puddles or any dripping fluids; looking for anything hanging down where it shouldn't be; looking for all body damage or anything out of the ordinary.

Engine Compartment (see Appendix, page , Figure 7)

I will start my inspection with the engine compartment. When I open the engine compartment, I visually scan the engine for obvious problems and the ground under the rear of the bus for evidence of any leaks. Starting from right to left, I will inspect the radiator and coolant reservoir (1) for leaks as well as the visible coolant level (holding a flashlight up to the reservoir may be necessary). I am also inspecting the hoses and clamps for any sign of seepage, leaks, cuts, or bulges. I will inspect the power steering reservoir (2), hydraulic hoses and lines, and visible fluid level. I am checking the fan belt (3 - if equipped) to see and that it is not cracked or frayed on the edges. I'll push on the belt to confirm that the automatic belt tensioner (4) is operating properly. I'll check to make sure the gear driven air compressor (5) and gear driven power steering pump (6) are securely mounted and are not leaking. I will inspect their hoses and lines for cracks or bulges. I will also check that the air conditioning compressor (7 - if equipped) is securely mounted, its automatic tensioner is operating properly, and its hoses and lines are free of cuts and bulges. I will check that the belt driven water pump (8) is securely mounted and not leaking. I will inspect the alternator belt (9) for cracks and frays as well as its automatic tensioner (10). I'll check the alternator (11) to see that it is securely mounted, the wires are securely attached and the insulation on the wires isn't cracked or worn. I will now check the engine oil level (12) by pulling out the dipstick, wiping it clean, reinserting it and pulling it back out to see if it reads at the full mark before again reinserting it. I will ensure that the dipstick is twist locked. Once again, I will scan all the hoses, belts, and wires (particularly those coming to and from the fuse panel box [13]) for leaks, cracks, cuts, wear, or any other damage paying particular attention to abrasive wear at attachment points (zip ties and clamps). I will now close the engine compartment and make sure it is securely latched.

Battery Compartment

Next, I will open the battery compartment (right side behind rear tires) and see that the battery tray rolls out smoothly, the batteries are secure, the cables are in good condition, there are no visible leaks, and that the connections do not show signs of excessive corrosion.

Entry

At the doorway, I check the door glass for any cracks or moisture, and check for smooth operation of the door hinges. I make sure the steps are clear of ice or any other obstructions, and the handrail is securely mounted. As I enter, I look under the seats for trash or lost items. Next, I will check the front emergency equipment. The first aid kit and body fluid kit should both be fully stocked and securely mounted. I'll check the fire extinguisher for 5 things: it is securely mounted, the pin is securely in its proper place, the gauge arrow registers in the green portion of the site glass, the inspection tag punch date is within the last 12 months, and the back of the tag has been initialed within the last 30 days. I'll open the reflector box and verify that all three emergency reflective triangles are present. I will check to make sure I have spare fuses and that the registration and insurance cards are current and in place. I will switch the emergency passenger door bypass lever to close the passenger door.

Start Up

Before being seated, I will check the driver's seat and seat belt for secure mounting. I'll also inspect the seat belt for cuts or frays. Next, I will check to see that the park brake is set so I can safely start the engine. I will turn the key to the "on" position and watch the instrument cluster to ensure all the lights and gauges come on and go back off. I'll wait for the "wait to start" light to go out before starting the engine. Then I'll start the engine, check for excess play in the steering wheel, and check all the gauges and indicators from right to left. The oil pressure should read between 30 and 50 psi (between $\frac{1}{4}$ and $\frac{1}{2}$). It will be higher with colder ambient outside temperatures and will drop as the engine warms up. The air pressure gauges should indicate that air pressure is building. The fuel gauge reads at least half full. The digital voltmeter reads between 13 and 15 volts. The engine coolant temperature gauge will take several minutes to start to rise. I will start the auxiliary coolant heater (if equipped) if the programmed timer did not already start it. Next, I will engage the high idle and turn on the headlights. I will check both high and low beam as well as the dashboard indicator. Now I will turn on the strobe light, hazard lights and yellow 8-way lights and ensure each corresponding dashboard indicator is operational. I'll ask someone outside the bus to check my front yellow 8-way lights if I cannot see them in the crossing mirrors.

Passenger Area

As I walk to the back of the bus, I'll check each seat bottom and back by pulling or pushing on them. I'll check that the rear emergency door is operable, and that the warning buzzer sounds when I open it. I'll lean out the back to see that the yellow 8-way and hazard lights are working. I'll then check the rear emergency equipment. The first aid kit must be fully stocked and securely mounted. I'll check the fire extinguisher for 5 things: it is securely mounted, the pin is securely in its proper place, the gauge arrow registers in the green portion of the site glass, the inspection tag punch date is within the last 12 months, and the back of the tag has been initialed within the last 30 days.

On the way, back to the front of the bus I will check the emergency exit windows, doors, and roof hatches for ease of operation and warning buzzer function. While at the rear roof hatch, I check to make sure the strobe light is working. If equipped, I'll check all bookracks for secure mounting.

Next, I will turn off the hazard lights and turn on the left turn signal, check the dash indicator, and open the passenger door, watching for smooth operation and that the stairway light illuminates. I will check to see that the 8-way dash indicator has changed to red and start my exterior inspection.

Exterior – Front

With my tire beater in hand, I'll start at the front of the bus, looking under the bus for anything out of the ordinary. I'll check the front exterior lights: the corner marker lights, the clearance lights (left, right, and center three), front left turn signal, and the front red 8-way lights. I'll check to ensure that all the mirrors, lights, and windshield glass are clean, unbroken, and securely mounted. As I walk around the bus I'll check for dents, scratches, and other body damage.

Exterior – Left (Driver Side)

Under the front left corner of the bus is the steering box, which should be securely mounted and not leaking. There should not be any missing nuts, bolts, or cotter keys. The power steering hoses should not have any damage or leaks. The linkage from the steering box to the wheel (drop Pitman arm, drag link, tie rod) should not have any wear or looseness and not be missing any nuts, bolts, or cotter keys.

As I proceed down the left side, I will check the front side clearance light and reflector. I'll ensure the stop arm is extended with lights flashing. Using the tire beater, I will check the tire pressure of the left front tire. The beater should bounce smartly off the tread of the tire if there is enough pressure. I will ensure there is at least 4/32" of tread depth and that the front tires are not recaps. I will inspect the tire for cuts, cracks, or bulges and inspect the rim for excessive rust, cracks, bends, or dents. I will check the lug nuts to see that there are no cracks, deformities, or rust. I will check that all lug studs have the same number of threads showing (this indicates they are tight, LCSD2 uses plastic fluorescent-colored indicators which should be pointing at the neighboring lug nut). I will inspect the hub oil vent and make sure it is not leaking excessively. A little residue around the vent hole is normal. I will ensure that the valve stem cap is on.

The front brake chambers should be securely mounted and not leaking, cracked, or dented. The slack adjusters and push rods should not have any broken, loose, or missing parts. The automatic slack adjusters should not have any movement or play with the wheels chocked and the park brake released. The brake lines, hoses, and couplings should not be cracked, worn, loose, or leaking. The brake drum (disc if equipped) should not have any cracks, dents, or holes. There should not be any contaminants such as oil, grease, or debris on the drum (disc) or the brake shoes (pads if equipped with disc brakes). The brake shoes (pads) should be at least 3/8" thick at their narrowest point.

Next, I will inspect the front axle and suspension. I am checking the axle, axle mounts, springs, and spring mounts for cracks, shifting, bends or breaks. I am looking for loose or missing nuts and U-bolts. I'll ensure that the shocks are not leaking and that the mounting bolts are present and tight. Longitudinal and lateral frame members should not have any cracks, broken welds, holes, or other damage.

As I proceed down the left side, I'll check to make sure the auxiliary coolant heater (if equipped) is running properly. I'll open the door and ensure the door hinge and latch are working properly. I'll make sure there are no coolant or fuel leaks in the compartment or on the ground underneath. I'll ensure the door is latched securely. The side left turn light is flashing, the side cargo doors, if equipped, are fully closed, and latched. There are no scratches, dents, or other damage on the side of the bus. There are no broken or cracked windows. The mid-bus clearance light is on, and its corresponding reflector is in place. Next, I will check the outside operation of the emergency exit door.

Moving to the left rear tires, I will check the tire pressure with the tire beater (LCSD2 uses tire pressure gauges on the rear duals which should show yellow in the indicator window) and check that there is at least 2/32" tread depth on both tires. I will inspect the tire sidewall for cuts, cracks, or bulges and inspect the rim for cracks or bends. Rear tires can be recaps (although LCSD2 does not use recaps). I will make sure there is no debris lodged between the dual tires. I will check the lug nuts to see that there are no cracks, deformities, or rust in the rim around the nut. I will ensure that the lug studs have the same number of threads showing and the indicators are pointing at the neighboring lug nut. I will inspect the hub oil seal and make sure it is not leaking and that the valve cap is on the stem.

The rear of the bus has airbag suspension. The airbags should not have any cuts, cracks, or bulges. There should not be any broken loose, or missing bolts, U-bolts, or other axle mounting parts. The shock absorbers should be securely mounted and not leaking. The brake chambers should be securely mounted, and not leaking, cracked, or dented. The slack adjusters and push rods should not have any broken, loose, or missing parts. The automatic slack adjusters should not have any movement or play with the wheels chocked and the park brake released. The brake lines, hoses, and couplings should not be cracked, worn, loose, or leaking. The brake drum (disc if equipped) should not have any cracks, dents, or holes. There should not be any contaminants such as oil, grease, or debris on the drum (disc) or the brake shoes (pads if equipped). The brake shoes (pads) should be at least 3/8" thick at their narrowest point. The rear left side clearance light is on, and its corresponding reflector is in place.

Exterior – Rear

I will now move to the back of the bus. The left, center, and right rear clearance lights are on, and the rear reflectors are in place. The air deflector is not bent or loose. The license plate is securely mounted, and the light is on. The rear left turn light is flashing, and the left and right upper and lower taillights are on. The rear red 8-way lights are operating. I will now check the outside operation of the rear emergency exit window or door. There are no cracked or broken windows and no dents and/or scratches on the rear of the bus.

I will check that the exhaust pipe extends beyond the rear bumper, and that there are no signs of any leaks such as rust or excessive soot. All joints in the exhaust system should be connected tightly and all parts should be mounted securely. The drive shaft should not be bent or cracked, and all u-joints should be secure and free of foreign objects. I will now move away from the bus until I can see if the roof-top strobe light is operating.

Exterior – Right (Passenger Side)

Now I will move to the right rear and check the side clearance light and reflector and the right rear wheels. I will check the tire pressure with the tire beater and verify that the pressure

indicator is yellow and check that there is at least 2/32" tread depth on both tires. I will inspect the tire sidewall for cuts, cracks, or bulges and inspect the rim for cracks or bends. Rear tires can be recaps. I will make sure there is no debris lodged between the dual tires. I will check the lug nuts to see that there are no cracks, deformities, or rust in the rim around the nut. I will ensure that the lug studs have the same number of threads showing or the indicators are pointing at the neighboring lug nut. I will inspect the hub oil seal and make sure it is not leaking and that the valve cap is on the stem.

Next, I will check the right rear suspension. The airbag should not have any cuts, cracks, or bulges. There should not be any broken, loose, or missing bolts, U-bolts, or other axle mounting parts. The shock absorber should be securely mounted and not leaking. The brake chambers should be securely mounted, and not leaking, cracked, or dented. The slack adjusters and push rods should not have any broken, loose, or missing parts. The automatic slack adjusters should not have any movement or play with the wheels chocked and the park brake released. The brake lines, hoses, and couplings should not be cracked, worn, loose, or leaking. The brake drum (disc if equipped) should not have any cracks, dents, or holes. There should not be any contaminants such as oil, grease, or debris on the drum (disc) or the brake shoes (pads if equipped). The brake shoes (pads) should be at least 3/8" thick at their narrowest point.

Moving up the right side of the bus, I will check the mid-bus clearance light and reflector and that the cargo doors, if equipped, are fully closed, and latched. I will check that there are no scratches or dents on the side of the bus, and there are no broken or cracked windows. The fuel filler cap is secure and looking under the fuel tank I can see that there are no leaks. The front side clearance light is on, and the reflector is in place.

I will check the tire pressure of the right front tire. I will check the tread and make sure there is 4/32" of tread depth. I will inspect the tire sidewall for cuts, cracks, or bulges and inspect the rim for crack or bends. I will ensure that the lug studs have the same number of threads showing or the indicators are pointing at the neighboring lug nut. I will inspect the hub oil seal and make sure it is not leaking and that the valve cap is on the stem.

Inboard of the front wheel are the front suspension components. The leaf springs should not be missing, shifted, cracked, or broken. The mounts should not be cracked or have cracked or broken spring hangers, missing or damaged bushings, or broken, loose, or missing bolts, U-bolts, or other axle mounting parts. The shock absorbers should be securely mounted and not leaking.

The brake chambers should be securely mounted, and not leaking, cracked, or dented. The slack adjusters and push rods should not have any broken, loose, or missing parts. The automatic slack adjusters should not have any movement or play with the wheels chocked and the park brake released. The brake lines, hoses, and couplings should not be cracked, worn, loose, or leaking. The brake drum (disc if equipped) should not have any cracks, dents, or holes. There should not be any contaminants such as oil, grease, or debris on the drum (disc) or the brake shoes (pads if equipped). The brake shoes (pads) should be at least 3/8" thick at their narrowest point.

Stepping back into the bus, I will turn off the 8-way lights and the strobe light. I will change the turn signal to the right side and check the dash indicator. Stepping back outside the bus, I will check the front, side and rear right turn signal lights.

Driver's Area

Next, I'll get back into the driver's seat, turn off the right turn signal and re-check all the dash gauges. The two air pressure gauges should now read around 120-125 psi, and the coolant temperature should be moving towards the normal operating temperature of around 200 degrees (between $\frac{1}{2}$ and $\frac{3}{4}$). The oil pressure should still read about 30 psi (between $\frac{1}{4}$ and $\frac{1}{2}$) and the voltmeter between 13 and 14 volts. I will check the passenger mirror and make sure it is securely mounted and adjusted so I can see all the students.

After making sure that the pre-heat cycle is completed, I will check the electrical switches one at a time, watching and listening for function. I will check the horn(s), wipers, interior lights, heat pump, heater fans, head/defrost fan, and ventilation/windshield fans, checking both high and low settings on all applicable fans.

Brake Tests

Next, I will do the brake system check. I will first turn off the engine and chock the right front wheel. I will then turn the key back to the "on" position, so the gauges have power, then release the parking brake. I will fully apply the foot pedal brake and hold it down for one minute while watching the pressure gauge. It should not drop after the initial application of the pedal more than 3 psi during that minute. Secondly, I will pump the brakes. While doing so I will watch the pressure gauges and note the pressure at which the audible alarm and dash indicator light activate. It should be around 60-65 psi. Third, I will continue to pump the brake pedal and note the pressure when the parking brake automatically activates, which should be about 20-40 psi.

I will ask for assistance from another person to check the bus brake lights and back-up lights. I will need to start the bus engine to re-build air pressure and to be able to shift into reverse. I will be able to hear the back-up alarm when I select reverse. Whoever is assisting will tell me if the brake lights and back-up lights are working. After making sure that the brake is set and the engine is in neutral, I will pull the wheel chock.

Before moving the bus, I will buckle myself into the seat. For the 4th brake test, I will place the transmission in gear and accelerate to no more than 1200 rpm with the parking brake engaged to ensure that it holds. For the final brake test, I will release the brake and drive forward at approximately 5 mph and firmly apply the service brake to check for any pulling to one side or improper shaking. Lastly, I will fill out the pre-trip inspection checklist.

Pre- and Post-Trip Inspection – Commonly Missed Items

- Missing or loose shock mount bolts
- Dirty camera lenses
- Fully extended brake push rods (broken internal spring)
- Rusty shut hinges on emergency exits and access door panels
- Dirty or frosted mirrors and windshields
- Leaking wheel seals
- Body damage
- Inoperable tire chains

Tire Pressure and Lug Nut Indicators

All rear engine buses are equipped with tire pressure indicators on the rear dual tires. Their purpose is to increase accuracy and efficiency of pre-trip inspections. A color will appear

through the window on the indicator. These gauges are only accurate when the tires have not been moving for several hours and therefore should only be checked before the first run of each day. Below is a color-coded chart with corresponding tire pressures:

	Tire Pressure is NORMAL
	Tire Pressure is 10 psi HIGH
	Tire Pressure is 10 psi LOW

Fluorescent green lug nut indicators are installed on all lug nuts. Their purpose is to increase accuracy and efficiency of pre-trip inspections. Each indicator has an arrow. All arrows should be pointing in a consistent direction. If one or more are inconsistent with the others, this indicates that a lug nut is loose.

Training Requirements and Courses

Course or Program	Provided by	Frequency	Required
WSS 21-3-131 (6 hours)	Periodic staff training meetings	Annual	Yes
District GCN	Online	Annual	Yes
Department SafeSchools	Online	As assigned	Yes
Activity Trip training	Department Trainer(s)	As assigned	Conditional
Department GCN	Online	Annual	No
First Aid / CPR	Department Trainer(s)	Bi-annual	Yes
Mandt System	Department Trainer(s)	Bi-annual	Yes
Mountain Driving	Department Trainer(s) or WPTA	5 years (no consecutive)	Conditional
TSA First Observer	Online	5 years (no consecutive)	Conditional
Montana DR.I.V.E.	Montana Office of Public Instruction	5 years (no consecutive)	Conditional
Smith System	Department Trainer(s)	5 years (no consecutive)	Conditional
State/National training conference	WPTA, NAPT, TSD, etc.	5 years (no consecutive)	Conditional
WDE Certified School Bus Driver	Online	10 years	No

Optional GCN Modules

For SPED drivers and aides:

ADHD

ADA

Autism

Behavioral interventions for students with disabilities

Safe lifting for special education

School Bus driver interaction with special needs students

Section 504 (all three modules)

Seizure disorders

For mechanics:

PPE

Proactive safety
Slip and fall protection

For office staff:

Confidentiality
Interviewing skills
Office ergonomics

For all drivers and aides:

Bullying
Child abuse
Classroom management (all three modules)
Confidentiality
Defensive driving
Fire extinguisher
General Harassment
Proactive safety
Professionalism
School bus driver safety
Slip and Fall protection
Student hazing and harassment
Suicide prevention

Turns and Turning

Our goal is to always make legal and safe turns without damaging vehicles or property. Evaluate every turn by quickly checking mirrors as the turn is almost completed. Try to keep the rear inside tire within one to two feet from the curb or pavement edge. Avoid dropping tires off the pavement or scrubbing them on curbs. Scrubbing curbs will do severe damage to the tire sidewall that may or may not be visible. Never perform a jug handle turn (see illustration below). If the turn cannot be made without crossing into an oncoming lane, use the button hook method.

Use two-way left turn lanes in accordance with [WS 31-5-214\(a\)\(iii\)](#) (see page).

have reduced the clearances since the heights were posted;

- The weight of a cargo van changes its height. An empty van is higher than a loaded one. That you got under a bridge when you were loaded does not mean that you can do it when you are empty;
- If you doubt you have safe space to pass under an object, go slowly. If you aren't sure you can make it, take another route. Warnings are often posted on low bridges or underpasses, but sometimes they are not;
- Some roads can cause a vehicle to tilt. There can be a problem clearing objects along the edge of the road, such as signs, trees, or bridge supports. Where this is a problem, drive a little closer to the center of the road;
- Before you back into an area, get out and check for overhanging objects such as trees, branches, or electric wires. It's easy to miss seeing them while you are backing. (Also check for other hazards at the same time.)

2.7.5 – Space Below

Many drivers forget about the space under their vehicles. That space can be very small when a vehicle is heavily loaded. This is often a problem on dirt roads and in unpaved yards. Don't take a chance on getting hung up. Drainage channels across roads can cause the ends of some vehicles to drag. Cross such depressions carefully.

Railroad tracks can also cause problems, particularly when pulling trailers with a low underneath clearance. Don't take a chance on getting hung up halfway across.

2.7.6 – Space for Turns

The space around a truck or bus is important in turns. Because of wide turning and offtracking, large vehicles can hit other vehicles or objects during turns.

Right Turns. Here are some rules to help prevent right-turn crashes:

- Turn slowly to give yourself and others more time to avoid problems;
- If you are driving a truck or bus that cannot make the right turn without swinging into another lane, turn wide as you complete the turn. Keep the rear of your vehicle close to the curb. This will stop other drivers from passing you on the right;
- Don't turn wide to the left as you start the turn. A following driver may think you are turning left and try to pass you on the right. You may crash into the other vehicle as you complete your turn;
- If you must cross into the oncoming lane to make a turn, watch out for vehicles coming toward you. Give them room to go by or to stop. However, don't back up for them, because you might hit someone behind you. See Figure 2.13.

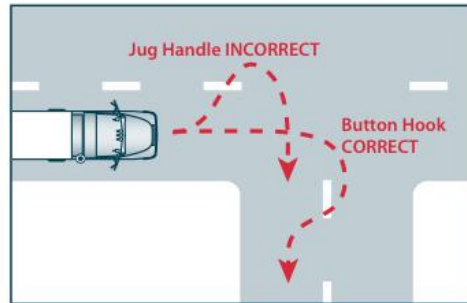


Figure 2.13

Left Turns. On a left turn, make sure you have reached the center of the intersection before you start the left turn. If you turn too soon, the left side of your vehicle may hit another vehicle because of offtracking.

If there are two turning lanes, always take the right turn lane. Don't start in the inside lane because you may have to swing right to make the turn. Drivers on your left can be more readily seen. See Figure 2.14.

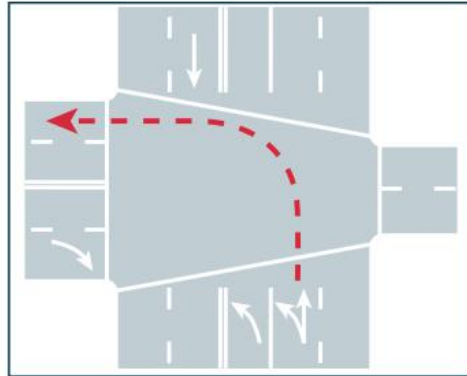


Figure 2.14

2.7.7 – Space Needed to Cross or Enter Traffic

Be aware of the size and weight of your vehicle when you cross or enter traffic. Here are some important things to keep in mind:

- Because of slow acceleration and the space large vehicles require, you may need a much larger gap to enter traffic than you would in a car;
- Acceleration varies with the load. Allow more room if your vehicle is heavily loaded;
- Before you start across a road, make sure you can get all the way across before traffic reaches you.

PART 10 – Appendix

SECTION 1 - BOARD POLICY

ACA – Sexual Harassment

All members of the school community must be treated with dignity and respect. Students and employees must be able to learn and work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment is deemed unacceptable conduct in the employment and educational environment and will not be tolerated. It shall be a violation of this policy for any student or an employee through conduct or communication of a sexual nature as defined by this policy. This policy is equally applicable to sexual harassment between supervisors and workers, between coworkers, between students, and between students and employees. This policy shall be in force on and off school district property, i.e., at school activities and/or school sponsored events that may occur away from school, and whenever school employees have jurisdiction over students. This district will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of this district. It is no defense to claim of sexual harassment that the alleged harasser did not intend to harass.

I. SEXUAL HARASSMENT DEFINED

For purposes of this policy, the following definitions shall apply:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature, including inappropriate or adverse conduct or communication directed to an individual because of that individual's sexual orientation or sexual identity when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Any sexual harassment as defined when perpetrated on any student or employee by a student or employee will be treated as sexual harassment under this policy.

Sexual harassment may include but is not limited to:

1. Verbal harassment or abuse
2. Subtle pressure for sexual activity
3. Inappropriate patting, touching or pinching
4. Intentional brushing against a student's or an employee's body
5. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
6. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
7. Any sexually motivated unwelcome touching
8. Sexual violence which is a physical act of aggression that includes sexual act or sexual purpose

II. REPORTING PROCEDURES RE: ALLEGATIONS OF SEXUAL HARASSMENT

Any person who believes (s)he has been the victim of sexual harassment by a student or an employee of the school district, or any third person with knowledge or belief of conduct which may constitute sexual harassment shall immediately report the allegations to an appropriate school

district official as designated by this policy. The district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the district office.

In each school building: The verbal or written report of sexual harassment at the building level may be given to either the building principal or the school superintendent, whose office is located at 360 S. Jefferson, Afton, WY 83110. The person to whom the report is made shall conduct an investigation to follow up the report or, alternatively, if the report is made to the building principal, the building principal may assign the investigation of the report to the Superintendent. Either person to whom a report is made shall notify the principal of the employee alleged to have done the harassment or, in the case of a student, the building principal, and the superintendent of schools immediately upon receiving the report. If the report was given verbally, the person to whom the report is made shall reduce it to written form within 24 hours and forward it to the Superintendent. Failure to do so will result in disciplinary action. If the complaint involves the building principal, the complaint shall be filed directly with the Superintendent or, if the complaint involves the Superintendent, the complaint shall be filed directly with the Chairman of the Board of Trustees.

District-wide: The School Board hereby designates the Superintendent as the District Human Rights Officer to receive reports or complaints of sexual harassment from any individual, employee, or victim of sexual harassment from any individual, employee, or victim of sexual harassment and also from the building principals and/or other persons to whom reports may be made as outlined above. If any person would prefer to report to an individual other than the Superintendent, the report may be made to the Director of Instruction to conduct the investigation. In the event of any complaint involving the Superintendent, the complaint shall be filed directly with the Chairman of the Board of Trustees.

Freedom from retaliation: Submission of a complaint or report of sexual harassment or sexual violence will not affect the individual's future employment, grades, work assignments, or subject complainant to retaliation or any kind.

Reporting: Use of formal reporting forms is encouraged but not mandatory. This district will respect the confidentiality of the complainant and the individual (s) against whom the complaint is filed as much as possible consistent with the District's legal obligations and the necessity to investigate any/all allegations of sexual harassment. Both the complainant and the alleged harasser are strongly encouraged to keep the matter confidential. The District cannot and will not prevent either from gathering information to support the claim or defend against the claim but would urge both parties to exercise the utmost care and caution in gathering information in order to keep the matter as confidential as possible.

III. INVESTIGATIONS OF ALLEGATIONS OF SEXUAL HARASSMENT:

It is the goal of this policy to have a process in place that is sensitive to the needs of the students and/or employees as well as the rights of those against whom allegations have been made. All complaints, both formal and informal, must be taken seriously and investigated by means of an Administrative Procedure as developed by the Superintendent. No retaliation will be taken against individual (s) involved in the investigation process.

IV. RECOMMENDATIONS AND ACTION(S) TAKEN:

Upon determination that a complaint is valid, the Principal or, in the case of a District complaint, the Superintendent, will take such action as appropriate based on the results of the investigation.

The results of the investigation of each complaint filed under these procedures will be reported, in writing, to the complainant by either the principal, the case of a building-level complaint or

Superintendent, in the case of a district-level complaint. The report will document whether or not disciplinary action was taken as a result of the complaint. A copy of this report will be placed in either:

- a. the student files of both the complainant and the accused; or
- b. the personnel files of both the complainant and the accused

In inconclusive cases in which no harassment can be proven against the accused or malice established against the accuser, the incident report will remain in the files referred to above in order to fully document the complaint so that any future occurrences may be examined in light of a possible pattern. In inconclusive cases where there are no subsequent reports of similar incidents with five (5) years from the date of the original report, the report, at the sole discretion of the Superintendent, may be purged from the file.

1. DISCIPLINARY ACTION:

A substantiated charge against an employee of the District shall subject such employee to disciplinary actions which may result but not be limited to, verbal warnings, letter of reprimand, suspension with or without pay, and dismissal.

A substantiated charge against a student shall subject that student to disciplinary actions including verbal warnings, reprimand, counseling, and suspension or expulsion, consistent with the Student Disciplinary Code.

SEE PROCEDURES [ACA-R](#)
AMENDED: March 16, 2017

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CHCA – Approval of Handbooks and Directives

District administrators and principals are granted authority to compile and issue publications or handbooks which will adequately inform staff and students regarding district policies, regulations, curriculum, etc.

It is essential that all published handbooks or directives conform to district-wide policies or regulations. It is also important that all handbooks, bearing the name of the district or one of its schools, be of a quality that reflects credit on the district.

AMENDED: June 8, 2017

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EEAB – Student Transportation

The school district shall provide transportation to students in accordance with State statute and established district procedures. The School District Transportation Services shall travel on town/city, county, state, and federally maintained streets and roads. The School Board may take official action each year to allow for travel on other roads or to not operate on unsafe roads. The district will develop transportation guidelines and procedures based on student safety, geographic logistics, and any other factors that are pertinent to compliance with state statute.

The District will establish and enforce rules of conduct for buses that will ensure the safety and well being of all students and bus drivers.

SEE PROCEDURES [EEAB-R](#)
AMENDED: November 8, 2023

EEAC – Alcohol and Controlled Substances Testing

The Board of Education recognizes research showing that use of drugs and alcohol by employees presents a potential threat to the safety, welfare, and well-being of students and other employees. Being committed to a drug and alcohol free school environment the Board promotes rules and regulations which make the possession, use, transfer, or sale of alcohol or legally impermissible drugs while on duty or on school district property sufficient cause for dismissal from employment.

The Federal Omnibus Transportation Employee Act of 1991 mandates that all employees or prospective employees involved with safety sensitive functions be subject to alcohol and controlled substance testing. Those employees covered by this policy include, but are not limited to, those required to possess a commercial driver's license (CDL).

All applicants for positions which require possession of a CDL will be expected to submit to alcohol and controlled substance testing. The rules and regulations for alcohol and drug testing are available for review by employees (coded [EEAC-R](#)). These rules can be obtained from the office of the superintendent or transportation director.

SEE PROCEDURES [EEAC-R](#)
REVIEWED: June 26, 2017

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EHAA – Acceptable Use Policy

The employee's use of the district's access to the Internet and provided technology is a privilege conditioned on the employee abiding by this agreement.

This policy applies to all school district employees including, but not limited to, full-time employees, part-time employees, trainees, volunteers, contractors, temporary workers, and anyone else granted access to the district's network and/or technology resources. This policy applies to all workstations and other computing devices owned or operated by the District and any computing device allowed to connect to the District's internal network.

All devices owned by the District are primarily to be used for work related purpose. This includes, but is not limited to, Internet and Web access, as well as the use of e-mail provided by the District. School District employees should not expect any level of privacy as their activities, e-mails, files, and logs may be viewed at any time by the Superintendent or those directed by the Superintendent in support of this and other policies and procedures.

Syncing between devices or services (any process of moving data and/or digital media between two or more devices or services), whether purposeful or inadvertent, will be treated the same as if the user consciously stored the content on the device or service.

Violation of the Acceptable Use Policy may result in a reduction or loss of access privileges. In many cases, access privileges may be essential to job functions. Additionally, those failing to follow the guidelines contained in this regulation face disciplinary action up to and including termination.

The District may revoke the access rights of any individual at any time in order to protect or secure the confidentiality, integrity, and availability of sensitive information or to preserve the functionality of electronic information systems.

The District will implement reasonable and appropriate measures to secure its devices, infrastructure, and services. These measures will include, but are not limited to the following:

- All user and administrator accounts must be protected by an approved form of authentication. If passwords are used, they must follow the guidelines set forth in EHA-R.
- All users accessing the District computing devices must have and use a unique user ID as set forth in EHA-R.
- Procedures must be maintained that implement security updates and software patches in a timely manner. All updates will be performed or managed by the IT Department.
- The IT department can designate systems or services as a security risk to the district, and can work with administration to ensure such systems or services are replaced, decommissioned, or blocked.
- Measures will be taken to physically protect and maintain devices.

AMENDED: June 10, 2020

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GBEBA – Staff Dress and Appearance

Lincoln County School District #2 and the Star Valley/Cokeville Education Association are committed to perpetuating a high performing school district focused on outstanding student performance, achievement, and preparation for a lifetime of success. We believe that the professional appearance of our staff members includes dress, appearance, and grooming. Appropriate professional appearance not only reinforces a shared-vision of the district's and the teachers' identity as highly motivated professionals working toward a common mission and self-worth but, also, strengthens the community's attitude toward the district, public schools, and the teaching profession in general, as well as the conduct, morale, and performance of the district's students.

Therefore, it is the expectation of Lincoln County School District #2 that certificated staff must exercise good judgment in their choice of professional appearance for work or work-related activities by always appearing in a manner that:

- is appropriate to the situation
- invokes a positive impression from the community
- provides appropriate role modeling for students
- promotes a working and learning environment that is free from unnecessary disruption and,
- is conducive to high student and staff performance

Principals are delegated the authority and bear the responsibility for ensuring compliance with this policy and are expected to counsel employees and discipline any violators whom they supervise on professional appearance in conformance with the policy and the related procedures. Dress and attire should be evaluated periodically as part of the regular employee evaluation procedure.

AMEWNDED: May 8, 2014

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GBEC – Drug and Alcohol Free Workplace

Student and employee safety is of paramount concern to Lincoln County School District #2. The purpose of this policy is to maintain a safe and productive work environment that is free from the effects of illegal drugs, alcohol, misuse of prescription or over-the-counter medications, or any controlled substances as defined in 202 of the Controlled Substances Act (21 U.S.C. 821). To promote this policy, all District employees are required to report to work in appropriate mental and physical condition to perform their jobs in a safe and effective manner.

"Workplace" is defined as the site for the performance of work done including a school building or other school district premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off-school property during any school sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

As a condition of initial and continued employment, each employee shall abide by the terms of this policy respecting a drug free workplace. All employees of the school district are prohibited from using, possessing, distributing, manufacturing, selling or being under the influence of alcohol, illegal drugs, and misuse of legally prescribed or over-the-counter medications while conducting work related activities on school premises, at school sponsored or school approved activities such as a field trip or athletic event, while conducting school business, or while operating school district machinery or vehicles. This includes the illegal use, possession, distribution, manufacture, or sale of prescription medications.

The legal use of prescribed drugs or over the counter medications is permitted on the job as long as it is taken within the prescribed or recommended guidelines and does not impair an employee's ability to perform the essential functions of the job safely and effectively without impairing judgement or endangering themselves, the public or other individuals. It is the professional responsibility of employees to inform their supervisor of any current use of medication that may affect their ability to perform the essential functions of their job safely and effectively. All medical information will be treated as confidential.

Employees shall notify their supervisor of any arrests or convictions involving a controlled substance no later than 72 hours after the conviction and prior to returning to duty. The school district will notify any federal agency from which it receives a grant of any conviction within 10 days after receiving notice of the conviction.

Within 30 days of receiving notice that any employee has been convicted of a drug statute violation, the school district will:

1. Take appropriate personnel action against the employee, up to and including termination, or
2. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for that purpose by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

REF: GBEC-R

ADOPTED: March 16, 2017

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GBM – Staff Complaints and Grievances

Channels shall be established for personnel to present complaints and grievances which shall permit their resolution at the lowest possible level.

An individual shall present such communications first to his immediate supervisor (in the case of a teacher, the principal). In those instances where satisfactory adjustments cannot be made by the immediate supervisor, the matter may be taken up with the Superintendent. If the matter cannot be satisfactorily resolved with the Superintendent, it may be referred to the Board.

Persons who feel they have been discriminated against may refer to formal or informal procedures for resolution of a complaint or grievance. The procedures are contained in [GBM-R](#).

SEE PROCEDURE GBM-R
CROSS REFS: GBD, Board-Staff Communications
LEGAL REFS: W.S. 16-3-101 through 16-3-114
AMENDED: February 25, 1993

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GCBD – Staff Leave Policy

1. This policy applies to all staff that qualify for leave.
2. Staff that qualifies for leave will be allowed 80 hours of leave per school year, based on a 1480-hour year. Staff that work less than or more than 1480 hours will have their leave pro-rated accordingly.
3. Unused leave shall be allowed to accumulate.
4. All leave must be approved in advance by the principal. Leave days taken in succession will be limited to three (3) unless approved in advance by the Principal/Director and Superintendent. Persons desiring leave for such purposes as volunteer first responders, military leave, political activity, etc. will be expected to utilize the leave granted under policy GBF. Leave will generally not be permitted during the beginning week of school, during the week prior to or after holidays, or during the week prior to the end of the school year.
5. In the event of prolonged or extensive illness, please refer to the Sick Leave Bank.
6. We will adhere to the guidelines of the Family Medical Leave Act.
7. This leave policy shall be administered with the needs and welfare of the school children in mind, as well as the needs and welfare of the teacher.
8. A physician's certificate verifying an illness may be required by either the Principal/Director or the Superintendent.
9. Bereavement leave will be counted separately from other leave and will be granted for a maximum of five (5) days per fiscal year for eligible employees because of the death of a member of the immediate family of the employee. Immediate family is defined as wife, husband, child, grandchild, grandparent, brother, sister, brother-in-law, sister-in-law, father-in-law, mother-in-law, daughter-in-law, son-in-law, parent, or foster parent of the employee. Bereavement leave will not accumulate from year to year and will not be reimbursed upon retirement or resignation. Any bereavement leave for a person other than immediate family will be deducted as leave. Exceptions to this policy may be made by the Superintendent.
10. Upon retirement or resignation, a certified employee's unused accumulated leave will be reimbursed to the employee at half of the employee's current hourly rate. The support staff reimbursement of unused accumulated leave will be at step one (1) of the employee's classification pay scale, but not to be paid at less than step one (1) of the aide classification.
11. In the event the employee's absence is due to a work-related illness or injury for which the employee is receiving Workers Compensation benefits, the employee will be entitled to receive leave only in the amount equivalent to the difference between the Workers Compensation benefit received and the regular salary the employee would have received had he/she elected to take leave. For purposes of calculating the amount of leave used, any payment used to supplement the Workers Compensation benefit which is less than one-half day's salary shall count as one-half day's leave, and any leave paid in excess of one-half day's salary shall count as a full day's leave for each day the benefit is received. In the event of payment of leave prior to determination by Workers Compensation that an individual is entitled to an award of Workers Compensation to the employee for wages, which determination is made retroactive, the employee will be given the option of repaying to the District any overpayment received by the employee for leave, or alternatively, having the District withhold future leave payments until the overpayment is made up.
12. Employees who leave prior to the completed school year will receive a pro-rated leave reimbursement.

AMENDED: December 13, 2018

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GDAC – Hiring Policy Transportation Staff

The School District will advertise all transportation staff positions, as they come available. (See policy GDD-R). The school board must approve all year-round and daily route transportation staff. Driver applicants must:

- Submit a copy of their class B commercial driver's license (CDL) with passenger (P) and school bus (S) endorsements. Training may be provided for those who do not already possess a CDL or who lack one or more endorsements.
- Submit a copy of their most recent motor vehicle driving record at their own expense and consent to annual driving record checks.
- Submit a copy of their Medical Examiner's Certificate required by the United States Department of Transportation federal motor carrier safety regulations, 49 C.F.R. part 391.41. A physician on the National Registry of Certified Medical Examiners must complete the exam. The district will reimburse successful applicants for this cost (up to \$100) after they have worked 40 hours and after receiving a receipt or invoice copy from their doctor.
- Submit a copy of an alcohol and controlled substance report from their most recent employer. (Current CDL holders only).
- Submit to alcohol and controlled substance testing according to policy [EEAC](#).

All applicants must successfully complete a criminal background check and all training requirements of the transportation handbook. The district will reimburse successful applicants for the cost of their criminal background check after they have worked 40 hours. Any necessary training will be provided. This training will be conducted and/or supervised by the Transportation Director. The Transportation Director will be the immediate supervisor of the employee for the course of his/her employment by Lincoln County School District No. 2, as a school bus driver.

AMENDED: November 10, 2016

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GDBC – Support Staff Fringe Benefits

Employees of Lincoln County School District #2 receive benefits which are of two kinds: (1) those benefits which are required by state or federal laws or regulations, and (2) those benefits approved by the Board of Education as seen to be attractive for employees and for which the Board of Education can be financially responsible.

Examples of federal/state benefits are Social Security (FICA), Medicare, state retirement, state unemployment, and state Workers Compensation.

Examples of local Board approved benefits are life insurance, medical insurance, state retirement, sick leave, personal leave, leave of absence, etc. The conditions and extent of these benefits vary from year to year as needed by employees and as determined by the Board of Education in accordance with employee agreements. Other policies define the kind and extent of many of these benefits. (Examples are: GCBD, GCBDA, and GCBF.)

The district will assure that qualifying employees will be provided benefits in accordance with established guidelines. For employees who otherwise qualify for any benefit but elect not to take it, there is no intent that a financial benefit is to be accrued. For eligible district employees, the district will contribute an amount established by the Board towards their benefits.

The amount of time an employee works in a fiscal year will be used to prorate the district contribution towards benefits. The baseline used will be the length of teacher contract hours as defined by the Wyoming Department of Education. Employees who work 1,110 hours or more per fiscal year may enroll for benefits on a pro-rated payment basis. Employees hired after September 20, 2107 and working less than 1,110 hours per fiscal year will not qualify for benefits.

Staff who were employed prior to September 20, 2017, worked less than 1,110 hours per fiscal year and received benefits will be grandfathered in to this policy while in their current position. Upon any voluntary change in position after September 20, 2017, the grandfathered employee would be held to policy GDBC as written. If the employee was receiving contributions towards Wyoming State Retirement prior to a voluntary change in position, that contribution would continue and be pro-rated in accordance with their salary.

AMENDED: November 9, 2017

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GDJ – Support Staff Time Schedules

- A. The hours of duty for support staff employees shall be established by the building principal/supervisor with the approval of the Superintendent.
- B. All employees will be expected to report to work at their designated time. Supervisors must approve variations of this time. Persistent tardiness, excessive absences or extension of work beyond the scheduled quitting time is sufficient cause for dismissal.

This policy shall ensure that Lincoln County School District #2 complies with the overtime pay, the compensatory time, and the record-keeping requirements of the Fair Labor Standards Act (FLSA). The FLSA requires that overtime be paid to nonexempt employees either in the form of monetary compensation or compensatory time, as described below, at the rate of 1.5 times the regular hourly rate of pay for the number of hours worked in excess of 40 hours per week.

1. **Covered employees:** Employees in the following job classifications are covered under the FLSA: aides, assistant teachers, bookkeepers, clerks, custodians, food service workers, maintenance personnel, receptionists, secretaries, bus drivers, mechanics, and security personnel. Some employees in the above positions may be exempt from coverage if they have supervisory responsibilities and their supervisory duties exceed 50 percent of their work time or for other reasons.
2. **Exempt employees:** Certain employees are exempt from coverage under the FLSA and are not subject to compensation for overtime work. Exempt employees include executive, administration, and professional employees such as teachers, counselors, supervisors, and administrators. Employees or supervisors who are unsure if an employee is exempt from coverage shall consult the Superintendent, Business Manager, or School Attorney.
3. **Hours worked:** Each employee is responsible for properly documenting the time that he/she arrives or leaves work. The employee must properly record the time on his/her time sheet each time he/she arrives at work, and each time he/she leaves, including each time he/she leaves work for lunch and other breaks. The time entered on the time sheets should be rounded to the nearest 5 minute increment (i.e. 7:50, 7:55, 8:00, 8:05, etc.). It is the employee's responsibility to keep track of his/her hours, to seek prior approval of his/her supervisor if the employee feels he/she must work overtime to adequately perform his/her duties. The District's workweek begins Friday at 12:00 a.m. and ends Thursday at 11:59 p.m. Employees are expected to arrive and depart at or about the time specified by the District, unless requested to work overtime by their immediate supervisor. Covered employees shall accurately record hours worked during each week, including the exact time of arrival and departure from work and all overtime, by time sheet or time card. Supervisors and principals shall review, approve, and submit all time sheets or time cards to the payroll office prior to each pay period. It is the expectation that support staff employees who work 5 hours or more per day take a 30 minute non-paid lunch break each day. If there are employees who, due to extenuating circumstances, cannot take a full 30 minute lunch break (for example a

lone secretary at a small school), an exception to this practice may be made only upon approval of the Superintendent of Schools. If an employee cannot take a 30 minute lunch break the district will pay them as if no break was taken. Subsequently, the employee's pay or work schedule will have to be adjusted. During any continuous 4 hour work period employees may take a 10 minute break.

4. **Overtime pay:** Employees covered by the FLSA shall be paid not less than 1.5 times their regular rate of pay for all hours worked over 40 in a week. For those employees working two or more jobs for the District, the overtime pay shall be calculated on the basis of a blended hourly rate on all jobs worked. The formula for blending the hourly rate is set by the District. Due to FLSA requirements, support staff who work overtime will not be eligible for coaching or other extra-duty assignments and will only be assigned if the district cannot find another person for the assignment.
5. **Compensatory time:** The District reserves the right to grant compensatory time in lieu of paying employees monetary compensation. Prior to employees' overtime work, the district and employees must agree to a compensatory time arrangement. Employees may accumulate a maximum of 40 compensatory time hours at any given time while employed by the District. Employees must obtain their supervisor's approval on when to take the compensatory time and must take the time off during the pay period immediately following when the compensatory time was earned, if possible.
6. **Authorization for overtime required:** Employees shall not work overtime without prior permission from their immediate supervisors, except in cases of emergency. Each employee responsible for the supervision of employees subject to FLSA shall receive authorization from the Superintendent prior to authorizing overtime.
7. **Overtime work without prior approval:** Employees covered by FLSA who work overtime without prior approval will be allowed to claim the hours worked in accordance with the FLSA. If the supervisor determines that the work was unforeseen or emergency in nature, it will be approved. If the supervisor determines that the performance of the work was unnecessary at the time it was performed, the employee will receive pay for the hours worked, but disciplinary action may be taken for failure to follow established policy.
8. **Record keeping and posters:** All records on wages, hours, and other items listed in the record-keeping regulations will be kept by the business office for the time specified by the FLSA. The District will display minimum wage posters at each District work site where employees may see them.

AMENDED: October 8, 2015

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GDPD – Suspension and Dismissal of Support Staff

A support staff employee may be suspended without pay, pending Board action, by the Principal in consultation with the Superintendent, or by the Superintendent when such action is deemed advisable.

All support staff employees are employed at the will of the District for an indefinite period of time. Nothing contained in these policies, employment applications, or other materials confers upon the employee a property right in or an expectation of continued employment. The district reserves the right to discharge or terminate a support staff employee at any time at will.

Notice of dismissal will be given by the Superintendent to the employee. The Superintendent will notify the school board of this action.

AMENDED: September 13, 2018

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JICA – Student Dress and Appearance

The Lincoln County School District #2 Board of Trustees recognizes the effect that student dress and grooming have upon the behavior and commitment to learning of all students. In order to maintain an atmosphere conducive to learning, the Board requires all students to make good choices with regard to their personal appearance.

It further recognizes the vital role parents play in assisting their children in making appropriate choices regarding clothing, accessories and personal appearance for a successful school experience.

Each building will use stakeholder input to define their own procedures, to include the district policy. Procedures for implementation of the dress code policy, including non-compliance, are created at individual schools. Refusal to adhere would be considered insubordination/defiance and the student will be held accountable in accordance with the building discipline procedure for such an offense.

Recognizing that student dress styles continually evolve and change and that no specific set of standards can be expected to remain current, expectation for student dress is reviewed and published regularly, at the building level, and may be amended. There may be special days when the expectation for student dress could be altered.

1. Clothing appearance or personal hygiene and grooming practices that draw an inordinate amount of attention to the individual student is considered inappropriate for school. The dress and or grooming style of any student must not interfere with the educational process or safety of self or other students.
2. Students are not to wear clothing that reveals the body in an inappropriate manner as defined in each buildings' dress code procedure.
3. Heavy coats are to be left in a locker. Trench coats are not allowed.
4. Students are not to wear excessive jewelry, ornaments, or accessories, which distract from the learning environment or could be used as an instrument to cause harm to self or others.
5. T-shirts, tattoos, or any type of clothing or personal items bearing a reference to alcoholic beverages, tobacco products, drugs, drug related slogans and any other wording, drawing, pictures, symbols, etc. which in any way can be interpreted as suggestive, obscene, offensive or depicting violence are not permitted.
6. Undergarments should be worn in an appropriate manner and should not be visible.
7. Pants must be worn at the waist and not allowed to sag.
8. Students are required to wear appropriate and safe footwear at all times.

Exceptions to the dress code necessitated by religious practice will be considered individually by the building administrator.

The above guidelines are minimal requirements for schools established by the district. School administrations in consultation with faculty, parents, and students may establish more guidelines. As needed for their schools.

AMENDED: July 14, 2016

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JICJ – Student Use of Personal Electronic Devices

The possession and use of personal electronic devices (PED's) by students at school may be appropriate; however, the possession and use of such devices may also have the effect of disrupting the educational process. PED's may include, but are not limited to: existing and emerging mobile communication systems and smart technologies (cell phones, smartphones, walkie-talkies, pagers, etc.), portable internet devices (mobile managers, mobile messengers, BlackBerry™ handset, etc.), Personal Digital Assistants (PDAs) (Palm organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods ©, Walkman™ devices, etc.), and any other convergent technologies that do any of the previously mentioned functions.

Students may possess PED's, subject to the limitations of this and other policies of the District and school. Use of a PED shall be limited to the period before classes begin in the morning, during the student's lunch period, during passing periods, and after the student's last class in the afternoon. Such devices shall not be used during instructional time unless directed by the teacher.

Inappropriate use of a PED may include but not be limited to:

- unauthorized use during instructional time,
- downloading or sharing of pornography,
- cyber-bullying,
- taking or sharing inappropriate electronic media,
- academic dishonesty, and
- other actions deemed inappropriate by the administration.

Disciplinary actions may include the confiscation of the device, restricting the use of electronic devices, and/or referral to law enforcement. The above guidelines are minimum requirements for schools established by the district. School administrators in consultation with stakeholders may establish additional guidelines as needed for their schools.

AMENDED: September 10, 2009

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KGC – Smoking on School Premises

The School Board recognizes the significance of research concerning the negative effects tobacco use has on the health of smokers and non-smokers. The U.S. Surgeon General has clearly communicated that the use of tobacco is responsible for extensive illnesses and diseases among citizens in the United States. Further, the vast majority of smokers begin before the age of 20 when they are still school age. It seems that schools should model, insofar as is possible, a healthy environment. In light of these circumstances and the grave concern for the health and safety of students, employees, and visitors, the School Board prohibits smoking in all school buildings and on all school premises throughout the District.

All staff members are to refrain from possession and/or use of any tobacco product, smokeless tobacco, electronic cigarettes, vaporizers or similar electronic smoking devices while on school premises, property or when they are in the presence of students being chaperoned, coached or on school-sponsored activities. For purposes of this policy, a device which meets this definition shall be considered an electronic cigarette regardless of whether it is filled with a substance at any given point in time, and regardless of whether the device or the liquid or other material within the device contains nicotine or any other substance.

This policy is in addition to that which concerns prohibition of tobacco use by students (policy JFCG) during school, on school grounds or on school-sponsored activities.

The administration is responsible for developing rules and procedures necessary for the implementation and enforcement of this policy.

AMENDED: August 17, 2017

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SECTION 2 – BOARD PROCEDURE

ACA-R – Administrative Procedures for Sexual Harassment Investigation

1. At such time as a student, employee or other individual reports an incident of sexual harassment or conduct which the reporting party believes constitutes sexual harassment to either the building principal, the Director of Instruction, or the Superintendent, the person to whom the report is made shall, if a verbal report, encourage the complaining party to fill out the sexual harassment complaint form. If the report is made to someone other than the Superintendent, principal shall provide either the written report or shall reduce the verbal report to written form and, within twenty-four (24) hours, forward it to the Superintendent.
2. Within twenty-four (24) hours after the report is made, the person to whom the report is made, if the principal or the Superintendent, shall determine whether or not they will investigate the complaint or assign it to the Director of Instruction to be investigated.
3. The person who is responsible for conducting the investigation shall, within five (5) days, attempt to contact all witnesses whom the reporting party believes can provide information and/or evidence to support the claim of harassment. The investigator shall attempt to get the witnesses to fill out the Witness Disclosure Form.
4. Within ten (10) days after the report, the investigator shall contact the alleged harasser and notify him/her of the sexual harassment that has been alleged and provide an opportunity for that individual to provide a response to the allegation of sexual harassment. The investigator shall notify the alleged harasser not only of the specific conduct alleged by the reporting party and/or alleged victim but also of any conduct which supports the claim for sexual harassment or which may support any defense of the alleged harasser which has been reported by witnesses interviewed by the investigator.
5. Within fifteen (15) days after the original report is made, the individual against whom the complaint is made shall provide to the investigator, a response to the allegations and any information, including names of witnesses, whom the person against whom the complaint is made believes are supportive of his/her position.
6. The investigator shall, within twenty (20) days, conduct such further investigation as the investigator determines is appropriate and/or conduct such meetings or conferences between the complainant and the person against whom the complaint is made as the investigator feels is appropriate.
7. Within twenty-four (24) days after the original report, the investigator shall prepare a written report containing the copy to one or more both of the principal or Superintendent if they are not the investigator.
8. Within four (4) days after receipt of the report, the principal or the Superintendent shall report the results of the investigation to the complainant and the person against whom the complaint is made. The report shall document whether or not disciplinary action was taken as a result of the complaint.
9. A copy of the report will be placed in either the student files of both the complainant and the accused or the personnel files of both the complainant and the accused.
10. Reference in this administrative procedure to day shall mean business days.
11. The investigator may consult with such other sources, including other personnel in the District and/or the school's legal counsel as the investigator deems appropriate, keeping in mind the need to keep the matter as confidential as reasonably possible.

ADOPTED: December 13, 1999

DKC-R – District Travel Expenses

USE OF SCHOOL DISTRICT TRAVEL VOUCHERS

Only expenses authorized by the administration should be placed upon a school voucher. Expenses for individuals who are not directly associated by administrative assignment with the activity or function should NEVER be placed on the school voucher.

Always obtain an invoice from the business or company. The invoice should be attached to the voucher when it is returned to the school office.

The duplicate copy of the “Travel Voucher for Payment” may be left with the vendor for his records. The original copy (white) must be signed by the vendor’s authorized representative and returned with the invoice to the district office in Afton. It is the responsibility of the Lincoln County School District No. 2 sponsor who is using the voucher to see that the voucher is signed properly and returned to the School District. Sponsors must do this as soon as possible after using the voucher.

USE OF SCHOOL DISTRICT CREDIT CARDS

Whenever possible, gasoline purchased should be made with gasoline company credit cards rather than credit cards or vouchers, since the gasoline companies provide a tax rebate when their own credit cards are used.

Those traveling on school business must always retain the “soft copy” receipt when a credit card purchase is made, then return this receipt to the school office. When the credit card is used, an itemized statement or invoice must be obtained from the vendor, which is to be returned with the “soft copy” to the school office.

GUIDELINES FOR MEAL AND MOTEL EXPENSES FOR EMPLOYEES ON SCHOOL BUSINESS

Lodging arrangements should be made with a cost-conscious attitude. The allowance for meals will be in accordance with fixed rates listed below. Any deviation from these limits must receive prior approval of the superintendent.

	In-State	Out-of-State
Breakfast	\$15.00	\$17.00
Lunch	\$20.00	\$23.00
Dinner	\$30.00	\$35.00
Total	\$65.00	\$75.00

AMENDED: January 11, 2023

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EBCE-R – Emergency Closing of Schools

In the event of an emergency school closure, the following procedures will be followed in order to insure the safety and welfare of each student in this district.

1. In consultation, the Superintendent and Transportation Director or their designees, will determine whether school will be canceled, delayed, or dismissed early due to weather or other emergencies.
2. Assignments for informing patrons of the district about decisions relating to school closures will be as follows: Superintendent- School Board, Administrators
Transportation Director- Local Radio and Television Stations District Secretary- Social Media and School District Notification System for Students and Staff
3. Dispersal of students:
 - a. In the event of early dismissal because of weather conditions or some other cause, parents should arrange for children to have a key to the house or to stay at a neighbor's home should parents work, or in the event parents cannot get home.
 - b. If conditions such as blizzards or snow storms warrant, all students will be kept at school. The building will be supervised by all available staff members under the direction of the building principal. If necessary, the National Guard will be contacted. Food will be supplied, if necessary, through the school lunch program.

AMENDED: February 9, 2017

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EEAB-R – Guidelines for Establishment of Bus Routes

GUIDELINES:

1) Bus Routes

- a) Bus routes will be established on roads which are state, municipal or county maintained roads as per Chapter 20 Section 7(c) of Wyoming Rules and Regulations, which states:
 - i) “Vehicles shall travel on city, county, state, and federally maintained streets and roads. County roads shall be designated as high priority maintained roads. The local school board may take official action each year to allow for travel on other roads or to not operate on unsafe roads.”
 - ii) Owners of private roads or developments that meet the guidelines outlined in section 3 below may apply to the school board for approval. These roads must meet current Lincoln County subdivision road specifications. A Memorandum of Understanding (MOU) with each private road owner will govern the use of the road for school bus routes.
- b) Bus routes will be limited to those roads where year-round maintenance is provided. Non-government maintained roads which have been approved by the school board as outlined above will be maintained according to the specific MOU for that private road.
- c) Buses shall not back up onto highways 26, 30, 34, 89 or 207 (or any 65 mph road).
- d) Buses require a full turn-around radius of 60 feet (preferred) or 3 point turns or less year round that is clear of all obstacles. These will be evaluated on a case-by-case basis by the transportation department depending on snow removal consistency or recreational use (parked vehicles).
- e) Bus travel time to school will be kept under one hour of ride time, when regulations and resources allow.
- f) The district will research and investigate the possibilities of establishing consolidated bus hubs and lower valley express shuttle(s) to alleviate congestion and thereby increase safety at school loading zones and current bus stops with more than 15 students.

2) No Transportation Zones

- a) No transportation zones will be established as outlined in Chapter 20 Section 7(b).

3) Bus Stops

- a) Student responsibilities:
 - i) Students will wait for the bus no closer than the road easement fence.
 - ii) When loading, students will not approach the bus until signaled to do so by the driver. Students will be seated and buckle up in the front seats as quickly as possible. They will move towards the back of the bus at the next stop after the bus comes to a complete stop and buckle up.
 - iii) When unloading, students will move to the front seats of the bus at the stop preceding theirs. Upon exiting the bus, they will immediately proceed directly away from the bus as quickly as possible.
- b) Driver responsibilities:
 - i) Drivers will follow loading and unloading standards as set forth in the Wyoming Commercial Driver License Manual and Transportation Handbook.

- c) Stops will be established to ensure that students will not be required to walk along or cross highways 26, 30, 34, 89, or 207 (65 mph). Bus stops will generally not be located on sections of these 65 mph roads where visibility is less than 475' (MUTCD 2009 Table 2C-4) and/or there is high commuter traffic volume (regulations and resources permitting) except for students whose address is on the highway. Stops will be evaluated on a case-by-case basis and adjusted at the discretion of the transportation department.
- d) US Highway 30 Bus Stop Procedures
 - i) Within approximately $\frac{1}{4}$ mile of the bus stop, if there are vehicles immediately behind the bus, then the driver will perform a Stop/Start procedure as outlined in section 13.1 of the Wyoming Commercial Driver License Manual to allow vehicles to safely pass the bus.
 - ii) When approaching a stop, the driver will turn on 8-way amber and red flashing school bus lights as outlined in section 10.2 of the Wyoming Commercial Driver License Manual and pull off onto the shoulder of the road blocking the driveway/intersection where the bus stop is located. Traffic will be signaled to stop while allowing for an open lane for vehicles unable to stop due to slick road conditions.
 - iii) When low visibility (less than $\frac{1}{4}$ mile) conditions exist, alternate stops will be used. Impacted households will be notified as quickly as possible via email, text, and voice message from the Cokeville Principal's office.
- e) Consolidated bus stops will be created on all roads with less than 35 mph speed limit within 1.0 mile of the public access point of residences with at least one enrolled student (grade K-12) as of August 1 of each year (at the discretion of the transportation department).
- f) Bus stops will be created at or directly across from every public access point of each residence with at least one enrolled student (K-12) on all roads with a speed limit of 35 mph or greater when resources permit.
- g) Student's walk path from the public access point of their residence to their stop will not require them to cross railroad tracks.
- h) Town, neighborhood, or private development bus stops will be consolidated to one or two stops depending on the number of students who regularly use the stop. The number of students at stops will be evaluated regularly to promote safe loading and unloading. Adjustments will be made at the discretion of the transportation department.
- i) If a bus gets stuck or is involved in an incident (red light pass, right side pass, collision, etc.) while servicing a bus stop, the stop will be re-evaluated by the transportation department to determine if it will be adjusted or discontinued.
- j) A school principal may request a temporary (as determined by the district administrators) hardship variance for a bus stop through the transportation director.
- 4) Isolation Payments
 - a) Isolation payment applicants will be considered in accordance with Wyoming State Statute 21-4-401 and State Rules and Regulations, Chapter 20, section 9.
- 5) Transportation for Students with Special Needs

- a) Stops and routes will be established on a case-by-case basis according to Federal and State requirements, these guidelines, and in accordance with their Individual Education Plan (IEP) if applicable. Stops are categorized as follows:
 - i) Door-to-door – The bus will stop as close to the regular ingress/egress door of the student’s residence as is safely possible. This stop category serves students with severe special needs.
 - ii) Curb-to-curb – The bus will stop as close to the regular ingress/egress door of the student’s residence as is safely possible and still remain completely within the road as defined in 1 and 2 above.
 - iii) Regular – The student(s) will use the closest existing bus stop.
- 6) Routing and Student Ridership System
 - a) Bus route attendance may be monitored using a Bus Routing and Ridership Software. Students may be issued a bus pass. This bus pass will be used upon entering a bus and exiting a bus (at final location and upon a bus transfer). Additional benefits to Bus Routing and Ridership Software may include:
 - i) Real-time bus manifests useful in determining student location while riding a bus
 - ii) Accurate ridership data in order to assess route capacity
 - iii) Mapping enrolled households
 - iv) Projected enrollment
 - v) Bus stop route determination
 - vi) Parent/Guardian mobile application

AMENDED: September 13, 2023

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EEAC-R – Alcohol and Controlled Substances Testing Rules

I. BACKGROUND.

The Omnibus Transportation Employee Testing Act of 1991 requires alcohol and drug testing of safety sensitive employees in the aviation, motor carrier, railroad, and mass transit industries. This Act requires all operators of commercial motor vehicles (CMV's) subject to the commercial driver's license (CDL) requirements to be tested for controlled substances and alcohol. U.S. Department of Transportation regulations require that school bus drivers as well as drivers of private carriers of passengers be required to submit to alcohol and controlled substance testing. For the most part, CDL employees are school bus drivers. However, teachers, coaches, and other school district employees who drive activity buses are also required to have a CDL and therefore fall under the drug and alcohol testing rules. In short, all drivers required to have a CDL are subject to the U.S. Department of Transportation regulations and this policy. The final rules by the U.S. Department of Transportation and the Federal Highway Administration were published in the February 1994 Federal Register and generally require implementation beginning on January 1, 1995 for employers with fifty (50) or more CDL employees and January 1, 1996 for employers with forty-nine (49) or less CDL employees.

II. POLICY OVERVIEW.

The purpose of this policy is to establish guidelines for mandatory drug and alcohol testing for all school district employees/drivers required to have a commercial driver's license (CDL). Lincoln County School District No. 2 recognizes that the influence and/or use of drugs, including alcohol, is capable of threatening the safety, welfare and well-being of both students and other employees and will not be tolerated. The safety and security of Lincoln County School District No. 2 employees and students will be maintained as a high priority and Lincoln County School District No. 2 is committed to providing an alcohol and drug-free work environment for the safety of its students and employees. The possession, use, transfer and/or sale of alcohol and/or any illegal drug or controlled substances while on duty or on school district property is strictly prohibited. Being under the influence of alcohol and/or any illegal drugs or controlled substances while on duty or otherwise contrary to the policies established herein is also strictly prohibited. The U.S. Department of Transportation regulations require testing for five (5) drugs, to-wit: marijuana, cocaine, opiates, amphetamines, and phencyclidines. The drug testing requires a split urine sampling of each CDL employee (two urine samples taken at the same time). The regulations also call for an alcohol test using an evidential breath test (EBT) device similar to the kind used by law enforcement agencies. The regulations also specify five (5) types of drug and alcohol testing for all school district employees who are required to have a CDL and these include pre-employment testing, random testing, post-accident testing, return to duty/follow-up testing, and reasonable suspicion testing. The procedures and circumstances under which alcohol and/or drug testing are to be conducted by Lincoln County School District No. 2 are more specifically addressed and set forth herein.

III. ALCOHOL TESTING: AN OVERVIEW.

Alcohol tests are required as follows: pre-employment screening, post-accident testing, for reasonable suspicion, on a random basis, and upon return to duty/follow-up. The specific alcohol-related conduct which prohibits performance of the subject employee's functions include having a breath alcohol concentration of 0.02% or greater, using alcohol while in the performance of the subject employee's duties, performance of the subject employee's duties or function within four (4) hours after using alcohol, and refusing to submit to an alcohol test and using alcohol within eight (8) hours after an accident or until tested. Breath testing will be performed using an evidential breath testing device approved by the National Highway Traffic Safety Administration. Two (2) breath tests are required to determine if a person has a prohibited alcohol concentration. A screening test is conducted first. Any result less than 0.02% alcohol concentration is considered a "negative" test. If the alcohol concentration is 0.02% or greater, a second confirmation test must be conducted. Drivers who engage in prohibited alcohol conduct (i.e. a breath alcohol concentration of 0.02% or more) must

be immediately removed from their safety-sensitive functions. Drivers who have an alcohol concentration of 0.02% or greater when tested just before, during or just after performing safety-sensitive functions will be removed from performing their duties for twentyfour (24) hours. If a driver's behavior or appearance suggests alcohol misuse, a reasonable suspicion alcohol test must be conducted. If a breath test cannot be administered, the driver will be removed from performing safety-sensitive duties for at least twenty-four (24) hours. In the event the employee's confirmation test registers 0.04% or greater, the employee is subject to disciplinary action, including, but not limited to suspension and/or termination.

IV. DRUG TESTING: AN OVERVIEW.

The drug testing rules cover the same employees as the alcohol testing rules and the types of tests required are: pre-employment, reasonable suspicion, post-accident, random, return-to-duty/follow-up. Drug testing is conducted by analyzing a driver's urine specimen for the following drugs: marijuana, cocaine, opiates, amphetamines, and phencyclidines. The testing is a two (2) stage process requiring a split sample. First, a screening test is performed and, if it is positive for one or more of the drugs, then a confirmation test is performed for each identified drug. All drug test results are reviewed and interpreted by a medical review officer (MRO), before they are reported to the employer. Any unauthorized use of the drugs and controlled substances set forth herein are prohibited. The illicit use of drugs by safety-sensitive employees/drivers is prohibited on or off duty. As with an alcohol misuse violation, a subject employee must be removed from his/her safety-sensitive duty if a positive drug test results. The removal will not take place until the MRO has interviewed the driver and determined that the positive drug test results are from the unauthorized use of a controlled substance and no other limited and/or legitimate medical use or explanation exists. The subject employee cannot be returned to his/her safety-sensitive duties until he/she has been evaluated by a substance abuse professional or MRO, has complied with recommended rehabilitation, and has a negative result on a return-to-duty drug test. Follow-up testing to monitor the subject employee's continued abstinence from drug use may be required.

V. REQUIRED TESTING.

The following test(s) shall be required by the school district of all employees subject to testing pursuant to this policy:

A. Pre-Employment/Job Applicant Testing.

All applicants for positions with the School District requiring a CDL and/or otherwise covered by this policy will be required to undergo drug and/or alcohol screening prior to their employment. All such job applicants will be informed of the District's alcohol and drug testing policy and a copy of the policy will be made available upon request. All such applicants will be informed in writing prior to any drug and/or alcohol screening that such tests are required and that their employment is conditioned upon passing such test, and conditioned upon any and all future tests administered pursuant to this policy. If an applicant's initial drug and/or alcohol test is positive, a confirmation test will be conducted if requested by the applicant at his/her expense. If a confirmation test is requested, no action on the applicant's employment will be taken until the results of the confirmation test are available. In the event an applicant's initial drug and/or alcohol test is positive for alcohol or illegal drugs or, if requested, an applicant's confirmation test is positive for alcohol and/or illegal drugs, the applicant will not be employed. Upon written request, a copy of the confirmation test will be supplied to the applicant.

B. Random Employee Testing.

To maintain the School District's priority of assuring the safety, health and well-being of students, employees and the traveling public, the School District retains the right to randomly test for alcohol and/or illegal drugs on all employees who are covered by and/or subject to this policy. The Department of Transportation regulations require that annually the number of random tests equal fifty percent (50%) of the number of employees in the random testing pool for drugs and ten percent (10%) for alcohol. Random testing shall be conducted on at least a quarterly basis, but may, at the option of the employer, be conducted more frequently (i.e., monthly, biweekly or weekly). Any subject employee selected for

random testing shall be assured that his selection does not mean that the District suspects usage of alcohol and/or illegal drugs. A list of selected employees will be generated randomly by computer.

In the event an employee is unavailable for testing on the assigned date, he/she will be tested on the next drug testing date. If the employee's confirmation test is positive for abuse and/or untimely use of alcohol and/or controlled substances or drugs, he/she will be subject to discipline which discipline may include termination. Any refusal to submit to a random test shall be treated as a positive test resulting in the termination of the subject employee.

C. Reasonable Suspicion Test.

Any supervisor of an employee subject to this policy who has reasonable suspicion that an employee under his/her supervision is guilty of abuse and/or untimely use of alcohol and/or controlled substances or drugs may require the employee to undergo a drug and/or alcohol test. Reasonable suspicion determination shall be based on specific contemporaneous articulable observations of employee conduct, behavior, appearance or body odors. The observations shall be made and documented by a supervisor who has participated in training on the signs and symptoms of alcohol misuse and drug abuse and the requirements for reasonable suspicion testing. The trained supervisor shall investigate reliable reports of drug and/or alcohol use and/or possession of drugs and/or alcohol.

When a supervisor reasonably suspects the abuse and/or untimely use of alcohol, drugs or controlled substances by a subject employee, the supervisor shall follow the following process, to-wit:

- (1) Solicit an explanation from the employee for any behavior which creates a reasonable suspicion of a violation of this policy.
- (2) If the employee cannot satisfactorily explain the behavior, the supervisor may request the employee to undergo a drug and/or alcohol test.
- (3) If the employee agrees to be tested, he will complete the School District consent form and a specimen/test result will be obtained.
- (4) If the employee refuses to undergo the test or complete the consent form, he/she will be advised that such refusal constitutes a ground for immediate termination. If the employee still refuses to cooperate, he/she will be directed to the Superintendent's office.
- (5) If the employee's initial drug and/or alcohol test is positive, a second confirmation test shall be immediately administered. If the employee's initial drug test is positive, the employee will be placed on paid leave of absence pending a confirmation test of the employee's specimen if there is a delay between the initial test and the confirmation test. If a positive drug and/or alcohol test is not confirmed, the employee's pay and job status will be restored.
- (6) If the employee's confirmation test is positive for abuse and/or untimely use of alcohol, controlled substances and/or drugs, he/she will be disciplined which discipline may include termination.

D. Employee Post-Accident Testing.

The School District shall require an employee to undergo drug and/or alcohol testing after an accident in which the employee is operating a vehicle owned, leased or rented by the School District if:

- (1) there is a fatality, and/or
- (2) one or more persons requires medical treatment either at or away from the accident scene, and/or
- (3) one of the vehicles must be towed from the scene, and/or
- (4) the School District employee receives a citation arising from the accident.

In such cases, the procedure set forth in the reasonable suspicion testing will be followed, except that the employee shall be advised that such tests are required as part of the accident investigation. Alcohol tests

should be conducted within 2 hours of the accident. Attempts to test the driver will cease 8 hours after the accident. If alcohol testing within this time period is not administered, the accident report will include an explanation of why not. Drug tests will be conducted within 32 hours of the accident and attempts to test the driver after this time period will cease. If drug testing within this time period is not administered, the accident report will include an explanation of why not. If the employee's confirmation test is positive for abuse and/or untimely use of alcohol, controlled substances or drugs, he/she will be disciplined, which discipline may include termination. If the employee refuses to undergo the requested test or complete the requisite consent form, he/she will be advised that such a refusal constitutes grounds for termination and will be directed to the Superintendent's office.

E. Return to Duty/Follow-Up Testing.

Any employee who is allowed to return to duty either under this policy, or any other School District policy, after engaging in conduct prohibited by this policy (i.e., following the abuse and/or untimely use of alcohol and/or controlled substances or drugs) shall undergo either a return-to-duty alcohol test, with a result indicating an alcohol concentration of less than 0.02% and/or shall undergo a return-to-duty controlled substance test with a result indicating a verified negative result for illegal drugs/controlled substance use. In addition, thereto, the employee shall be required to submit to unannounced follow-up alcohol and/or controlled substance/drug testing upon the request of his/her supervisor. Follow-up testing may be conducted when the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing safety-sensitive functions.

VI. ALCOHOL TESTING PROCEDURES.

- A. All alcohol breath tests shall be conducted on an approved evidential breath testing device (EBT) by a trained breath alcohol technician (BAT). A BAT - qualified supervisor of an employee - may conduct the alcohol test for that employee only if another BAT is unavailable to perform the test in a timely manner. EBT's shall be able to distinguish alcohol from acetone at the 0.02% alcohol concentration level and shall be capable of testing an air blank prior to each collection of breath and performing an external calibration check. In order to be used in either screening or confirmation alcohol testing, an EBT shall have a quality assurance plan (QAP) developed by the manufacturer.

Breath alcohol testing will be conducted at a location that affords visual and oral privacy to the employee being tested sufficient to prevent unauthorized persons from seeing or hearing the test results. All necessary equipment, personnel and materials for breath testing shall be provided at the location where testing is conducted. In some unusual circumstances, such as when it is essential to conduct a test outdoors at the scene of an accident, a test may be conducted at a location that provides visual and aural privacy to the greatest extent practicable.

When the subject employee enters the alcohol testing location, the BAT will require said employee to provide positive identification. The BAT shall explain the testing procedure to the employee. The procedure to be followed by the BAT for a screening test is as follows:

- (1) The BAT shall complete Step 1 on the breath alcohol testing form. The employee shall then complete Step 2 on the form, signing the certification. Refusal by the employee to sign this certification shall be regarded as a refusal to take the test.
- (2) An individually sealed mouthpiece shall be opened in view of the employee and BAT and attached to the EBT in accordance with the manufacturer's instructions.
- (3) The BAT shall instruct the employee to blow forcefully into the mouthpiece for at least six (6) seconds or until the EBT indicates that an adequate amount of breath has been obtained. If the EBT provides a printed result, but does not print the results directly onto the form, the BAT shall show the employee the result displayed on the EBT. The BAT shall then affix the test result printout to the breath test form in the designated space, using a method that will provide clear evidence of removal.

- (4) If the EBT prints the test results directly onto the form, the BAT shall show the employee the result displayed on the EBT.
- (5) In any case in which the result of the screening test is a breath alcohol concentration of less than 0.02%, then BAT shall date the form and sign the certification in Step 3 of the form. The employee shall sign the certification and fill in the date on Step 4 of the form.
- (6) If the employee does not sign the certification in Step 4 of the form or does not initial the log book entry for a test, it shall not be considered a refusal to be tested. In this event, the BAT shall note the employee's failure to sign or initial in the "Remarks" section of the form.
- (7) No further testing is authorized. BAT shall transmit the result of less than 0.02% to the employer in a confidential manner; and the employer shall receive and store the information so as to ensure that confidentiality is maintained.
- (8) If the result of the screening test is an alcohol concentration of 0.02% or greater, a confirmation test shall be performed as provided herein.

B. Procedures for confirmation tests:

- (1) The confirmation test shall be conducted within twenty (20) minutes of the completion of the screening test. The BAT shall instruct the employee not to eat, drink, put any object or substance in his/her mouth, and, to the extent possible, not belch during a waiting period before the confirmation test. This time period begins with the completion of the screening test and shall not be less than fifteen (15) minutes. The BAT shall explain to the employee the reason for this requirement (i.e., to prevent any accumulation of mouth alcohol leading to an artificially high reading) and the fact that it is for the employee's benefit. The BAT shall also explain that the test will be conducted at the end of the waiting period, even if the employee has disregarded the instruction. If the BAT becomes aware that the employee has not complied with the instruction, the BAT shall so note in the "Remarks" section of the form.
- (2) Before the confirmation test is administered for each employee, the BAT shall ensure that the EBT registers 0.00 on an air blank. If the reading is greater than 0.00, the BAT shall conduct one more air blank. If the reading is greater than 0.00, testing shall not proceed using that instrument. However, testing may proceed on another instrument.
- (3) In the event that the screening and confirmation test results are not identical, the confirmation test result is deemed to be the final result upon which any action under this policy shall be based.
- (4) Following the completion of the test, the BAT and employee shall date and sign the certification form as described in the procedures for screening tests.
- (5) The BAT shall transmit all results to the School District in a confidential manner

C. Refusal by an employee to complete and sign the breath alcohol testing form (Step 2), to provide breath, to provide an adequate amount of breath, or otherwise to cooperate with the testing process in any way that prevents the completion of the test, shall be noted by the BAT in the "Remarks" section of the form. The testing process shall be terminated and the BAT shall immediately notify the employer.

In the event an employee is unable, or alleges that he/she is unable, to provide an amount of breath sufficient to permit a valid breath test because of a medical condition, the BAT shall again instruct the employee to attempt to provide an adequate amount of breath. If the employee refuses to make the attempt, the BAT shall immediately inform the employer. If the employee attempts and fails to provide an adequate amount of breath, the employer shall proceed as follows:

- (1) The employer shall direct the employee to obtain as soon as practical after the attempted test an evaluation from a licensed physician who is acceptable to the employer concerning the employee's medical ability or inability to provide an adequate amount of breath. If the physician determines in his/her reasonable medical judgment that a medical condition has, or with a high degree of probability could have, precluded the employee from providing an adequate amount of breath, the employee's failure to provide an adequate amount of breath shall not be deemed a refusal to take a test. If a licensed physician is unable to make such a determination, the employee's failure to provide an adequate amount of breath shall be regarded as a refusal.
- (2) In the event the employee's confirmation test registers 0.04% or greater, the employee is subject to disciplinary action including, but not limited to, suspension and/or termination.

VII. DRUG TESTING PROCEDURES.

To ensure that the appropriate chain of custody and specimen control is maintained, the collection of urine specimens will proceed as follows:

- (1) Upon the employee's arrival at the designated collection site, the collector will request the employee to provide positive identification. The employee will be required to complete a pre-test information form which serves as an identification document for the specimen collected. This form will request information regarding the employee's use of prescription and non-prescription drugs which may affect the outcome of the test.
- (2) The collector will be of the same sex as the employee when direct observation is required. The employee will be required to remove any unnecessary outer garments and to leave outside the collection area any purses, briefcases, or similar items. The employee will be required to wash and dry his hands before the test is administered. The employee will then remain in the presence of the collector and not have access to water fountains, faucets, soap dispensers, cleaning agents, or any other material which could be used to adulterate the specimen. Any transfer of the specimen from the collection container to another specimen bottle will be observed by the donor.
- (3) The donor shall urinate into a collection container or a specimen bottle capable of holding at least 60 ml. If a collection container is used the collection site person, in the presence of the donor, shall pour the urine into two specimen bottles. Thirty (30) ml shall be poured into one bottle, to be used as the primary specimen, and at least fifteen (15) ml shall be poured into the other bottle, to be used as the split specimen. Both bottles shall be shipped in a single shipping container together with copies one, two, and the split specimen copy of the chain of custody form, to the laboratory.
- (4) If the test result of the primary specimen is positive, the employee may request that the medical review officer (MRO) direct that the split specimen be tested in a different Department of Health and Human Services (DHHS)-certified laboratory for presence of the drug(s) for which a positive result was obtained in the test of the primary specimen. The MRO shall honor such a request if it is made within seventy-two (72) hours of the employee having been notified of a verified positive test result. When the MRO informs the laboratory in writing that the employee has requested a test of the split specimen, the laboratory shall forward to a different DHHS approved laboratory, the split specimen bottle, with seal intact, a copy of the MRO request, and the split specimen copy of the chain of custody form with appropriate chain of custody entries. The result of the test of the split specimen shall then be transmitted by the second laboratory to the MRO.
- (5) Any action required by D.O.T. agency regulations as a result of a positive drug test (i.e., removal from performing a safety-sensitive function) is not stayed pending the result of the test of the split specimen. If the result of the test of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, the MRO shall cancel the test, and report the cancellation and the reasons for it to the D.O.T., the employer, and the employee.
- (6) Any employee required to submit a specimen pursuant to random employee testing, reasonable suspicion testing and/or post-accident testing, will be required to submit a urine sample before being relieved of duty. Employees covered under these three sections who do not produce an

adequate specimen will be in violation of this policy and subject to disciplinary action including, but not limited to, suspension without pay and/or termination.

- (7) The identification label(s) on the specimen bottle shall contain the date of collection, the name of the collection official, and required identifying information. The employee providing the specimen shall initial the label on the specimen bottle, using initials corresponding with the name on the chain of custody form. The employee providing the specimen will be asked to read and sign a certification statement certifying that the urine in the specimen bottles came from his/her body at the time of collection. Refusal to sign this statement will be noted on the certification statement form by the collector. Refusal to sign this statement, without justification, may result in disciplinary action up to and including termination.
- (8) Upon notification by the drug program facilitator that an employee has failed to appear for his scheduled collection, the supervisor will discuss with the employee the reason(s) for failing to appear. If the employee provides a legitimate reason for failing to report, no disciplinary action will be taken. If the employee does not provide a legitimate reason for failing to report, the additional disciplinary action including, but not limited to, suspension without pay and/or termination may be taken.
- (9) In the event an employee refuses to provide a specimen, the drug program facilitator and/or the employee's supervisor shall advise the employee that refusal to provide a specimen shall result in termination. In the event the employee still refuses to provide a specimen, the employee will be terminated.
- (10) In the event an employee fails to provide a sufficient quantity of urine (i.e., at least sixty (60) ml), the drug program facilitator and/or the employee's supervisor will meet with the employee to see if he/she has a legitimate reason for not providing a sufficient specimen. If the employee has a legitimate reason, he/she will be required to take the drug test within twenty-four (24) hours. If the employee does not have a legitimate reason, the employee will be recommended for suspension or termination.
- (11) All applicants and employees have the right to refuse to undergo drug testing as provided herein. Applicants who refuse to undergo such testing will be denied employment. Employees who refuse to undergo such testing will be terminated. All employees and job applicants will be advised of the Lincoln County School District No. 2's drug testing program. Notice of the program will be posted on employee bulletin boards and copies of the program will be available for job applicants and employees to review. Any employee may appeal his termination or other disciplinary action taken under this policy to the extent and in the manner any such appeal is authorized by Board policy and/or appropriate state law.

All employees and job applicants will be advised of the Lincoln County School District #2 drug testing program. Notice of the program will be posted on employee bulletin boards and copies of the program will be available upon request for job applicants and employees to review. Any employee may appeal his termination or other disciplinary action taken under this policy to the extent and in the manner any such appeal is authorized by Board policy and/or appropriate state law.

REVIEWED: January 24, 2017

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EEAE-R – Administrative Guidelines for School Bus Behavior

The principal purpose of busing services is providing safe, efficient, and consistent transportation for students between school and home. School bus rules are intended to provide bus drivers and administrators uniform ways to assure student safety and the protection of property.

1. Each student is to be given a written copy of: LINCOLN COUNTY SCHOOL DISTRICT NO. 2 School Bus Rules and Regulations. These rules are to be discussed with the students by the bus driver at the beginning of the school year.
2. Improper conduct on the buses or while waiting for the bus will result in the loss of that privilege.
3. The driver of the bus is in complete charge of the students. The driver's word shall be respected the same as a teacher or principal.
4. Violation of bus rules may be grounds for immediate discipline by the bus driver.
5. When an offense occurs the bus driver will follow these guidelines:
 - The driver will talk with the student with as much privacy as possible, explaining to the student the problem as the driver sees it.
 - The student will have an opportunity to tell their side of the problem and the driver will listen carefully as the student tells their side.
 - The student may be given direction for improvement. A specific seat may be assigned for a period of time.
 - The driver will keep a detailed record of student bus rule offenses, action taken by the driver and behavior changes required by the student.
 - The driver will notify parents if the behavior continues.

If the behavior continues after the above steps have been taken, the driver will submit a bus conduct report to the principal and the principal will notify parents regarding the misbehavior, disciplinary action, and consequences outlined in the guidelines below. The administration reserves the right to use discretion and common sense when assigning consequences to violations of the bus behavior expectations. Student's age, previous behavior, discipline history, and severity of the infraction will be taken into consideration when assigning consequences. Some consequences may be more or less severe depending on the above factors. Discipline issues not addressed specifically in this policy will be handled according to the discretion of the administration.

GUIDELINES FOR DISCIPLINARY ACTION

<u>Offense</u>	<u>Action</u>
1. Inappropriate conduct such as not being ready for the bus by waiting at the bus stop, not having an alternative bus stop note, public display of affection, purposely ride the wrong bus, profane or obscene	First Offense: Verbal and written warning to student and parents. Second Offense: Suspension of bus privileges for up to 5 school days. Conference with parents/school before reinstatement. Apologies where appropriate. Subsequent Offense: Suspension from bus riding privileges for remainder of the year, with the prerogative of appealing to the Superintendent for reinstatement after 45 school days.

language, harassment, intimidation, bullying, boisterous behavior, rude or discourteous behavior, littering on the bus:

2. Possession/Use of Controlled Substances: First Offense: Suspension of bus privileges for 5 to 10 school days. Parental/school conference. Authorities notified. Second Offense: Suspension from bus riding privileges for remainder of the year, with the prerogative of appealing to the Superintendent for reinstatement after 45 school days. Authorities notified.
3. Vandalism: First Offense: Payment for damage to the bus (materials and labor). Suspension from bus privileges for up to 5 days. Parental/school conference, assigned seat. Second Offense: Suspension from bus riding privileges for remainder of the year, with the prerogative of appealing to the Superintendent for reinstatement after 45 school days.
4. Littering (out a window): First Offense: Suspension of bus privileges for up to 5 days. Authorities notified. Second Offense: Suspension of bus privileges for 5 to 10 school days. Authorities notified. Subsequent Offense: Suspension from bus riding privileges for remainder of the year, with the prerogative of appealing to the Superintendent for reinstatement after 45 school days.
5. Throwing items on the bus, Unsafe Loading/Unloading/Riding (See B, C, D, E, F, G, and H below): First Offense: Suspension of bus privileges for up to 5 school days. Parental/school conference, assigned seat. Second Offense: Suspension of bus privileges for remainder of the school year, with the prerogative of appealing to the Superintendent for reinstatement after 45 school days.
6. Physical violence First Offense: Suspension of bus privileges for up to one calendar year. Parental/school conference. Second Offense: Suspension from bus riding privileges indefinitely, with the prerogative of appealing to the Superintendent for reinstatement after one calendar year.
7. Possession of a weapon on a bus: (See Policy JICI)

LINCOLN COUNTY SCHOOL DISTRICT NO. 2
School Bus Rules and Regulations

- A. Students are responsible to be ready, both at home and at school for the bus. Buses cannot stop traffic or wait at stops where no students are standing.

- B. Students will wait for the bus in a safe place, clear of traffic and at least 15 feet away from where the bus stops.
- C. Students will wait in an orderly line, display good citizenship and avoid horseplay while waiting at the bus stop. Students will not approach the bus from vehicles stopped directly behind the bus.
- D. Students who must cross the road will do so only after the driver signals that it is safe to cross. Students will cross at least 15 feet in front of the bus.
- E. Students will enter and exit the bus in an orderly manner. Upon entering the bus, the students will go directly to their seats.
- F. Students will remain seated, facing forward with their feet on the floor at all times while the bus is in motion, with no more than three (3) students per seat. Seatbelts will be properly worn if available.
- G. No arms, other parts of the passengers' bodies, or objects shall be extended out of the windows.
- H. Students are only permitted to carry items that can be held in their lap. They may not bring any items such as: animals (excluding service animals), ball bats, snowboards, skateboards, or any other items deemed unsafe by the driver. (If such is the case, students will not be permitted to board the bus). Parents should make other arrangements to get these items to school if needed.
- I. Elementary students will need to give the driver a parent/guardian signed alternative bus stop permission note to be let off at stops other than their own regular bus stop.
- J. Students are responsible to comply with these Board Policies while waiting for and riding the bus:
 - JFC – Student Conduct
 - JICFA – Harassment, Intimidation, and Bullying
 - JICI – Weapons in School

Students, parents, bus drivers, and school officials have the obligation to observe and the responsibility to enforce these rules and regulations for the safety of the bus passengers.

UPDATED: April 12, 2023

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[Back to Bus Rules](#)
[Back to Loading and Unloading](#)

EEAF-R – School Bus Procedures

This procedure applies to the use of Lincoln County School District #2 (LCSD2) school buses. Drivers of LCSD2 buses must meet the requirements of policy GDAC and be scheduled by the transportation office.

Bus drivers will be paid the LCSD2 approved hourly rate. Bus drivers will be paid for actual on duty time for in-district trips. In the case of out-of-district trips, bus drivers will be paid for off-duty time except when students are in a hotel/motel. Trips will be planned, scheduled and conducted to ensure that they comply with the hours of service regulations dictated by Federal Motor Carrier Safety Administration (FMCSA) Safety Regulations Part 395. These regulations include a maximum of 15 hours of driver on duty time with a limit of 10 hours driving after 8 hours off duty. When a trip will require more than 15 on duty hours and/or more than 10 hours driving without the required 8 hours off duty, an additional driver will be scheduled. In general, trips will depart at 5:00 a.m. or later. Trips may depart earlier with administrator and transportation director approval. All trips will be scheduled to ensure that buses are unloading at their first stop by 2:00 a.m. The superintendent may give approval for trips to return after 2:00 a.m. Approval should be obtained before the trip leaves when possible.

Buses will be scheduled according to the following order of priority:

1. Regular school and summer school routes and bus service, maintenance, and repair.
2. WHSAA activities and academic field trips.
3. Other district sponsored trips on a first come first serve basis.
4. Non-district use.

Buses will not leave the district when roads along the route are designated by WYDOT as Closed, Chain Law Level 2 or No Unnecessary Travel, by Idaho Transportation Department as Difficult, or by Utah Department of Transportation as High Caution. Return trips over roads designated such will be reviewed on a case-by-case basis by the transportation director in consultation with administrators. If at any time during a trip a bus shows signs of the fuel starting to gel, the bus and any other school district vehicles traveling with it will immediately proceed to the nearest available warm shelter and await assistance in returning home. Buses will only travel on roads maintained by government agencies unless specifically approved by the transportation director and superintendent.

Bus decorating is strictly limited to ensure safety. Those who wish to decorate buses must read, sign and comply with decorating guidelines available at the transportation office.

All passengers are expected to keep their bus safe and clean. Rear and side emergency exits must be kept clear at all times. All items must be stored on bookracks, in under-bus compartments or within a seating compartment. Only bus drivers close under-bus compartment doors. Passengers must prepare for possible roadside emergencies by bringing winter weather clothing when appropriate. Special care must be taken with all food and drinks, especially nuts, seeds, popcorn, ice cream and drinks without a screw-on type lid. Passengers are responsible for cleaning up after themselves. Trashcans and cleaning materials will be available on all buses for passengers to use. The driver may restrict food and drink privileges if passengers are irresponsible. Coaches and advisors are responsible to ensure buses are clean upon returning from an event so that buses are ready to depart on another trip when necessary. The activity director may ask teams or groups to come back and clean buses the following week if necessary.

District Specific Use

All school sponsored student travel will be in a school bus as defined by Wyoming Department of Education (WDE) Rules and Regulations. This includes traditional yellow school buses and Multi-Passenger Vehicles (MPV). MPV's will be for in-district use and shuttling of students between events only. Out-of-district trips extending 1 night or more with 6 students or less can seek administrator and transportation director approval for use of MPV's.

Transportation costs for district sponsored trips other than academic field trips and WHSAA sanctioned trips will be paid for as follows:

Each district approved WHSAA sanctioned program will be allowed up to 800 miles per fiscal year paid for with the school activity budget at the non-district use rates specified below.

Requests for district sponsored trips will be submitted through Help Desk™ at least 5 business days prior to departure. A complete itinerary must accompany each request. In-district trips should have at least one school staff member on board whenever students are present. Out-of-district trips must have at least two school staff members on board and who will follow the supervision guidelines as outlined in procedure JHF-R while the bus is outside of district boundaries.

Prior to departure school staff members and bus drivers will:

1. Ensure there is an accurate passenger manifest on the bus.
2. Exchange cell phone numbers.
3. Plan safest route considering time, weather and road conditions (Driver makes final determination on road conditions).

In some instances, transportation may be better provided by a commercial carrier. The building principal and transportation director are expected to determine the safest and most efficient means of transportation depending upon time, distance, cost, and number of persons involved.

Students who participate in extra-curricular activities, which take them out of the school district by school bus, will be returned to centralized drop-off locations designated below. It is the intent of the district to minimize the number of late night stops in order to get all passengers home as quickly as possible. Additional stops may be added at the discretion of the Superintendent. When trips depart on a day that school is not in session, students will also be picked up at approved locations which are in the direction of travel.

Parents are responsible to see that their children have transportation to and from stops, before and after an event if they are not eligible to walk home. Rides are expected to be waiting at stops for the buses to avoid delays getting to subsequent stops and ensure all students get picked up and dropped off in a timely manner. Students without transportation will not be left at any late night stop. If the bus is missed, the bus may be met at another stop. Coaches and advisors will be responsible for students who do not have a ride home after a returning trip. Students are eligible to walk to and from stops if, in doing so, they do not have to walk along or across any roadway with a speed limit of 35 mph or greater and they have their parent's permission.

Sponsors and coaches will inform students prior to departure concerning the approximate stop times. Parents should communicate with their children to be aware of stop times, or parents may call the coach or sponsor. Travel buses will be equipped with GPS transmitters and cell phones. GPS location information will be available on the district's transportation website.

The following drop-off locations have been approved:

Cokeville

Sage Creek Junction
Sage Junction
Cokeville High School
Boarder Junction

Star Valley

Alpine: Alpine Market
Etna: Etna Elementary
Freedom: SilverStar Communications
Thayne: Thayne Elementary
Grover: Post Office
Afton: SVHS or SVMS
Osmond: Osmond Elementary
Smoot: Post Office

Non-District Specific Use

Use will only be approved when the group requesting such use submits a written request not less than ten (10) business days prior to the use, designating the number of riders, the dates and hours of use, the pick-up and delivery points, and such other information as the transportation director deems appropriate.

Users shall be charged for the driver's wages and benefits, fuel, and a per mile fee to cover maintenance and wear on the bus. The WDE determines the per-mile fee and a current schedule is available from the transportation office upon request.

AMENDED: February 9, 2017

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EHAA-R – Employee Acceptable Use of Technology

1. PURPOSE

1.1 Use of computers and network resources by employees of the District is permitted and encouraged where such use supports the goals and objectives of the District. Communications and computer technology at the District are provided and maintained for instructional, educational and administrative purposes.

1.2 The purpose of Board Policy EDC, EHA, EHAA, GBCD, and their accompanying procedure is to protect student data privacy and also to protect the staff of LCSD2.

2. ACCESS TO TECHNOLOGY EQUIPMENT AND SERVICES

2.1 The district retains ownership of all provided devices, software, and services.

2.2 Access to technology is provided to facilitate the instructional and administrative tasks performed by District employees and volunteers. The level of access provided will coincide with the requirements of each employee's job functions.

2.3 School District employees have no expectation of privacy in: information stored on electronic medium (hardware), electronic communications they send or receive on the District's computers or network system, or sites and information accessed utilizing District computers or the networking system. The District has the right to monitor or review any communications sent or received, as well as information regarding sites and/or information accessed.

2.4 Employees are obligated to maintain confidentiality regarding information about students, employees, or District business that they come in contact with, except as directed by the Superintendent or his/her designee. The Superintendent or his/her designee has the right to review computer usage and/or information accessed or stored without advance notice or consent.

2.5 Limited personal use of district issued device(s) is permitted given such use does not conflict with district policy or procedure.

2.6 If the employee chooses to store personal information on district-owned device(s), the district takes no responsibility for the backup and retention of said data. In the event where personal use interferes with district-related operations of the device (such as not enough room on the device to update software due to storage being used by personal photos, etc.), the district reserves the right to remove and restrict personal items with or without notification to the employee.

2.7 The district will not be held liable for unauthorized, illegal, or personal activity on district devices or services. Employees are personally responsible for outcomes that result from improper use.

3. ACCEPTABLE USE

3.1 District technology is to be used in a responsible, efficient, ethical, and legal manner in support of education, school business and/or research and within the educational program and goals of the District.

3.2 Syncing between personal and district-owned devices, whether purposeful or inadvertent, will be treated the same as if the user consciously stored the content on the device or service.

3.3 Administration or supervisors may set more restrictive guidelines for employees in their areas of responsibility.

3.4 While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or unethical purposes avenues for reaching students, teachers, and others, including parents. The District does not have control of the information on commercial electronic information services or the information on the Internet, although it attempts to provide prudent and available barriers. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people.

3.5 While using District technology, should an employee observe any security problems, misuse of the services or devices, or inappropriate use, he/she shall notify their immediate supervisor in a timely manner.

3.6 Using, viewing, or storing any content deemed lewd, obscene, vulgar, or pornographic, is not allowed under any circumstances. In such cases where the nature of the content is disputable, final discretion will be determined by the superintendent.

3.7 Employees will not upload, download, print, email, transmit, store, or otherwise make available any content that is harmful, tortious, defamatory, libelous, abusive, violent, obscene, vulgar, invasive of another's privacy, hateful, racially or ethnically offensive, or otherwise objectionable.

4. PROPER USE AND CARE

4.1 Keep devices clean and well-maintained.

4.2 Carelessness, misuse, and/or negligence of district-owned devices is unacceptable. Users may be responsible for damage to or loss of district equipment. Reimbursing the district for lost or damaged devices will be at the discretion of administration. Payment options will be arranged through the business office.

4.3 Users should not attempt repairs on district-owned devices. All repairs are managed through the district IT department.

4.4 Guidelines for the care and use of computer software are similar to hardware policies. Any unauthorized changes to systems, operating software, application software, or hardware configurations will be reversed when discovered by the technology department. Users may be responsible for damage to or loss of District software systems. District employees will be liable for intentionally inflicted damage. Users are not to reset devices to "factory settings", attempt system wipes, or reset to defaults

4.5 File-sharing software cannot be installed or used on District computers for the purpose of illegally sharing copyrighted materials such as music, images and software.

4.6 Users shall not download or install copyrighted software without proper licensing.

4.7 All copyright law shall be followed when using district devices and/or services.

4.8 In order to ensure proper configuration and to safeguard network security and performance, users should not attach computers, printers, network equipment (including wireless access points), or other types of hardware to the District's network without prior approval and support of the Technology Department (see 4.9). Attaching personally owned technology equipment to the school infrastructure or District network without authorization is prohibited. Any equipment found to be in violation of this policy will be immediately disconnected. Users may be held liable for damage caused to LCSD2 property due to connection of personal devices to the network.

4.9 Employees are provided with their own username and password for wireless network connectivity. Personally-owned wireless devices are allowed to be connected to the network if the employee is connecting their own device(s) with their own credentials. These credentials are not to be shared. The district retains the right to revoke user credentials.

5. PERSONAL RESPONSIBILITY

5.1 Employees shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or that could be construed as harassment or disparagement of others.

5.2 Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

5.3 Employees shall not use the system to engage in commercial or other for-profit personal activities. (Reference EHAA-R 1.2)

5.4 The District maintains public Internet sites. Principals or directors must approve all postings on public school Web pages, social media accounts, or other official communication mediums that represent the district.

5.5 Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, modify, or forge other users' mail. Exceptions referenced under EHA-R Section B.

5.6 Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing the District or use district devices or resources without permission from administration. Such sites shall be subject to the rules and guidelines established for District online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content.

5.7 Due to the unfiltered nature of personal websites and/or social media accounts, any such site or post that could be construed as representing the District shall include a disclaimer that the District is not responsible for the content of the messages. The District retains the right to request deletion of any such online communications. (Reference social media policy GBCD) A disclaimer may include the following: The views expressed on this site are my personal opinions and do not necessarily represent the views, opinions, mission, or goals of Lincoln County School District #2.

5.8 While using District technology, should an employee encounter any obscene or pornographic materials or observe inappropriate use, he/she shall notify their immediate supervisor in a timely manner.

5.9 Employees using devices will maintain privacy of confidential information.

6. SECURITY AND PASSWORDS

6.1 To maintain security, users are issued unique User ID's and passwords to enable their access. Do not use other people's passwords. Do not tell others your password including technology staff. Do not write down a password where others can see it, and use strong passwords as recommended by District procedure (EHA-R section A).

6.2 Third-party accounts that are required or recommended by the IT department for system-specific services (such as an Apple ID for cloud backups, etc.), are to be created and deployed by the I.T. Department.

7. INTELLECTUAL PROPERTY

The district reserves the right to deny or allow transference of Intellectual Property from the school district to the employee upon separation from the school district.

8. EMPLOYEE SEPARATION

8.1 Upon separation from the district, employee members may be given the option to purchase their issued device(s) (Reference SCHOOL PROPERTY DISPOSITION DNR). Only the most recent device of each type will be available for purchase. (i.e. The most recently assigned computer and/or iPad, etc.)

8.2 Upon separation, employee devices will be turned in to their administrator. If an employee is authorized to purchase their device, the device(s) will be restored to factory defaults and can be picked up from the IT Department after payment has been secured through the business office.

8.3 Employee services, including all accounts and building access, will be disabled on the date of separation.

9. EMPLOYEE ACKNOWLEDGEMENT

9.1 District employees are required to annually acknowledge that they have received, read and accepted this Employee Use Agreement.

AMENDED: June 10, 2020

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LINCOLN COUNTY SCHOOL DISTRICT NO. 2
EMPLOYEE ACKNOWLEDGEMENT

I have received, read and accept the guidelines in the policies EHAA and EHAA-R on Employee Acceptable Use of Technology.

Print Name: _____

Dept./Site: _____

Signature: _____

Date: _____

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GBEBA-R – Staff Dress and Appearance

Employees are expected to dress in a professional manner.

- Staff members must be in compliance with the Student Dress Code for Lincoln County School District #2.

Additional staff dress expectations:

- Shirts for males shall have collars. Sweaters and vests are also appropriate attire. Men are encouraged, but not required, to wear ties.
- T-shirts (other than school affiliated shirts) are not allowed.
- Slacks and casual dress pants are acceptable. No blue jeans will be worn.
- Flip-flops are not acceptable attire.
- Casual Fridays, jean days, or other spirit day attire will be at the discretion of building administration.

Staff requiring exceptions based on their duties will be approved by building administration. Any attire deemed inappropriate by building administration is prohibited. The employee may be asked to return to school with appropriate attire.

If individuals have special needs due to medical or religious reasons, they will provide documentation of such needs to their immediate supervisor requesting a deviation from the procedure.

REVIEWED: May 14, 2015

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GBEC-R – Drug and Alcohol Free Workplace Testing Procedure

1. Lincoln County School District #2 reserves the right to conduct pre-employment, reasonable suspicion, random and post-accident drug and alcohol testing for all employees. Lincoln County School District #2 will not waive the selection of any employee chosen pursuant to our drug and alcohol testing selection procedures.
2. If an employee is asked to be tested for drugs and/or alcohol, they will be allowed to provide notice to Lincoln County School District #2 or its third party testing company of currently or recently used prescription or non-prescription drugs at the time of the test.
3. Testing of bus drivers will also be covered under policy [EEAC](#)- Alcohol and Controlled Substances Testing.
4. Definitions and Conditions
 - A. Pre-employment testing: All applicants must pass a drug and alcohol test prior to employment. Refusal to submit to testing will result in disqualification of further employment consideration.
 - B. Reasonable suspicion is defined under this procedure as the belief by Lincoln County School District #2 that an employee is using or has used drugs or alcohol in violation of district policy. Reasonable suspicion may be based upon, among other things:
 - a. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug (this may include, but is not limited to, the smell of marijuana, blood shot eyes, dilated pupils, slurred speech, or other signs of impairment)
 - b. Abnormal conduct or erratic behavior while at work, absenteeism, tardiness, or deterioration in work performance
 - c. A report of drug use provided by reliable and credible sources and which has been independently corroborated
 - d. Evidence that an individual has tampered with a drug and/or alcohol test during his/her employment with the current employer
 - e. Information that an employee has caused or contributed to an accident while at work
 - f. Evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs while working or while on school premises or while operating one of the school's vehicles, its machinery, or its equipment
 - C. If there is reasonable suspicion that an employee is using or has used drugs or consumed alcohol in violation of Lincoln County School District #2's policy, that employee will be required to submit to a drug and/or alcohol test. The superintendent or his/her designee must approve in advance all reasonable suspicion testing. If the test result is confirmed positive for drugs or alcohol in violation of Lincoln County School District #2's drug and alcohol policy, the employee will be subject to discipline, up to and including immediate termination of employment.
 - D. Random drug and alcohol testing is defined as being selected to be tested without conscious decision of who is tested. To maintain the school district's priority of assuring the safety, health and well-being of students, employees and the traveling public, the school district retains the right to randomly test for alcohol, illegal drugs, and/or misuse of legally prescribed or over-the-counter medications on all employees who are covered by and/or subject to this policy. Random testing will be done periodically throughout the year. Any employee selected for random testing shall be assured that his/her selection does not mean

that the district suspects usage of alcohol and/or illegal drugs. The process by which employees will be selected for random testing is as follows:

- a. The school district will choose a method of random selection such as computer program or assigning code numbers to employees, or employing a third party company, etc.
 - b. In the event an employee is unavailable for testing on the assigned date, he/she will be tested on the next drug testing date. If the employee's confirmation test is positive for abuse and/or untimely use of alcohol and/or controlled substances or drugs, he/she will be subject to discipline up to and including termination.
 - E. Post-accident drug testing will occur if an employee causes or contributes to an accident that seriously damages a vehicle, machinery, equipment or property and/or results in an injury to themselves or another employee requiring medical attention. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner.
5. Any employee who refuses to take a drug and alcohol test will be subject to discipline, up to and including immediate termination of employment.
 6. The following drugs for which the district may test will include: alcohol, opiates, amphetamines, phencyclidine (PCP), marijuana, cocaine, and other controlled substances as defined under applicable state and federal law.
 7. An employee who receives a positive confirmation drug and/or alcohol test result may contest the accuracy of the result or explain the results within 10 days of the date of the result by filing a written statement with the superintendent. An employee, at his or her own cost, also may request that the specimen be re-tested at a certified laboratory of his or her own choosing.
 8. An employee who receives a positive confirmation test result and who fails to present a satisfactory contest or explanation to the result within 10 days, or a contrary result from a certified laboratory of the employee's own choosing, will be subject to discipline, up to and including termination.
 9. If the district determines that discipline and/or discharge are not necessary or appropriate in a case where an employee is in violation of Lincoln County School District #2's Drug and Alcohol Free Workplace Policy, the employee, as a condition of continued employment, must undergo an evaluation by a certified substance abuse evaluator and may also be required to complete a certified substance abuse rehabilitation program at the employee's own cost and expense. The employee may be allowed to work for the district while undergoing the treatment, but the employee must provide evidence of continued treatment and/or rehabilitation upon request. The employee must also agree to submit to periodic testing for not less than one year and up to two years after the date of the positive confirmation drug and/or alcohol test result.
 10. Administrators and directors that have supervisory duties over other staff members may be provided training on the effects of drug and alcohol use. The training will include physical, behavioral, speech, and performance indicators of drug and alcohol use. Supervisors of employees who operate district transportation will be trained in accordance with federal law.
 11. Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

ADOPTED: February 9, 2017

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GBM-R – Complaint Procedure

The purpose of this procedure is to describe methods by which any complaints regarding unlawful discrimination under any District controlled programs, services, or activities can be resolved. This procedure is available for use by any student, student applicant, employee, or employee applicant, who believes he/she has been subjected to discrimination on the basis of race, religion, color, national origin, age, sex, or disability.

The Superintendent of Schools has been designated as coordinator for the Americans with Disabilities Act (ADA) of 1990. It shall be the responsibility of the Superintendent to assure that each complaint is given fair and impartial consideration.

The person who believes he/she has been discriminated against may file either an informal or formal complaint.

Informal Procedure

An individual who believes that the District or any employee of the District has discriminated against him/her is encouraged to resolve the matter informally through

- a) communication with the party alleged to have committed the violation, or
- b) communication with an appropriate supervisor, counselor, or administrator who will act as a mediator to resolve the complaint.

Informal resolution may occur at any time.

Formal Procedure

If the complaining party is unsuccessful in obtaining an informal resolution or if the complaining party chooses to file an initial complaint on a more formal basis, the following procedure will be used. The formal complaint shall be presented in writing within 120 days of the date on which the complaining party could reasonably be expected to know of a violation.

Step One: If an alleged violation occurred within a school or within the jurisdiction of a school the written complaint shall be presented to the principal who will assist in preparing a written complaint. The principal will then convey the written complaint to the party alleged to have committed the violation. The party to whom the complaint is presented must render a written response within ten (10) working days from the receipt of the complaint. The principal shall render a determination within five (5) working days from the receipt of the response to the complaint.

Step Two: If the complaint is not resolved at Step One, or if the complaining party chooses, he/she may present their complaint to the Superintendent who will assist him/her in

formulating and presenting a complaint. Resolution of the complaint will be sought in this manner:

- a) Within ten (10) working days of notification, the Superintendent, the complaining party, and the person or persons who allegedly have committed the violation will meet to discuss the complaint and its resolution. In preparation for the meeting, written statements from any or all parties may be required. The Superintendent will provide a written decision within ten (10) working days after this meeting. Copies of the decision shall be given to all parties present at the meeting.
- b) Any participant involved with the complaint may appeal the decision by presenting to the Superintendent the basis for an appeal. The Superintendent, at his/her discretion, may appoint a complaint committee who will prepare a report to be presented to the Superintendent with findings and recommendations. The final determination shall be made by the Superintendent.

Step Three: If the determination of the Superintendent is unfavorable to the complaining party, the Superintendent will provide information to the complaining party for the procedure to be followed for filing a complaint with the Office of Civil Rights or other appropriate federal agency.

A successful complaining party shall be assisted by the principal or other supervisor in reaching conciliation with the individual or school causing the injury. If these efforts prove to be unsuccessful the Superintendent will take steps to insure an equitable remedy. The Superintendent may take appropriate action to allow the successful complaining party to participate in the program, activity, or class in which the discrimination had originally occurred and he/she will take steps to immediately overcome the conditions that originally resulted in the unlawful discrimination.

Alternate Procedure

The formal and informal complaint procedures outlined above do not affect the right of any individual or group to file a complaint with the Office of Civil Rights or any other federal agency.

REVIEWED: November 12, 2012

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JHF-R – Activity Supervision Statement

Student safety is the primary concern when involved in any school activity. It is the responsibility of activity advisors/coaches to supervise all students under their care when traveling. This will be accomplished by no less than two advisors/coaches on each bus that travels outside of the district and no less than one advisor/coach on each bus that travels within the district. Exceptions to this rule must be approved by the superintendent. The following is a list that is intended to communicate the expectations of the district.

Because we understand that no list can cover all possible situations that might arise, the expectation of the district is that coaches and supervisors ensure that their supervision of students is as adequate as possible throughout the duration of the activity.

As supervisors it is expected that they will:

1. Have proper activity related forms turned in as required.
2. Position themselves so they can actively supervise all students on the bus, understanding that the status of all students must be checked multiple times throughout the trip. The bus driver is not in charge of the students. He/she is in charge of the vehicle.
3. Supervise students during the time they are being transported in a district vehicle to a school activity. For instance, supervisors may not ride back from a trip with another party, leaving students unsupervised.
4. Supervise all students while they are on a trip (i.e.: in the mall, hotel, events center, school, restaurant, ski hill, golf course, playing field, etc.) with a minimum of an hourly check in with the coach.
5. Do not conduct personal business or engage in any activity that interferes with or distracts from school business or supervision of students.
6. Follow the guidelines required of bus drivers relating to driving time, etc. Please do not ask the driver to change any of the rules and procedures he/she is required to follow without clearing those changes in advance through the transportation director.
7. Review often the rules of conduct with the students and make sure they are clearly understood and also know the expectation and procedure for reporting violations within a 12-hour period.
8. Report any related behavior problems to the principal.
9. Account for students taken home by parents after an activity. Following the conclusion of an activity or competition students may be released only to their parents when properly signed out using the appropriate form carried in the coach's travel binder. Students may not ride home with anyone other than their parent or legal guardian unless a formal, written request from the parent or legal guardian is filed in the school office, prior to departure.
10. Make sure that provision is made for the safe and orderly return of students to their home after activities.
11. Leave in a timely fashion when activities are over.
12. When doing separate student activities at the same location (i.e. speech and music competitions) arrange for meeting places and times.
13. Students may not drive their own vehicles on sanctioned trips.
14. Under no conditions may students drive district/school vehicles other than for Drivers' Education.

I have read and do understand the expectations for me when supervising LCSD#2 students in my care as an activity advisor/coach.

Date: _____

Signature: _____

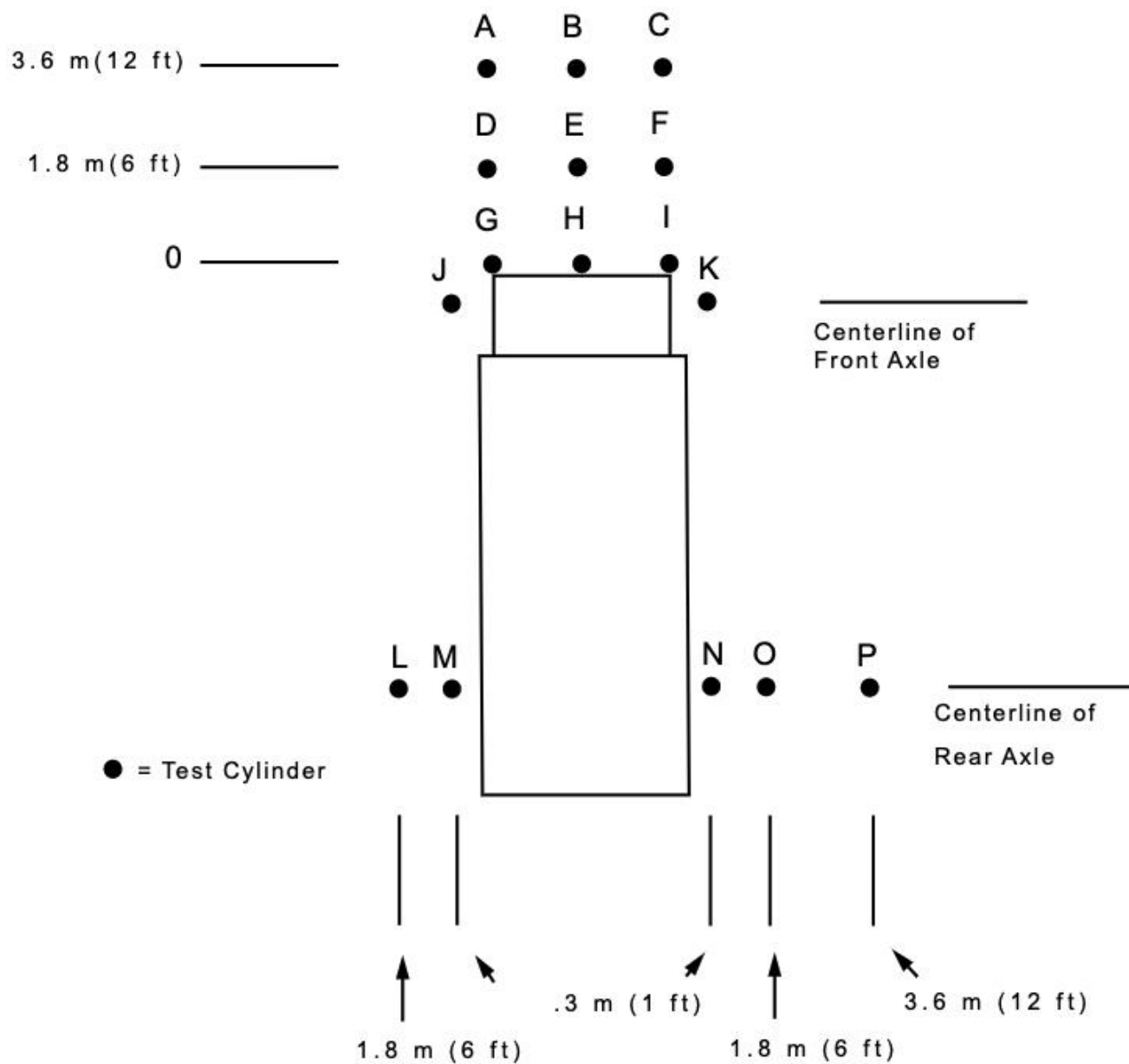
Print Name: _____

March 4, 2020

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SECTION 3 - FIGURES

Figure 1 – Mirror Adjustment



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Figure 2 – Chain Law

Wyoming's CHAIN LAW

Wyoming's chain law includes two levels of restrictions that can be implemented on specific highway sections when conditions warrant.

Level 1

When conditions are hazardous, travel can be restricted to:

- Vehicles equipped with tire chains; or
- Vehicles with adequate snow tires; or
- All-wheel-drive vehicles.

Level 2

When conditions are extremely hazardous, travel can be restricted to:

- Vehicles equipped with tire chains; or
- All-wheel-drive vehicles equipped with adequate mud and snow or all-weather-rated tires.

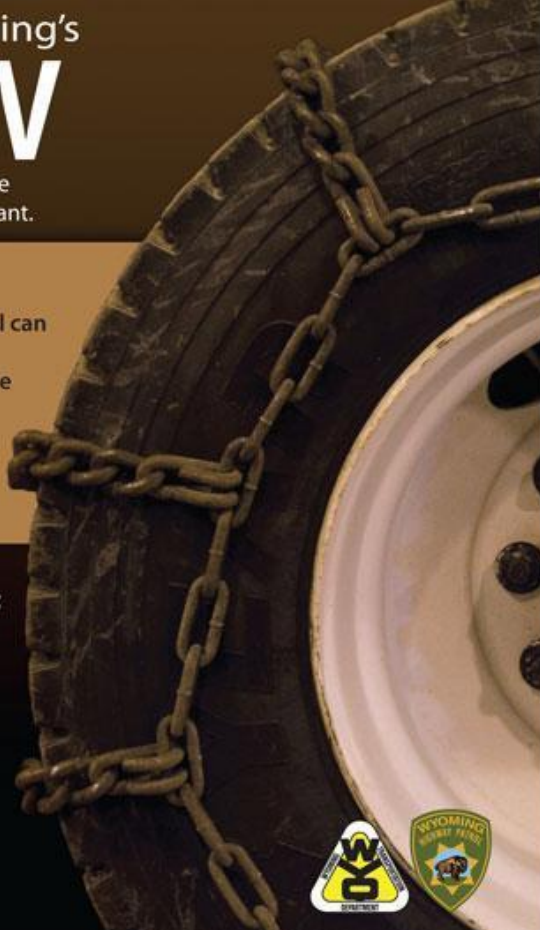
▶ **Under Level 2, commercial vehicles must have chains on at least two of the drive wheels at opposite ends of the same drive axle.**

▶ **Do not stop in the driving lane to install or remove chains!**

▶ **Penalties for violations:**

- \$250 for violating the travel restriction; or
- \$750 for a violation that results in a highway closure.

To read the statute, go to:
www.dot.state.wy.us/wydot/site/wydot/lang/en_US/full_statute




WYDOT Road Condition	LEAVING	RETURNING
Closed		
Chain Law Level 2		
No Unnecessary Travel		
Chain Law Level 1		
All Other Conditions		
Red = Unapproved Yellow = Needs Approval Green = Approved		

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Figure 3 – Trip Briefing

Trip Briefing Card

Please take a minute before each trip to go over these items with staff and students

- Bus Rules Review
 - **Respect** the bus by keeping it clean (location of trash cans)
 - **Be safe** by sitting in seat, limiting movement, and keep aisle and exits clear
 - **Be responsible** for personal items to avoid theft or loss
 - Review the location of the motion sickness sick bags, fire extinguishers, emergency triangles, and first aid and bodily fluid clean up kit
 - Review seatbelt law and ensure passengers know who to use seatbelts if equipped
 - Review how to call for help using WyoLink radio
- Evacuation Review
 - How, when and where to evacuate
 - Reminder on use of park brake, ignition key, door release, emergency exits and equipment
- Heat Control
 - Communicate needs to driver
 - Keep items off floor and away from heaters to allow circulation
 - Bring warm clothing or blankets in case of emergency

COMMUNICATE WITH ADVISOR/COACH

- Break stop locations (public restrooms, store, etc.)
- Passenger manifest
- Itinerary
 - Make a plan to meet Hours of Service requirements
 - Schedule departure time for unloading students no later than 2 a.m.
- Exchange cell phone numbers
- Discuss special student needs (sever allergies, seizures, diabetics, asthma)

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Figure 4 – Triangles on Divided Highway

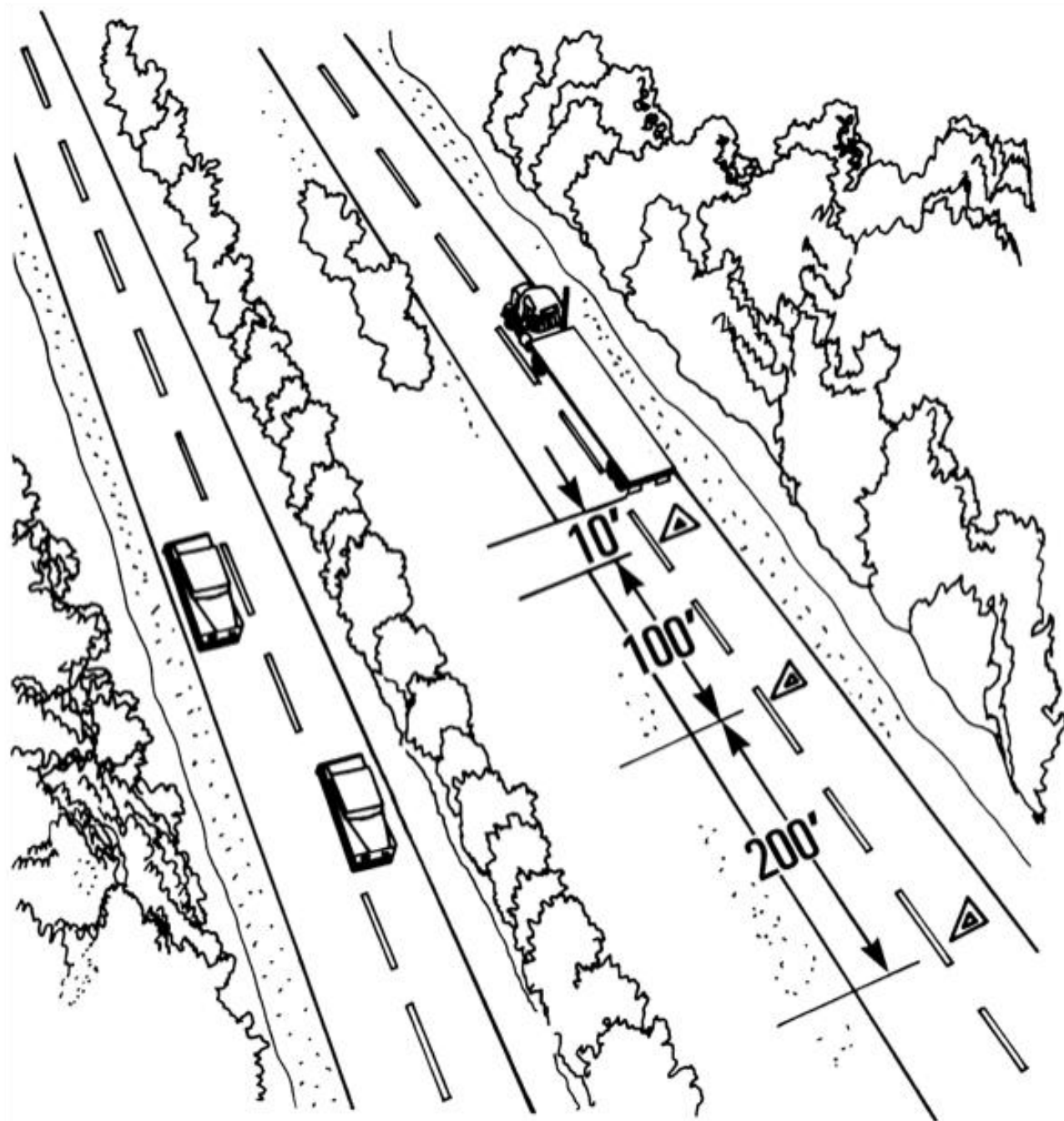


Figure 2-7 One Way or Divided Highway

Figure 5 – Triangles on Undivided Highway

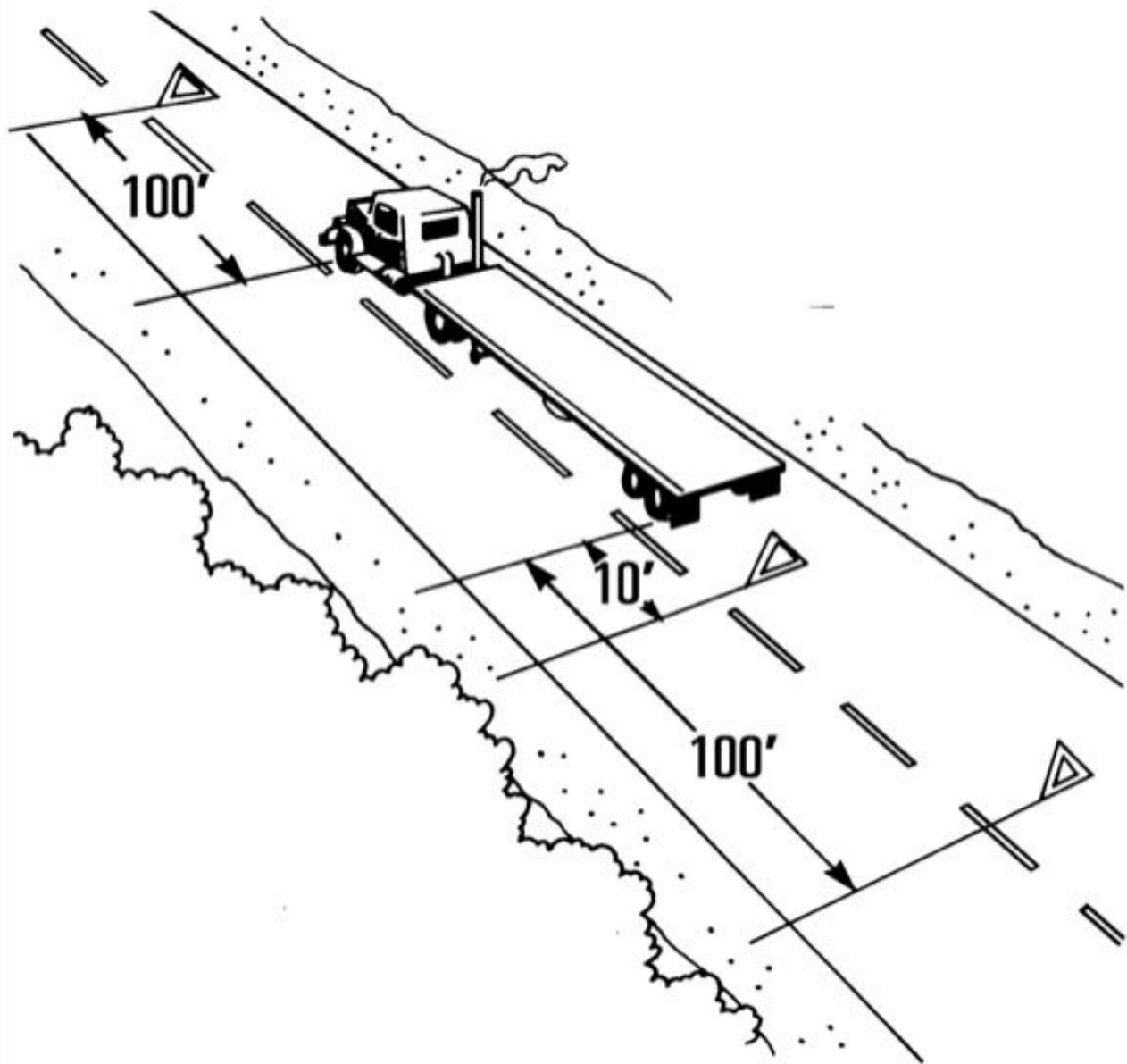


Figure 2-5 Two Lane or Undivided Highway

Figure 6 – Triangles on Hills and Curves

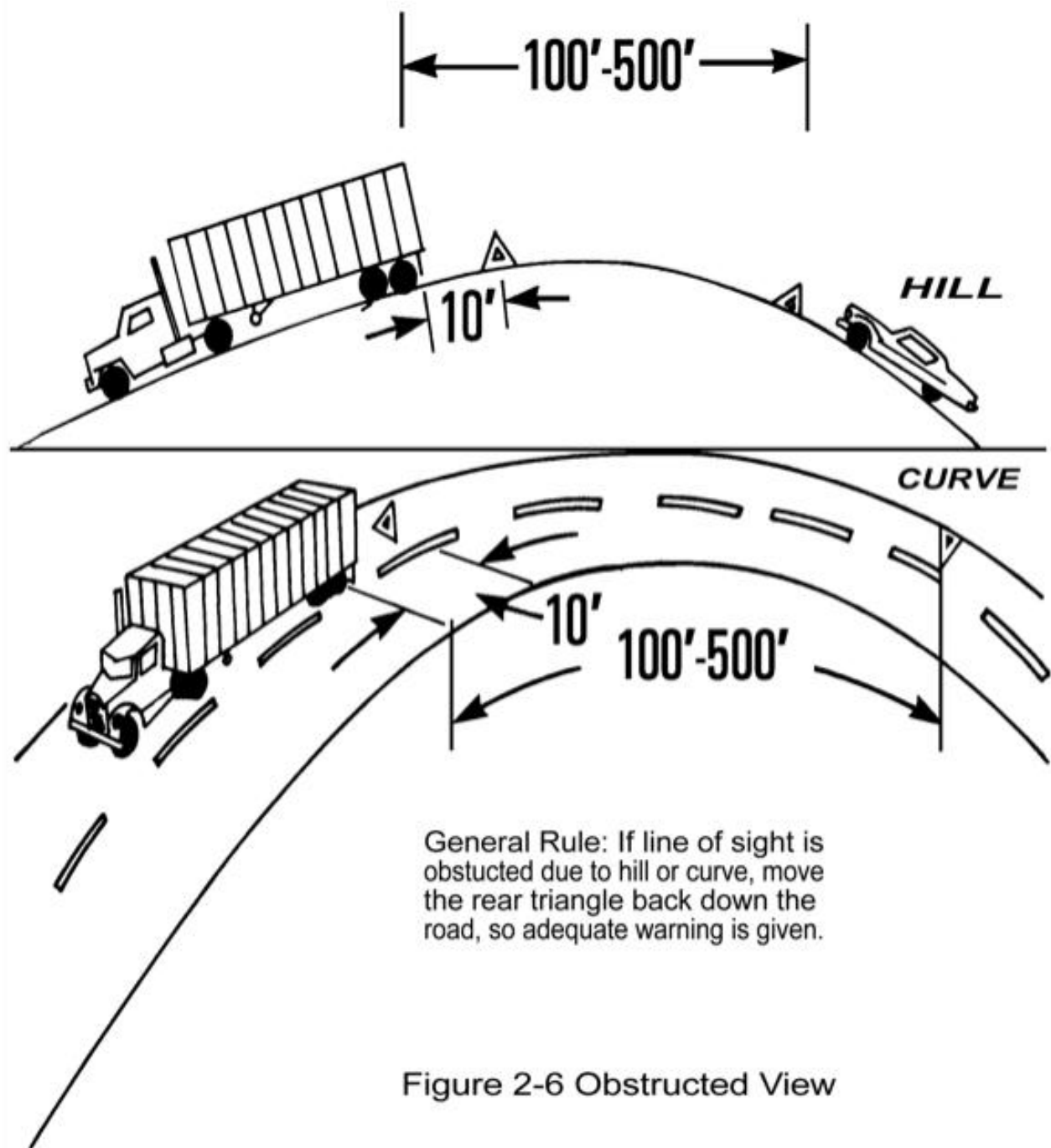


Figure 2-6 Obstructed View

Figure 7 – Engine Compartment Inspection



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Figure 8 – Early model CAT Upper Heater Valve



Figure 9 – Early model CAT Lower Heater Valve

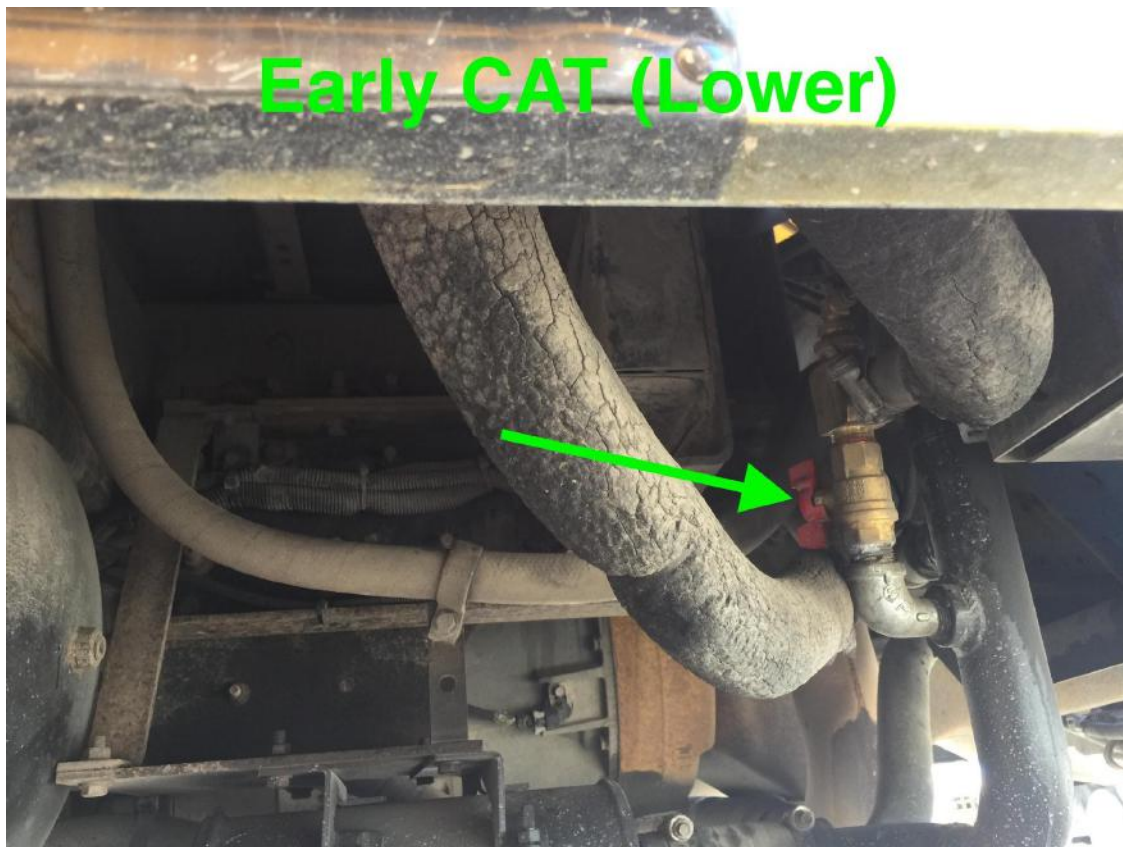


Figure 10 – Late model CAT Upper Heater Valve

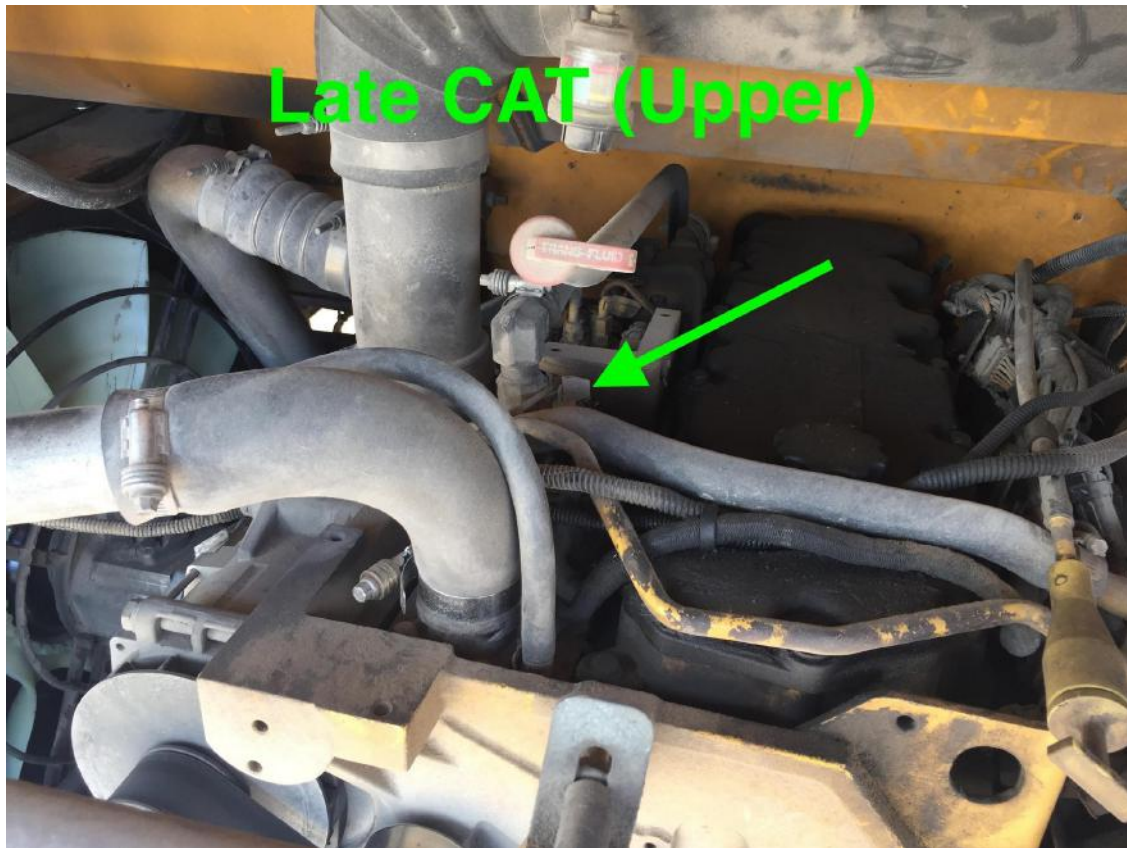


Figure 11 – Late model CAT Lower Heater Valve

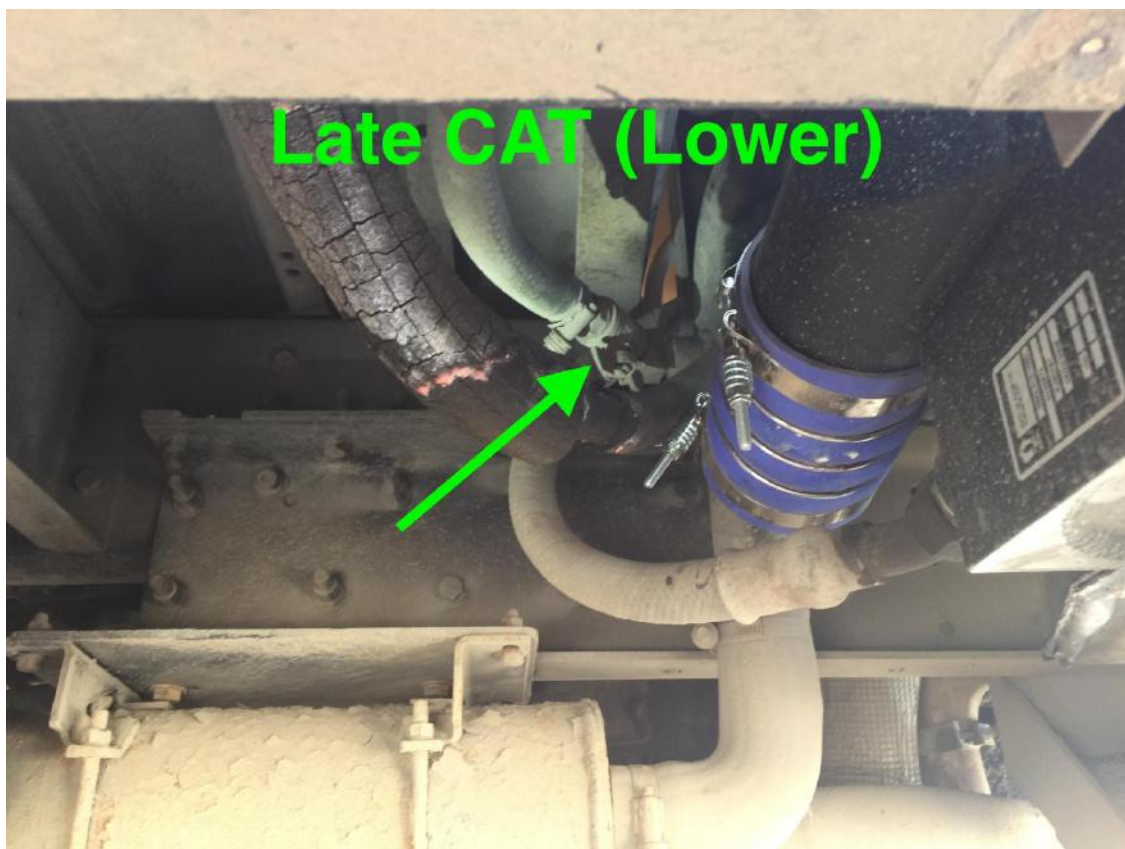


Figure 12 – Thomas Cummins Heater Valves



Figure 13 – Bluebird Cummins Heater Valves

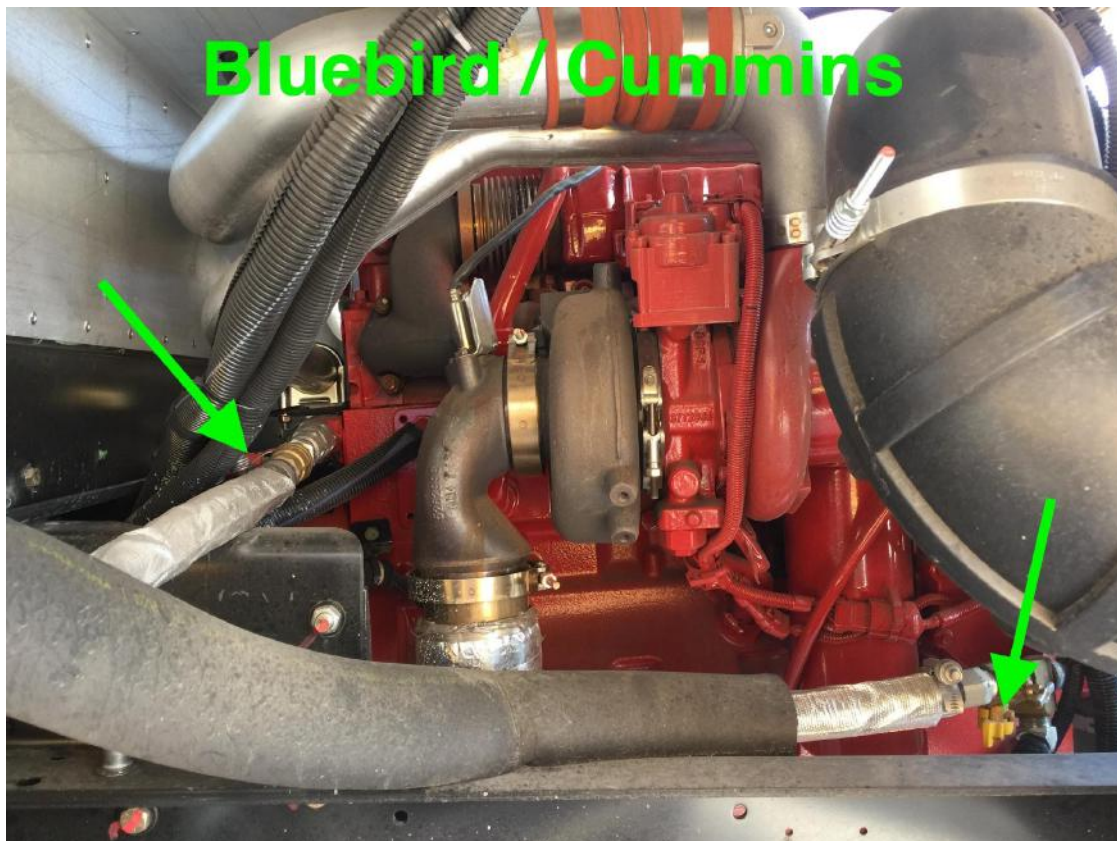


Figure 14 – Standard Response Protocol

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE!

Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults