

SCHOOL DISTRICT OF MANAWA

Manawa Elementary School
Little Wolf Jr/Sr High School

“Home of the Wolves”



School Bus Driver Handbook

2016-2017

Mr. Jim Quinn
Director of Transportation

Dr. Melanie Oppor
District Administrator

800 Beech Street - Manawa, Wisconsin 54949
Office (920) 596-2525

www.manawa.k12.wi.us

MESSAGE FROM THE DIRECTOR OF TRANSPORTATION

Welcome to the 2016-2017 school year in the School District of Manawa! This is your copy of the Manawa School Bus Driver Handbook. It is designed to provide you with much of the information necessary for you to carry out your assignment as a school bus driver for our school district.

As a school bus driver for the School District of Manawa, you hold one of the most important positions our school district has available. The parents of our school district entrust you to provide safe transportation for their precious cargo each and every day. We must never forget the responsibility that all of us have in ensuring that the students of our district have a safe and enjoyable trip to and from school.

As you work throughout the school year, please never hesitate to contact me if you have questions or concerns.

Thank you for your service to the School District of Manawa and especially for your service to our wonderful students!

Your Partner in Education,

James Quinn
Director of Transportation

Coming Together, **Sharing Together,** Working Together, **Succeeding Together!**

IMPORTANT NUMBERS

James Quinn
Director of Transportation
(920) 920-858-7088 – Cell Phone
596-3267 – Home Line

Melanie Oppor
District Administrator
596-2525

- DISCLAIMER -

This handbook does not cover all existing policies that the Board of Education of the School District of Manawa has adopted. Additional policies and regulations will be presented and discussed with the staff as they become pertinent in terms of timing. Should a question arise on any topic not covered in this handbook, in this or other sections, faculty and staff are encouraged to converse with administration for facts and opinions.

MANAWA SCHOOL DISTRICT MISSION STATEMENT

*“Students Choosing to Excel,
Realizing their Strengths”*

WORK HOURS

Route start times and end times may vary due to your route length. The key is to be sure that students get to school by their appropriate start time and are picked up at the end of the day at the appropriate time. If you should have questions, please ask.

MANAWA ELEMENTARY SCHOOL

Start Time – 7:50 am

End Time – 2:50 pm

LITTLE WOLF Jr/Sr HIGH SCHOOL

Start Time – 7:45 am

End Time – 3:05 pm



STUDENT OR STAFF ACCIDENTS

Please report any and all accidents that occur during the school day to the office immediately whether for a student or a teacher. An accident report needs to be completed and turned in to the school nurse ASAP.

CHAIN OF COMMAND

In the event that the Director of Transportation is out of the District, the following chain of command shall be used unless otherwise notified:

James Quinn
Director of Transportation



Melanie Oppor
District Administrator

THE IMPORTANCE OF RELATIONSHIPS

Building positive relationships with our students is one of the most important things we can do here in the School District of Manawa. Certainly we can hope that our students' leave the District with the skills to make them successful beyond compulsory education, but it is with strong relationships with them that we can engage them and make school an experience they won't forget. As a school bus driver in our District, you will be challenged to look for ways to build stronger relationships with all of our students while they are in your care on the school bus. **REMEMBER, YOU ARE OFTEN THE FIRST AND LAST SCHOOL PERSON OUR STUDENTS SEE EACH DAY.**

CHILD ABUSE OR SUSPICIONS OF NEGLECT

In the event that you should ever suspect that a student is being abused or neglected, you are obligated by state law to report this information to the appropriate building principal or Director of Transportation. As "mandated reporters" we are left with little choice in these matters. A general rule of thumb is to always be safe rather than sorry.

COMMUNICATION

As a general rule, please keep the Director of Transportation informed of matters that require special attention. No surprises please! **Please always keep a log of important written and oral communication with parents if this should happen.**

YOUR BUS EXPECTATIONS

As a school bus driver, it is your responsibility to establish clear expectations and procedures for the school bus in which you are driving. Please do not deviate from your expectations.

SCHOOL BUS DISCIPLINE

It is your responsibility to handle school bus behavior. A student does not have a right to interfere with the quality and safety of the ride to and from school each day.

Please set firm, fair, and clear bus expectations before the school year begins and be sure to share those expectations with your riders. You may want to provide the students with a copy of your expectations on the first day so they may share them with their parents. Copies can be made for you in the office.

Students need to be made clearly aware of the **3 R Discipline** approach:

- **Respect:** Positive regard for self, others, and property
- **Responsibility:** Being accountable for behavior, work, and property
- **Restraint:** Controlling one's own physical actions and verbal expressions

In dealing with discipline situations, sometimes a gentle reminder is all a student may need to correct him/herself. As a rule, give reprimands or talk with the student in private. Reinforce your expectations and rules when doing so. Try not to yell at a student or belittle him/her in front of other riders.

Now is the time to be creative yet firm in your discipline approach! Every successful bus driver knows the importance of making his/her personality dominant on the bus and having students meet the driver's expectations.

For repeated situations, do not hesitate to ask for assistance from a building principal or director of transportation.

Referrals to the principal should only be made when the driver cannot solve a disciplinary situation alone and s/he has tried the above steps for discipline. **Please make your referrals in writing and recognize that if you take the time to write a referral it is extreme and action will be taken.** When making a discipline referral to the office, please give a clear explanation of the incident, including time and date, your steps you have taken with the student, and information concerning parent contact.

1st Referral – Building Administrator warns students – Report goes to parents

2nd Referral – Conference with student – Building Administrator makes contact with parents.

3rd Referral – Loss of rider privileges for 3 days.

Subsequent Referrals may result in loss of rider privileges for up to a year.

Should a situation arise that presents an unsafe condition for a student or those around him/her, it is important that you contact the office immediately. Please avoid the use of physical contact if at all possible. Try to isolate the student and use a nonconfrontational approach.

THE BACK SEAT

NEVER ALLOW STUDENTS TO SIT IN THE TWO BACK SEATS ON EACH SIDE OF THE SCHOOL BUS UNLESS YOUR BUS IS AT CAPACITY. LET'S BE IN COMPLIANCE WITH STATE LAW.

GENERAL ATTITUDE AND APPROACH

- Be friendly, but not familiar. Your name is Mr., Mrs., Miss _____.
- Be firm, but not so tough that your riders are afraid of you.
- Be consistent with your riders. Please don't be lax one day and tough the next.
- Kids want to be treated equally. Please don't have favorites.
- Be fair.
- Show respect to your riders
- Be courteous and not sarcastic with your riders. Please don't ridicule a student or his/her family.
- Always control your temper.
- Keep calm and avoid yelling.
- Pay attention to your appearance.
- Clearly establish your expectations — what the rules are and the reasons they exist.
- Set a good example for your riders.
- Be honest in what you say and do.
- Remember to have a sense of humor. Kids will be kids!
- Don't hold grudges and don't take things personally. If a student misbehaves one day, don't automatically label them as a "bad kid" and treat them differently the next day.
- Always watch your language in the presence of students. Never use poor language!

HELPFUL TIPS

- Greet students by name everyday. Say good morning to them with a smile. Don't forget to wish them a good night at the end of each day. Remember, you are often the first person and the last person our students see each day. Make this a positive experience for them.
- Show an interest in things that interest them.
- Compliment students on positive behavior.
- Sometimes it pays not to hear things.
- Make students feel that they have a responsibility in ensuring group safety. Allow them some authority to suggest rules for the school bus.
- Listen to the students — their suggestions, their complaints, their concerns.
- If you make a mistake, admit it and move on.
- Give commands that stimulate an action: "Please do this" instead of saying "Don't do that!" Put a positive spin on the directives you give your riders.
- Have a reason for what you ask a student to do and give the reason.

DISCIPLINE TIPS

- Save discipline for safety-related behavior; don't nitpick every thing your riders do.
- NEVER get drawn into an argument with a student.
- Please don't threaten to do something you can't do.
- Please don't threaten to do something and then NOT follow through. Students can read right through you when you are not consistent with what you say and do.
- NEVER discipline a whole group if the entire group is not at fault. Always take the ringleader aside and discuss your concerns with him/her.
- Handle negative comments away from other students.
- NEVER let situations get out of hand. Always stay in control!

WHEN THERE IS A PROBLEM

1. *Stop the bus.*
 - Park in a safe location off the road, perhaps a parking lot or a driveway.
2. *Secure the bus.*
 - Take the ignition key with you if you leave your seat.
3. *Stand up and speak to the offender or offenders.*
 - Speak in a courteous manner with a firm voice. Remind the offender of the behavior expected. Don't show anger but do show that you mean business.
4. *If a change of seating is needed, move the student to a seat near you.*
5. *NEVER put a student off the bus except at school or at his or her residence/school bus stop.*
 - If you feel that the offense is serious enough that you cannot safely drive the bus, call for a school administrator or a parent to come remove the student.

CONFIDENTIALITY

It is EXTREMELY important that we remember to keep all matters involving our students CONFIDENTIAL at all times and ONLY share those matters with the appropriate individuals (i.e. parents, principal, director of transportation).

DRILLS / EMERGENCY SITUATIONS

Please take time during the first week of school and periodically throughout the school year to clearly explain procedures during potential emergency situations. Please also plan to conduct an emergency evacuation drill with your students in the event of a real emergency. Please emphasize the need to stay calm and quiet during these practice situations.

Evacuation Drills:

October ?

April ?

You will be reminded of these dates. No need to worry!

MEDICATIONS

Only the school nurse or appointed nurse's aid/personnel may administer medications from a properly labeled jar or bottle. Bus drivers should never dispense medication to students under any circumstances unless trained and designated to do so by the school nurse.

STUDENT PICK UP / DROP OFF

Please only pick up and drop off students at the end of their driveways. DO NOT drive in to pick up students. Our students must be responsible and be waiting for the school bus upon your arrival. Some exceptions may apply. See the Director of Transportation if you have questions.

When picking students up at either LW Jr/Sr HS, or MES, do not leave gaps between your bus and the bus in front of you (if applicable). This is a serious safety concern. Students should not be able to walk between school busses.

If experiencing severely snow covered roads and road is not plowed, driver will not proceed down that road.

INCLEMENT WEATHER

In the event of inclement weather, you will be contacted as soon as possible by the transportation director or transportation secretary as well as receive a Skylert notification when that has been activated.

In the event that school lets out early due to inclement weather, you will be contacted as soon as possible with explicit instructions. Please drive carefully in these situations.

EARLY RELEASE DAYS

The School District of Manawa has various early release days already scheduled. Please take note of these important dates on the school calendar (enclosed).

TELEPHONE USE

Cellular phones should only be used on your school bus for emergencies. If you must use your school cellular phone, please pull over to a safe location and then place your call. Never use a cellular phone while transporting students.

Please be sure that your cellular phone is ON when you begin your route each day. This is very important!

CO-CURRICULAR / FIELD TRIPS

You may be asked from time to time to transport students to and from a co-curricular activity or to and from a field trip. If you have never done this, we really could use your assistance this year. Your flexibility is greatly appreciated! Kris Thompson will be scheduling all co-curricular and field trips for the School District of Manawa. If you have questions, please contact her or James Quinn, Director of Transportation.

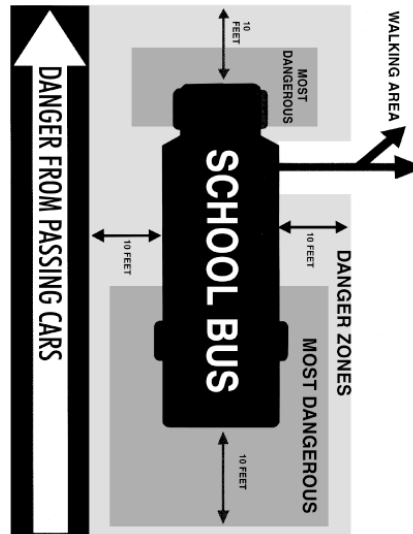
Before leaving on trips, please follow these general guidelines:

- Become familiar with the route you will take.
- Consider driving the route in your car prior to the actual field trip. Think about how and where your bus will fit.
- Find out if there are any detours or closed roads. Consider checking the web at www.roadwis.com for road conditions in Wisconsin.
- Plan an alternate route if needed.
- Get written directions for where you are going.
- Know where there are food and rest areas (if applicable).
- Know where there is parking and that parking is secure.
- Check your fuel! Always have a full tank of fuel.
- When several busses are traveling together, have a lead driver and maintain a safe distance between busses. Communicate with the person in charge of the trip.
- Get the name of the person in charge.
- Give the person in charge your name.
- Agree on loading and unloading places and times.
- Make sure that the person in charge knows that s/he is responsible for student behavior.
- Keep the aisles and exits clear of baggage, equipment, and people.
- Never allow students to sit in the back seats unless the bus is at capacity.

- Carry emergency phone numbers for school personnel.

SCHOOL BUS DANGER ZONES

Please make yourself aware of the school bus danger zones.



When picking up students at LW Jr/Sr HS, or MES, do not allow gaps between busses. Gaps allow students the ability to sneak between busses, which can be a serious safety concern.

EMERGENCY PROCEDURES

School bus drivers are to report any accident involving a school bus in the following manner:

1. First and most importantly, see to any injured students above all else.
2. Use your cellular phone to notify the Director of Transportation so that the proper authorities can be sent to you and so that another bus can be sent to you to transport the students after they have been released by police or ambulance.
3. DO NOT speak with the media. NEVER make a statement of guilt, blame, and the like to anyone. Let the school authorities handle this for you.
4. Prepare a list of all riders at the time of the accident. Have your emergency list available.
5. Make a complete incident report to the Director of Transportation following the incident.

ABSENCES

If you are going to be ill or have a pre-planned absence, please contact Kris Thompson as soon as possible. The Board of Education will be granting contracted bus drivers a total of 2 sick days. Hourly employees are exempt.

YOUR DAILY CHECK LIST

All drivers are required to check the following items daily before starting the engine:

1. Identification Lights
2. Warning Lights
3. Clearance Lights
4. Directional Lights
5. Head Lights
6. Brake Lights
7. Back-up Lights
8. Tail Lights
9. Tires (Visual)
10. Mirrors

WEEKLY CHECK LIST

All drivers are required to check the following items weekly:

Exterior

1. Engine Compartment
2. Leaks
3. Wires
4. Hoses
5. Belts
6. Water Coolant
7. Oil
8. Transmission/ Steering Fluid
9. Windows
10. Battery Compartment
11. Fuel Cap
12. Windshield
13. Emergency Door
14. Tail Pipe

Interior

1. Safety Equipment
2. Fire Extinguisher
3. Fuses
4. Reflectors
5. First Aid Kit
6. Seat Belts
7. Emergency Door
8. Seat Frame/Cushions
9. Service Door

Driver Area

1. Horn
2. Fuel Gauge
3. Oil Pressure
4. Vacuum Gauge
5. Water Temperature
6. Ammeter
7. Voltmeter
8. Windshield Washer/Wiper
9. Defroster Fans
10. Heater Fans
11. Ignition
12. Brake Test
13. Speedometer

At the end of each month submit your daily and weekly check lists to Kris Thompson.

NEW RIDERS

Please call the families of new riders with pick up and drop off times. This is very important! Be sure to introduce yourself and discuss your bus expectations with parents so they are aware from the beginning. Turn in your route sheets to the Elementary School Office by September 2nd.

YOU ARE OUR BEST PUBLIC RELATIONS PERSON!

School employees and even bus drivers are public figures, like it or not. In some ways we are celebrities in our own towns. Your opinions about education in general and the school system in particular, can loom very large in the mind of the lay person in the school district. Please always keep this in mind when out and about in the community or surrounding area.

HARASSMENT

Dimension One of the Dimensions of Learning emphasizes developing a safe and nurturing environment for students. You need to help all students develop their responsibility of courtesy and kindness towards each other. Students need to feel safe and secure in all areas of the school premises and at school-sanctioned activities.

Dealing with harassment situations needs to be part of your class rules and expectations. Initial occurrences need to be remedied by you. For severe and repeated cases of harassment (bullying) and student antagonism, please work with parents, guidance, and the principal to quickly correct.

The School District of Manawa believes that students and employees have a right to an environment free of harassment. Any person found in violation of the school district policy is subject to discipline procedures. Please see the principal or counselor if you have concerns about a harassment issue in your work environment.

NOTICE OF SEXUAL HARASSMENT

The School District of Manawa is committed to the belief that employees and students have a right to an environment that is free of sexual harassment. Sexual harassment in any form by Board of Education members, employees, students, vendors, and any other persons having business or other contact with the school district is prohibited whether it occurs in the work place or at events over which the school district has jurisdiction. Any person found in violation of this policy will be subject to discipline, including, but not limited to reprimand, probation, demotion, suspension, or termination, or other Sanction as determined appropriate by the Board of Education. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; Submission to or rejection of such conduct by an individual used on the basis for employment decisions affecting such individuals; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Any person, while in the jurisdiction of the Manawa Community School District, who witnesses sexual harassment, should contact the Multi-Cultural Non-Sexist Coordinator or the District Administrator to file a complaint. Claims of sexual harassment may also be filed with the building principal or supervisor.

NOTICE OF NONDISCRIMINATION

It is the policy of the School District of Manawa not to discriminate on the basis of sex, age, religion, race, color, disabilities, or national origin in the educational program of activities, which it operates. The District is required to adhere to existing federal and state nondiscrimination statutes and the implementing regulations not to discriminate on basis of sex, age, religion, race, color, disabilities, or national origin. This requirement not to discriminate extends to employment by the district.

Inquiries of concerning the application of federal and state nondiscrimination statutes and the implementing regulations should be addressed to the Director of the Office for Civil Rights, Department of HEW, Washington, D.C. Mr. Quinn's office is at the JR/SR High School, Manawa, Wisconsin 54949, telephone (920) 596-5839.



Remember...

You are often the first person our students come in contact with and the last person from school they see each day.

Make their ride a positive experience!