

Lufkin Independent School District

**2015-2016**  
**Transportation Services**  
**Handbook**



Lufkin, Texas

TRANSPORTATION SERVICES  
EMPLOYEE HANDBOOK

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<b>MAINTENANCE</b>	<b>632.3348</b>	<b>ANDERSON</b>	<b>632.5527</b>	<b>TROUT</b>	<b>639.3274</b>
▪ J. Ross	630.4192	▪ C. Tierney	630.4382	▪ C. Nerren	633.7364
▪ B. Childress	630.4194	▪ K. Graham	630.4380	▪ B. Abney	633.7369
▪ B. Adams	630.4192	▪ C. Gonzalez	632.5527	▪ A. Fain	633.7372
▪ M. Thompson	630.4434	<b>BRANDON</b>	<b>632.5513</b>	<b>ALTERNATIVE</b>	<b>632.7203</b>
▪ E. Riley	630.4199	▪ E. Walters	633.7617	▪ D. Huffty	630.4224
▪ K. Wade	630.4184	▪ K. Bridges	630.4225	▪ P. Fray	630.4223
		▪ J. Hadnot	633.7626	▪ M. Cole	633.7818
<b>NUTRITION</b>	<b>634.7054</b>	▪ C. Taylor	630.4227	<b>ADMINISTRATION</b>	<b>634.6696</b>
▪ D. Middaugh	634.4202	<b>BROOKHOLLOW</b>	<b>634.8415</b>	▪ S. Adams	633.4246
▪ K. Hutto	630.4203	▪ A. Sebesta	633.7153	▪ B. Bergman	630.4362
▪ J. Armstrong	630.4201	▪ B. Bryant	633.4318	▪ D. Bradley	630.4333
▪ M. Rangel	630.4204	▪ W. Bosley	633.7192	▪ J. McGuire	630.4331
▪ O. Ramos	630.4207	▪ D. Mosley	630.4318	▪ T. Bryant	630.4325
▪ Warehouse	632.2096	▪ N. Horn	633.7191	▪ C. Bynum	630.4355
<b>TRANSPORTATION</b>	<b>632.7461</b>	<b>BURLEY</b>	<b>639.3100</b>	▪ C. Cheatham	630.4327
▪ W. Grissom	630-4426	▪ B. Mijares	633.6494	▪ P. Clark	630.4321
▪ S. Robles	630.4425	▪ C. Stewart	633.6229	▪ K. Foley	630.4354
▪ B. Ulrichson	630.4431	▪ C. Cazares	633.6212	▪ A. Sorola	630.4339
▪ B. Wade	630.4429			▪ M. Halyard	630.4193
▪ M. Rodriguez	630.4461	<b>COSTON</b>	<b>639.3118</b>	▪ B. Brown	630.4342
▪ L. Cayton	630.4427	▪ K. Jost	633.6238	▪ H. Beauchamp	630.4334
		▪ D. McCoy	630.4369	▪ S. McCarty	630.4256
<b>TECHNOLOGY</b>	<b>630-4303</b>	▪ O. Encarnacion	633.6240	▪ M. Guerrero	630.4351
▪ B. Stewart	630.4338	▪ S. Hill	633.6239	▪ D. Spore	630.4253
▪ J. Williams	630.4348	<b>DUNBAR</b>	<b>630.4500</b>	▪ L. Torres	630.4257
▪ Vacant	633.7325	▪ D. Wade	630.4504	▪ H. Wethington	630.4488
▪ S. Garcia	630-4352	▪ B. Watts	630.4502	▪ B. Williams	630.4343
<b>HIGH SCHOOL</b>	<b>632.7721</b>	▪ S. Lankford	633.7834	▪ C. Hobbs	630.4495
▪ K. Stephens	630.4100	<b>GARRETT</b>	<b>634.8418</b>	▪ N. Acevedo	634.6696
▪ L. Latimer	630.4101	▪ D. James	633.7822	<b>DOI</b>	
▪ S. Slaton	630.4112	▪ C. Conner	633.7820	▪ B. Lazarine	633.6145
▪ T. Luce	633.6138	▪ A. Palacios	633.7832	▪ D. Anderson	630.4252
▪ A. Mijares	633.6143	<b>HACKNEY</b>	<b>634.3324</b>	▪ P. Smith	630.4295
▪ K. Mills	630.4485	▪ K. Ford-Proutt	633.7328	▪ L. Finley	630.4294
▪ D. Lair	630.4413	▪ Vacant	633.7261	▪ K. Kassaw	630.4361
▪ K. Smith	630.4148	▪ C. Hall	633.7263	▪ S. Eubanks	630.4274
▪ S. Rhoades	630.4152	<b>HERTY</b>	<b>639.2241</b>	▪ M. Flores	630.4290
▪ J. Jost	630.4410	▪ J. Scott	633.6522	▪ B. Capps	630.4269
▪ R. Morton	630.4245	▪ J. Bate	630.4312	▪ J. Gallaher	630.4387
▪ J. McManus	630.4116	▪ J. Riggs	633.6529	▪ D. Harrison	630.4273
▪ M. Jones	632.8048	▪ J. Richardson	630.4277	▪ R. Davis	630.4497
▪ D. Lair	630.4413	<b>KURTH</b>	<b>639.3279</b>	▪ M. Russell	630.4272
▪ K. Smith	630.4148	▪ K. Vinson	633.7166	▪ K. Davis	630.4275
▪ B. Crews	630.7144	▪ S. Allen	630.4310	▪ R. Allen	630.4268
<b>MIDDLE SCHOOL</b>	<b>630.4444</b>	▪ Y. Alverson	632.2101	▪ K. Thannisch	630.4288
▪ J. Gomez	630.4242	▪ L. Denman	639-3279	▪ S. McCarty	630.4323
▪ C. Davis	630.4291	<b>SLACK</b>	<b>639.2279</b>	▪ D. Trekell	630.4270
▪ B. Jenkins	630.4422	▪ D. Whisenant	633.6485	▪ C. Beavers	630.4336
▪ G. Krause	633.7142	▪ Y. Clifton	633.6482	▪ J. Madden	630.4324
▪ Library	633.7138	▪ A. Fernandez	633.6486	▪ V. Hughes	630.4341
▪ A. Schuster	630.4477	▪ S. Miller	633.6491	▪ A. Ray	633.6231
▪ D. Lognion	630.4403	▪ M. Warnasch	633.6477	▪ S. Warner	630.4496
▪ Steve's Cell	212.2373	▪ Albert's Cell	671.1085	▪ Admin FAX	634.8864
<b>BOARD ROOM</b>	<b>633.7385</b>	<b>UPSTAIRS</b>	<b>633.7515</b>	<b>MAIL ROOM</b>	<b>630.4344</b>

## **INTRODUCTION**

This manual is intended to be a resource and a guide for the Transportation Services Department Employee. Along with the Lufkin ISD employee handbook, it will provide essential information on departmental procedures and policies, and give directions to other necessary resources to help supply information and answer questions.

Any time an employee has specific question regarding any district or department policy or procedure, they are encouraged to visit with department supervisors, the director, or other appropriate district personnel. Transportation Services Department employees are responsible for all material contained in this manual, and are also required to stay familiar with the information contained in other manuals directly affecting student transportation, including:

- **Texas Commercial Driver's License Handbook**
- **Texas School Bus Driver's Recertification Course Handbook**
- **Lufkin ISD Board Policy – Available online at [lufkinisd.org](http://lufkinisd.org)**
- **Lufkin ISD Student Transportation Safety Handbook – Available online at [lufkinisd.org](http://lufkinisd.org) click department links, click Transportation Services link.**

## **DEPARTMENT GOALS**

The role of the Lufkin ISD Transportation Services Department is to support the education of the students of Lufkin ISD by providing safe, efficient, and punctual transportation services for regular education routes, special education routes, extracurricular and co-curricular trips.

As transportation services providers, the **safe** transport of children in our care is our number one priority. As part of the educational team, we must promote and display qualities of leadership, high character, and professionalism in all areas of our day to day operations.

Entrusted by the public, our purchasing practices, our maintenance program, and our vehicle operations should ensure a high level of proficiency. Transportation Services department will educate all employees on aspects of training, safety practices, and will make responsible decisions for all our students and stakeholders involved.

## **AT WILL EMPLOYEES**

Personnel not hired under a contract shall be employed on an at will basis. A teacher not meeting the definition of a Chapter 21 Texas Education Code teacher, as defined in Texas Education Code 21.002, shall not receive a written contract of employment from the District and shall be hired on an at-will basis. At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked. A dismissed employee may request to be heard by the Board in accordance with DGBA (LOCAL).

## **TRANSPORTATION SERVICES ORGANIZATIONAL CHART**

### **Transportation Services Office Staff**

\*Denotes supervisor

#### **\*Transportation Services Director**

Wayne Grissom

#### **\*Assistant Transportation Director**

Belinda Wade

#### **Administrative Assistant to Director**

#### **\*Operations Supervisor**

Nikki Lawson

#### **\*Assistant Operations Supervisor**

Sonia Robles

#### **Training /Safety Coordinator**

Maria Harper

#### **Route Coordinator/ Special Needs**

Linda Cayton

#### **Route Coordinator/Regular Education**

Danielle Pigg

#### **Dispatchers/Field Trip Coordinators**

Marci Rodriguez, Angela Serrano

## **Transportation Services Maintenance Facility**

### **\*Maintenance Supervisor**

Bob Ulrichson

### **Diesel Mechanics**

Luis Escobedo

Aaron Walton

Michael Toole

Urbano Salazar

### **Preventative Maintenance Technician**

Julious Upshaw

### **White Fleet/Fluid Check Technicians**

Pablo Guerrero, Lawrence Johnson

## **REQUIREMENTS FOR EMPLOYEES**

- Have a clean criminal history as determined by the District designee using the pre-employment criminal history check. An applicant or employee may have no conviction for crimes of moral turpitude. Any conviction or arrest, or involvement in criminal activity during time of employment may result in immediate disciplinary action, up to and including termination of employment with the Department.
- Have a clean TB test. The test is taken at the applicant's expense.
- Participate in the Department's Drug and Alcohol Testing Program. Tests are administered for: Pre-employment, Random, Post-Accident, and Reasonable Suspicion. Positive drug test results will result in immediate termination of employment with the district.
- Complete the 12 hour department training course for new employees.
- Pass a driver's license record check. Lufkin ISD requires a maximum of 6 points on current driving record is allowed in order to be eligible to drive a school bus for the district.
- Completion of the full 12 classroom hours and 20 behind the wheel hours training class.
- Pass an annual physical examination as required for all Texas School Bus Drivers.
- Maintain certification as a Texas School Bus Driver by completing the 20 hour Certification class within 6 months of hire, and completing the 8 hour Recertification class every 3 years, or as required by Texas law.

## DRUG AND ALCOHOL TESTING

### Federal law requires drug and alcohol testing under the following conditions:

**Pre-Employment** – Before an employee begins working in a “safety-sensitive” function

**Random** – we’re required to test minimum percentages of our employees per year. Employees must be in a random pool and eligible for selection EACH time a selection event occurs. Employees have one hour to report when selected for random drug testing at the district designated facility.

**Reasonable Suspicion** – A supervisor may request a test based on observation of employee’s behavior, speech, appearance or smell.

**Post-Accident Testing** – Required after any at accident when someone was seriously injured or killed or under the conditions of reasonable suspicion.

All Transportation Department employees are required to participate in the drug and alcohol testing program. In addition, our department policy requires drug/alcohol testing after any at-fault vehicular accidents OR at-fault accidents causing extensive public property damage. Testing positive for any measurable amount of drugs and a measured amount of alcohol 0.02 or above will be considered cause for termination of your employment with the Lufkin ISD Transportation Services Department. Refusal to submit to testing will be cause for termination of employment. Failing to remain available for testing will be considered a refusal to submit to testing.

## PAPERWORK REQUIREMENTS

Documentation is required to be prompt and legible, and must be submitted in a timely manner.

Examples of the paperwork required:

- **Vehicle Condition Reports:** Each vehicle contains a booklet of Vehicle Condition Reports (VCR’s). The bumper number must be logged on the VCR sheet. The VCR documents the daily mileage and time used for that vehicle, as well as documenting pre and post trip vehicle inspections. One VCR sheet must be completed for each vehicle per driver per day. If two or more drivers drive a bus in one day, every driver must complete a separate VCR sheet. A complete pre-trip inspection must be performed before, and a post-trip inspection must be made after each run, each day. Any defects must be noted on the VCR daily, and any safety defects must be reported immediately.
- **Student Count Sheets:** Count Sheets are one of the tools used for reporting average daily ridership on all LISD school buses so we do not exceed rider capacity. CS’s will be completed monthly starting in October through March. Count sheets must be accurately counted and documented for state reimbursement for the school district.
- **Route Descriptions:** Each driver will be required to maintain an accurate and updated route description schedule that must be strictly adhered to under normal operating conditions. Route change request forms must have the approval of the operations supervisor and the Director of

Transportation Services before the router is authorized to make a routing change.

- **Seating Charts:** All drivers are required to establish a seating chart for every student assigned to their bus. Seating charts will help you to become familiar with your students and in cases of an emergency situation it is easier to identify students on your bus and meet paperwork requirements for emergency personnel.
- **VCR/Mileage Sheets:** All LISD buses mileage and condition must be accurately dated, tracked, and documented anytime the bus is being utilized. Ex: training, extended day, route services, or extra co-curricular trips. All mileage **must be** accurately reported to the state.

## **SCHOOL BOARD POLICY**

Lufkin ISD School Board policy governs all aspects of the Districts operations, which is available online at [www.lufkinisd.org](http://www.lufkinisd.org). Each employee is required to review and be familiar with all information outlined in the school board policy that pertains to their specific district assignment.

## **EMPLOYEE CONDUCT**

All Transportation Department employees are expected to conduct themselves in a professional manner while on the job, and refrain from activity either on or off the job that would reflect unfavorably on either the employee or the district. Transportation Services Employees will be held to a high standard of excellence and professional behavior at all times. All employees must refer and adhere to the LISD school board policy and district employee handbook on expected behavior patterns of employees. Transportation Services department will discipline personnel for failure to obey departmental and school district policies and guidelines.

**Note: Employees arrested or charged with crimes may be removed from duty pending the final resolution of their case.**

## **DRESS CODE**

Transportation Services Department Employees are expected to dress neatly and professionally, and practice good hygiene and grooming at all times. Your appearance, dress, and hygiene play an important role on positive perception from students, your coworkers, the public, and all other district employees. All Transportation Services Personnel riding or driving a school bus must meet district dress code requirements and must wear rubber soled or tennis type shoes.

## **Spirit Day Guidelines**

Panther Spirit Day will be on Fridays during the school year and is designed to promote pride in Lufkin ISD in all areas of achievement. Spirit Day should not be interpreted as a casual dress day. Employees may wear jeans that are clean, neat and good condition (no holes or frayed). A district-campus specified t-shirt which exemplifies school spirit and/or Panther pride are the only t-shirts allowed.

## **ID BADGE**

**All employees** will be issued a **District ID badge**, and will be expected to wear the badge in a visible location when reporting for, or on duty. Employees should be in complete compliance with the dress code when clocking in and reporting for duty.

## **ATTENDANCE AND PUNCTUALITY**

Transportation Services Employees are expected to maintain good attendance and punctuality throughout the school year. Each full-time Transportation Services Employee is given 5 state personal and 2 sick days each year. Personal days must be scheduled at least 7 days in advance of the absence, and approved by the director. Employees will not be paid for time missed that has not been pre-approved by the director. Sick time will only be authorized for being out sick and not utilized for personal leave time. After 3 consecutive sick days a doctor's release is required in order to return to work. **Lufkin ISD Board Policy mandates that personal days may not be taken on days of TAKS testing, or the day before or after school holidays.** Employees with excessive absentee or tardy rates, especially unscheduled/unauthorized absences, may be reassigned or reclassified as a substitute, or removed from duty altogether. Drivers will report for duty and clock in 15 minutes prior to their assigned departure time. Employees habitually failing to report to work on time will be subjected to disciplinary action. Tardiness and unscheduled absences adversely affects the efficiency aspect of transportation operations and every employee must be in compliance and adhere to the attendance and punctuality policy.

## **TIMEKEEPING/OVERTIME**

Transportation Services Employees will be issued an ID badge that will be used to activate the Time Clock Plus system. Any employee needing a new ID badge must see the Transportation Services Administrative Assistant.

Employees will be expected to accurately use the time clocks by utilizing a swiping method for issued ID badges to clock in or out (**Employees do not have to press any button to clock in or out**). Employees experiencing clocking in/out issues with their ID badges may manually clock in by using

their social security number. For all Transportation Services Personnel any blatant misuse of the time clocks, such as padding time, clocking in early, waiting to clock out, or having someone else clock in or out for you will result in disciplinary action, up to termination. Repeatedly missing punches or forgetting to clock in or out will result in disciplinary action. Route drivers and monitors are required to clock in **15 minutes** prior to route departure time and clock out no later than **15 minutes** upon return for cleaning and fueling purposes only. If you are dealing with a disciplinary issue or needing to update paperwork you must get authorization from a supervisor.

### **Overtime**

All department overtime must get prior approval before the overtime occurs. Overtime forms must be filled out accurately describing the justification for the overtime request. Signatures of the Director of Transportation, Assistant Superintendent, CFO, and the Superintendent are required for final authorization.

### **PAYROLL INFORMATION**

Transportation Services Employees (non-contract) are paid bi-weekly. Payroll is due on Mondays of the pay week and all employees must see the Transportation Services Administrative Assistant to verify and sign your timesheet by 9:00 am. If the employee is unavailable to sign, timesheets will be submitted without a signature. The Administrative Assistant is not authorized to accept any leave or sick request on the day of timesheet verification.

**Insurance:** LISD offers insurance to Transportation Services Employees.

Questions regarding insurance please contact Demetra Bradley at the administration payroll department @ 630-4333.

**Workman's Comp:** Any Transportation Services Employee that is injured on the job must report the accident immediately to the Transportation Services Administrative Assistant to complete an injury report. All workman's comp. claims will be handled at the Administration building by Pam Clark @ 630-4321.

### **OPERATION GUIDELINES**

- **LISD school bus driver will obey all traffic laws.**
- **LISD school bus drivers will drive the posted speed limit at all times.**
- **LISD school bus drivers/monitors will be subjected to job related training and retraining when deemed necessary by the trainer/safety coordinator and/or the Director of Transportation Services.**
- **LISD school bus drivers will follow route descriptions with no deviations unless authorized by the Director. All requests will be given to the Operations Supervisor for initial approval.**
- **LISD school bus drivers will complete a Pre and Post trip on the school bus before and after**

each use.

- LISD school bus drivers and monitors will complete daily bus cleaning requirements.
- Drivers and monitors must follow and consistently enforce The Student Transportation Safety handbook.
- LISD school bus monitors will navigate up and down bus aisle enforcing safety procedures.
- Daily route buses will be fueled when the fuel is at the level of ½ of full. Spare buses used while route buses are being serviced for maintenance must be fueled at capacity when returned back to spare status.
- LISD Transportation Services Employees will display professional behavior with co-workers, campus personnel, and with the general public at all times.
- Cell phones are prohibited while bus is being operated. See guidelines on cell phone procedures.

### Cell phone procedures/guidelines

No driver shall use a cell phone when operating a bus.

No monitor shall use a cell phone while riding on a bus.

The only exception to this rule is in an emergency situation or if instructed by dispatch or a supervisor.

Proper procedure for using a cell phone in an emergency or if requested by dispatch is as follows:

- Drivers without a monitor must pull the bus to a safe location with emergency flashers activated. Place the bus in neutral and engaged the parking brake.
- If no students are on the bus, step off the bus to make the call. If students are on the bus, step down to the step well. If a monitor is assigned to your bus have them to make the call.
- Drivers parked at a school that must use the cell phone step off the school bus. Do not place a cell phone in your lap or under your leg or use in any capacity while sitting in the driver's seat.
- Monitors may not talk or text at any time during bus operations unless in an emergency or if the driver or dispatch requests that a call has to be made to the Transportation office.

**There will be a Zero Tolerance standard regarding Transportation Services cell phone procedures/guidelines. Immediate termination of employment will be recommended when in violation.**

### Radio Procedures

Please remember to turn on your radio this is how we must communicate. Anytime a driver is calling base or shop, follow proper radio procedures and identify yourself as **LISD bus #** to base or shop and wait for a response. Please be patient, professional, and courteous during all radio transmissions. Do not talk over each other.

## Routing and Stop Locations

Routes and stops are designed and set by the following criteria: 1) Environment 2) Age of the student 3) Time/Mileage efficiency 4) Reasonable safety assurances. Changes to routes or stop locations **will not** be made without authorization from a supervisor. When **approved** changes are made, the route description must be updated immediately. When conditions on a route or at a stop location change or appear to be unsafe, communicate the conditions to a supervisor immediately.

Drivers are required to engage loading/unloading lights and set the parking brake at each stop made for LISD student/students. Make sure that children are always seated until the bus has come to a complete stop and the parking brake has been engaged. Before proceeding after each stop drivers must ensure that all students are safely seated and perform a five point mirror check making sure that students are clear of the school bus. Never move the bus until your departed passengers are at least 15 feet away from the bus, and you have accounted for all children that just departed. **Remember: it is against Texas state law to require or allow children to stand on a moving school bus.**

## Time Schedule

Route times must be followed as closely as possible. Under normal operating conditions a driver must try not to vary more than 5 minutes from the normal time scheduled. If you find yourself running 10 minutes later than scheduled please contact dispatch so they can communicate the estimated arrival times to the parents and schools involved. Require that your children be at the designated stop 10 minutes prior to scheduled pick-up time listed on your route description. Do not allow your students to wait inside the house and run outside to the bus when you are arriving or departing. This practice is extremely dangerous. Do not blow the horn to alert the children or the parents that the bus has arrived. It is the responsibility of the student/parent to be ready and waiting on the bus.

## Accident Procedures

- **Radio dispatch immediately with location, student head count, and any possible injuries.**
- **Keep your students calm and in their assigned seats unless an emergency evacuation is necessary. Notify dispatch immediately if emergency evacuation is going to be executed.**
- **EMS and Law enforcement personnel will be dispatched to the accident scene.**
- **Required paperwork: Seating Chart, Driver's license, and school bus insurance document.**
- **The director of transportation and/or designated personnel will be in route to assist driver.**

In the event an accident occurs Transportation Services Accident Review Board will conduct a post-accident review with the driver and determine if the accident was preventable or non-preventable. The meeting will be held to ensure that transportation services personnel are meeting district and state safety standards.

**DISPATCH CHECK-IN/DAILY REQUIREMENTS:**

- Sub drivers and monitors must check in with dispatch personnel every morning for assignment.
- Monitors it is your responsibility to ensure that you are on your assigned bus at time of departure. Do not ask to be moved from your assigned bus. It is not the responsibility of the driver to look for the monitor when they are scheduled to leave transportation. In the event a monitor is left for failure to report to the bus on time they will be directed to clock out.
- Monitors will be expected to ride the assigned bus to the parking stall and assist the driver with cleaning duties. Monitors will not be picked up and dropped off at the front entrance.
- If any employee has children to ride the bus in the morning their child must be in the front foyer and ready to depart with the driver to the school bus.
- All employees in personal vehicles must be parked before you clock in and must be clocked out before you go to your vehicle.
- Non-District vehicles are not permitted to be in the bus parking area for any reason.
- Seating area in the foyer is for the general public and students only. All transportation services personnel must be clear of the foyer unless conducting business. The front foyer must be clear of excessive noise levels and employees standing around at the front counter. Be respectful and mindful of public confidentiality.
- Do not enter the dispatch office to retrieve your key.
- Employees not able to report for work due to illness must call the following numbers: 634-6516, 632-7461, 630-4428, 630-4461, or 634-3545. We require that you call no later than 5:30 am so we can make assignment changes. Absolutely no text messages or phone call to personal phones will be accepted for calling in an absence to work.
- Employees running late due to unforeseen circumstances must communicate with transportation as soon as possible.

## **FIELD TRIPS**

Field trip assignments are on a voluntary basis, in order to be considered for field trip assignments the driver must request to be placed on the field trip driver list. The Field Trip Coordinator will assign trips on a rotational basis; however, assignments will be made in consideration of minimizing disruptions of regular home to school routes. Trip assignments are posted on the trip assignment board outside the dispatch office. It is the driver's responsibility to check the board for assignments daily and to notify the field trip coordinator of any schedule conflicts. Notification of declined trips should be given to the field trip coordinator at least 48 hours before the trip departure. Any unscheduled or unauthorized absence the day before a field trip will result in the trip being reassigned. Drivers are not authorized to find another driver to take their place on an assigned trip. Failure to follow field trip procedures will result in loss of field trip privileges.

- **Assigned route buses will be pulled periodically for trips based upon the rotation. Drivers will be assigned a spare bus to complete their route assignment.**

## **VEHICLE MAINTENANCE FACILITY**

The vehicle maintenance facility is the most dangerous and likely place for personal injury or accidents to occur. There are many hazardous conditions, such as suspended or lifted vehicles, slick, greasy, or dirty walking surfaces, dangerous chemicals, and extreme temperatures. As a result, the maintenance facility should not be treated as a walking thoroughfare for personnel not assigned to work in the maintenance facility. All employees not assigned to work in the maintenance facility should stay out of the area unless conducting business or to retrieve personal items from a vehicle that has been pulled for repair or service.

Proper attire requirements and safety procedures will be followed by all maintenance personnel when working in the maintenance facility. Safety glasses, goggles, or shields must be used when welding, cutting, or grinding. Employees should stay on the sidewalk and away from posted danger areas around the maintenance facility. Maintenance facility must be kept neat, clean, and free from hazardous materials. Spills must be cleaned immediately and 'safety signs' should be posted for any slick or wet surface.

### **Bus maintenance repairs**

Drivers are required to report any maintenance problems that occur on their assigned school bus. Vehicle repairs sheets should be filled out legibly and accurately so the maintenance staff can expedite repairs as soon as possible. Drivers will be assigned a spare bus if their assigned bus cannot be repaired between routes. Do not go into the shop checking on the bus repair status. Upon completion your assigned bus will be returned to normal operations and you will be notified. Your cooperation and patience is required when maintenance and PM repairs must be completed.

## **Trip Hazard**

- Hoses, lights, and extension cords should be put away or retracted when not in use.
- Incoming parts and supplies must be put up immediately.
- At the end of each work day all maintenance staff employees will ensure all walkways are free and clear of any/all potential trip hazards.

## **JOB DESCRIPTIONS**

- Job descriptions will be reviewed and signed by all transportation services employees and returned to the Director of Transportation Services.
- Transportation Services Employees will receive 3 and sign 2 copies of their job description.
  1. Copy for their records
  2. Copy for the Director of Transportation.
  3. Copy for the Assistant Superintendent.

**RECIEPT OF HANDBOOK STATEMENT**

I acknowledge receipt of the 2015-2016 Transportation Services Employee Handbook and understand that I, as an employee of the district, am responsible for becoming familiar and having a working knowledge of all the content contained within this handbook. I will abide by all policies, guidelines, and procedures governed by Lufkin Independent School District.

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_