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*Carbon Lehigh Intermediate Unit #21*

# Transportation Handbook

# 2021-2022

August 2021



**CLIU #21 Transportation**  
4850 W. Mountain View Drive  
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Helping Children Learn

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# Carbon Lehigh Intermediate Unit #21

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## TRANSPORTATION CONTACTS

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# CREDENTIALS

## 1. Commercial Driver's License (CDL)

- a) CLIU #21 requires all employees hired after July 1, 2009, as a bus Driver or any van Driver who previously signed a Conditions of Employment document to acquire a Bus Driver CDL B with Passenger and School Bus Endorsements (hereinafter referred to as CDL) within one (1) calendar year of employee's date of hire with the CLIU #21.
- b) Please refer to the *Pennsylvania School Bus Driver's Manual* for steps to become a School Bus Driver in Pennsylvania.
- c) The following is a guideline to assist in obtaining a CDL through CLIU #21. It is the Driver's responsibility to obtain this credential within one (1) calendar year of the Driver's date of hire with the CLIU #21.
  - Immediately following CLIU #21 Board approval for employment, Driver should enroll in the next available CLIU #21 "New Bus Driver" CDL class. Instruction consists of a minimum of fourteen (14) hours of classroom instruction (scheduled for 2 consecutive Saturdays); and a minimum of six (6) hours of in-bus instruction with a CLIU #21 CDL instructor.
  - Upon completion of the New Bus Driver CDL class, Driver should go to local Penn DOT Driver License Center to take a knowledge test and receive a CDL permit. An appointment is not needed to take the knowledge test. *The CLIU #21 recommended timeframe for this is within four (4) months of CLIU #21 Board approval for employment.*
  - After obtaining a CDL permit, Driver should make arrangements to complete the six (6) hours of behind-the-wheel training with one of the CLIU #21 CDL instructors. *The CLIU #21 recommended timeframe for this is within six (6) months of CLIU #21 Board approval for employment.*
  - Upon completion of the behind-the-wheel training, the Driver should inform the CLIU #21 Transportation Supervisor, who will schedule the Driver's CDL driving test.
  - Upon successful completion of the CDL test, the Driver License center will issue a new license to the Driver noting the CDL classification. The Driver License Center will also issue an "S" endorsement card, this along with the physical card and driver's license must be carried with the Driver at all times while operating a school bus.
  - Immediately after obtaining a new Driver's license and "S" endorsement card, Driver must provide copies to the Secretary to the Director of Transportation.
- d) In the event Driver does not obtain CDL within one (1) calendar year of employee's date of hire, the CLIU #21 will accept the employee's resignation as a Driver and the employee will be permitted to work as a Vehicle Assistant only, or the Driver can request a 1-year extension as per (Article 12, Section L, Number 2) of the support staff agreement. If a Driver is granted an extension and fails to meet the CDL requirement at the end of the of the extension period, the CLIU will accept the employee's resignation and the Driver will only be permitted to work as an Vehicle Aide only. The employee still may obtain a CDL at the employee's own expense and may then apply to the CLIU #21 to be hired as a Driver.
- e) Please take note, the CLIU #21 will pay for one (1) fourteen-hour CDL class, six (6) hours of instructional (behind-the-wheel) driving with a CLIU #21 CDL instructor, School Bus physical and \$50.00 reimbursement toward CDL Driver license fee. The CLIU #21 will **not** pay for medical waivers.

## **CREENTIALS - continued**

- f) NOTE: PA CDL regulations must be followed regarding obtainment of CDL. This handbook provides only guidelines. If the State requirements change, those requirements must be followed.

### **2. School Bus Driver Recertification**

- a) PA State Law and the CLIU #21 require Drivers to renew their School Bus Endorsement every four (4) years.
- b) PennDOT will notify each School Bus Driver of this requirement through the school bus endorsement notice, which is mailed to the Driver approximately one (1) year prior to the expiration date of the School Bus Endorsement.
- c) Recertification requires successfully completing a minimum of ten (10) hours of instruction; that must be completed during the twelve (12) months after notification of recertification is received of the School Bus Endorsement.
- d) Please refer to the most recent *Pennsylvania School Bus Driver's Manual* for steps regarding School Bus Driver recertification.
- e) The following is a guideline to assist in obtaining a School Bus Driver Recertification through CLIU #21. It is the Driver's responsibility to obtain recertification within required timeframes.
- During the twelve (12) months preceding the expiration date of the School Bus Endorsement, Driver should enroll in a CLIU #21 "Bus Driver Refresher" course.
  - Instruction consists of a minimum of seven (7) hours of classroom instruction (scheduled on a Saturday); and a minimum of three (3) hours of behind-the-wheel instruction with a CLIU #21 CDL instructor.
  - Upon completion of the Bus Driver Recertification course, Driver should go to Penn DOT Photo and Exam Center to take a computer knowledge test.
  - Upon successful completion of the recertification class, the minimum of three (3) hours of behind-the-wheel instruction and computer knowledge test, a new School Bus Endorsement is issued to the Driver. If the CLIU #21 Driver fails PennDOT's knowledge test or driving skills three (3) times, Driver must surrender her/his school bus endorsement to the examiner and reapply for a School Bus Learner's Permit.
- f) A new "S" endorsement card, which expires each year from the date of issuance, is mailed to the Driver from PennDOT, as long as the Driver successfully completed a physical examination. Immediately upon receipt, please provide a copy of the new "S" endorsement card to the Secretary to the Director of Transportation.
- g) The CLIU #21 will pay for one (1) seven-hour School Bus Driver recertification class, three (3) hours of instructional (behind-the-wheel) driving with a CLIU #21 CDL instructor and School Bus physical. The CLIU #21 will not pay for medical waivers.

### **3. Annual Physical Examinations**

- a) An annual physical examination must be completed and passed by every CDL and non-CDL Vehicle Driver.
- b) This physical examination is to be given by a physician approved by the CLIU #21 and completed using the School Bus Driver's Physical Examination Form (DL-704) and the PA School Bus Driver Physical Examination Certificate (DL-742).
- c) Forms, approved physicians and instructions can be obtained from the Secretary to the Director of Transportation.

## **CREENTIALS - continued**

- d) Completed original physical forms and certificates (copies for CDL Drivers & originals for non-CDL Drivers) must be given to the Secretary to the Director of Transportation no later than seven (7) calendar days prior to the expiration of the Driver's current physical date, but no earlier than four (4) weeks prior to the Driver's current physical expiration date.
- e) A Driver who does not obtain his/her physical prior to the expiration date will not be permitted to drive and the CLIU #21 will accept the employees resignation as a driver and employee will be permitted to work as vehicle assistant only
- f) The CLIU #21 does not pay for a re-examination or medical waivers. A Driver is responsible for these at their own expense.
- g) Physician's Certificate (DL-742) must be carried by every CDL Driver at all times while operating a school bus.
- h) Employees who have been Board approved as vehicle assistants only will not be required to have an annual physical.

### **4. CPR (Cardiopulmonary Resuscitation) and First Aid**

- a) Completion of CPR/First Aid training is required for all newly hired Vehicle Drivers and Vehicle Assistants.
- b) Recertification is required every two (2) years to continue employment as a Vehicle Driver and/or Vehicle Assistant.
- c) This is an online class. Registration information will be provided to you by HR Department Management.

### **5. CPI (Crisis Prevention Intervention)**

- a) Attendance at the initial six-hour course is required for all newly hired Vehicle Drivers and Vehicle Assistants.
- b) Recertification (in a three-hour refresher course) is required every two (2) years to continue employment as a Vehicle Driver and/or Vehicle Assistant.
- c) Registration will be provided to you by the Transportation Manager.

### **6. Fire Safety**

- a) Completion of fire safety training is required for all newly hired Vehicle Drivers and Vehicle Assistants.
- b) Recertification is required every two (2) years to continue employment as a Vehicle Driver and/or Vehicle Assistant.
- c) Registration is done by Transportation Management. This is an online class.

### **7. Child Abuse Recognition and Response**

- a) Completion of child abuse recognition and response training is required for all newly hired Vehicle Drivers and Vehicle Assistants.
- b) Recertification is required every five (5) years to continue employment as a Vehicle Driver and/or Vehicle Assistant.
- c) HR Department will contact employees when recertification is required.

## CREENTIALS - continued

### 8. CLIU #21 Will Require all Transportation Employees to Maintain all other Credentials as Required by State or Federal Laws.

#### 9. Hours of Service

- a) Driver is responsible to regulate the maximum driving time of passenger-carrying commercial motor Vehicle, consistent with the Hours of Service Regulations of the U.S. DOT/Federal Motor Carrier Safety Administration, 49 CFR Part 395, as adopted by Pennsylvania Code Title 67, Chapter 231.
- b) The CLIU #21 is providing this procedure to ensure it carries out its duties and responsibilities within the requirements of the regulations and/or law. If the federal and/or state law or regulations are altered, it is the intention of the CLIU #21 to adhere to all current regulations and state/federal laws that are applicable to the CLIU #21.
- c) In order to ensure and maintain compliance with the aforementioned law, the CLIU #21 will require all Drivers of passenger-carrying commercial motor vehicles to comply with the CLIU #21's Hours of Service and Additional Employee Disclosure Procedures; and complete the Driver Questionnaire and Acknowledgement form attesting to such observance.

- d) In order to ensure that the CLIU #21 is complying with the state and federal requirement regarding Hours of Service, all CLIU #21 Drivers **are required to notify the Transportation Management Representative of all sources of on-duty time**, as defined by the regulation, other than with the CLIU #21. It is the obligation of the CLIU #21 Vehicle Driver to maintain an accurate accounting of all hours of on-duty time and immediately report to Transportation Management Representative if they will not be in compliance with Hours of Service Regulations. (This notification is recommended to be sent via email.)



- e) At a minimum, each CLIU #21 CDL Driver must sign a Driver Questionnaire and Acknowledgement form at the beginning of each work year and each summer employment session, if employed.

#### 10. FMCSA Drug & Alcohol Clearinghouse

- a) Beginning January 6, 2020, employers, or their designated consortium/third-party administrator (C/TPA), will be required to conduct drug and alcohol queries in the FMCSA Drug & Alcohol Clearinghouse pre-employment and annually to check if current and prospective employees are prohibited from performing safety-sensitive functions, such as operating commercial motor vehicles (CMVs), due to an unresolved drug and alcohol program violation. All CLIU CDL Drivers will be required by this new regulation to sign a consent form for the CLIU to be able to perform these required annual queries which will be valid for the duration of your employment with the CLIU. Consent forms will be issued to all CDL drivers who must comply with this new federal regulation at the beginning of the 20-21 school year. These consent forms will also be given throughout the year to employees at the time for completion of CDL training and issuance for a CDL.



# EMERGENCY RESPONSE

## 1. Parent/Guardian Not At Home

- a) If a parent/guardian is not at home when student arrives home on the CLIU #21 Transportation:

- The Vehicle Driver must notify the CLIU #21 Transportation Office immediately.
- Office Staff will instruct Vehicle Driver on further actions.

## 2. Vehicle Breakdown

- a) In the event of a vehicle breakdown Vehicle Driver must immediately contact Transportation Office using radio and the following information must be provided:

- Number of students on board
- Location
- Mechanical issue

## 3. Vehicle Accident Procedures

- a) In the event of vehicle accident, adhere to the following procedures:



- **All accidents (any time a CLIU #21 vehicle makes contact with another object) must be reported immediately via two-way radio to the Transportation Office. Failure to report any accident immediately after it happens (NO EXCEPTIONS), may result in disciplinary action.**

- The Vehicle Driver is to inform the Office Staff of location, any known injuries and any known damage.
- The Vehicle Driver is to care for the immediate needs of his passengers to the extent possible and, if properly certified, render medical assistance as need.
- The Vehicle Driver is to evacuate students if required (i.e., fire, unsafe location, etc.)
- The Vehicle Driver is to cooperate with and assist emergency responder personnel (Fire, EMS and police).
- The Transportation Staff shall remain at the scene, unless injured, until released by police.
- The Vehicle Driver and Assistant will not, under any circumstances, leave students unattended.
- Information – The Vehicle Driver is to secure all information from the other party involved and complete an accident report form provided in the Transportation Staff packet and/or Transportation Office.

## 4. Student Out of Control

- a) If a student becomes out of control, contact the Transportation Office via the radio immediately and use CPI techniques from your training to manage the situation.

# VEHICLE USE and MAINTENANCE

## 1. School Bus/School Vehicle Idling Standard

- a) It shall be the standard of the Carbon Lehigh Intermediate Unit #21 (“CLIU 21”) to eliminate all unnecessary idling by CLIU #21 school buses/school vehicles such that idling time is minimized in all aspects of school bus/school vehicle operations. Exhaust from idling school buses/school vehicles can accumulate in and around the bus/vehicle and pose a health risk to children, Drivers and the community at large. Idling buses/vehicles also wastes fuel and financial resources of the organization.
- b) The CLIU #21 adopts the Department of Environmental Protection “5 Minute Diesel Idling Standard” as provided under State and Federal law for all CLIU #21 school buses and school vehicles; and requires CLIU #21 Vehicle Drivers to strictly adhere to this standard.
- c) The CLIU #21 will require that all school buses/school vehicles will not be permitted to idle for more than five minutes consecutively unless covered by one of the below-mentioned exceptions. This procedure applies to the operation of every CLIU #21 school bus/school vehicle.
- d) Procedure:
  - Vehicle Drivers must not permit a school bus/school vehicle to idle unnecessarily during the performance of a pre-trip or post-trip inspection.
  - Vehicle Drivers are not to utilize idling for greater than five (5) consecutive minutes as a means to defrost windows of a vehicle. Vehicle Drivers must ensure the school bus/school vehicle s/he is operating is safe to proceed.
  - When school bus/school Vehicle Drivers arrive at loading or unloading areas to drop off or pick up passengers, Vehicle Drivers must turn off their school bus/school vehicle as soon as possible so that idling is not permitted to exceed five (5) consecutive minutes, resulting in the reduction of harmful emissions and wasted resources. Vehicle Drivers must not restart the school bus/school vehicle until it is time to depart and there is a clear path to exit the area.
  - Vehicle Drivers must not permit a school bus/school vehicle to idle in excess of five (5) consecutive minutes while waiting for students during field trips, extracurricular activities, or other events where students are transported off school grounds.
  - Vehicle Drivers must not permit a school bus/school vehicle to idle if no children are on the school bus/school vehicle.
  - Exceptions to the five-minute idling requirement include:
    - ✓ When traffic conditions create congestion and the school bus/school vehicle can’t move due to these traffic conditions, idling in traffic congestion is permissible.
    - ✓ If special needs students are on board and the vehicle must remain idling to control vehicle cabin temperature (heating or cooling).
    - ✓ In emergency situations when directed by authorized emergency personnel.

## 2. Maintenance, Repairs and Safety

- a) A Vehicle Driver is to arrange for any repairs or maintenance with the respective Transportation Supervisor upon discovery of needed repair.
- b) If there is evidence of serious mechanical problems, a Vehicle Driver is not to continue operating the vehicle and immediately contact the Transportation Office via the two-way radio.

## VEHICLE USE and MAINTENANCE - continued

- c) A Vehicle Driver must check and fill (top off) vehicle fluids during their pre-trip. When a spare vehicle is used, the fluids must be checked prior to starting the vehicle and filled if necessary.
- d) A Vehicle Driver is to schedule an oil change and/or preventative maintenance check every 7,500 miles. The Vehicle Driver must arrange for a spare vehicle with the Transportation Supervisor when the assigned vehicle is being serviced.
- e) A Vehicle Driver must ensure that a current inspection sticker is on the vehicle that s/he is assigned to drive. The CLIU #21 vehicles must be inspected twice per year. The Transportation Office will contact the Vehicle Driver to schedule the inspection prior to the expiration date, in most cases. If an inspection is not scheduled by the Transportation Office, the Vehicle Driver should notify the Transportation Office within two (2) weeks of the expiration of the sticker. If the inspection sticker has expired, a Vehicle Driver is not to drive the vehicle, and must contact the Transportation Office immediately.
- f) A Vehicle Driver must regularly monitor the safety equipment and supplies (e.g. first aid/bodily fluid kit, fire extinguisher, belt cutter and triangles). If fire extinguishers are discharged, a Vehicle Driver must give the extinguisher to a mechanic or the Transportation Manager for replacement or refilling.
- g) A Vehicle Driver is to ensure that a spare vehicle has a full tank of fuel upon completion of its use.
- h) A Vehicle Driver must contact the Transportation Office prior to taking a spare vehicle.
- i) A Vehicle Driver must keep the vehicles locked at all times when not in service.
- j) A Vehicle Driver must keep vehicle keys in lock box when vehicle is not in use, including a vehicle parked at home. This is applicable between a.m., noon and p.m. runs, as well as overnight parking.
- k) A Vehicle Driver must secure all items on a vehicle to prevent them from becoming a safety hazard.
- l) **A Vehicle Driver must not have any LIQUIDS CARRIED ON VEHICLE AT ANY TIME** (oil, brake fluid, windshield washer fluid, antifreeze, steering fluid, etc.)
- m) Vehicle Driver and Vehicle Assistant must know location of all emergency equipment provided on vehicle.
- n) All notifications concerning a vehicle repair or vehicle service must be made in writing and sent in an email to the proper supervisor. Notifying a mechanic of the issue is not acceptable.

### 3. Proper Use of Vehicles

- a) A Vehicle Driver is not to use CLIU #21 vehicles to make personal stops without prior authorization from Transportation Management Representative, including, but not limited to, stops at the bank, doctor's appointment, grocery store or any other personal appointment.



**b) Please observe the 15 MPH speed limit while on the Transportation lot.**

- c) Be a courteous Driver.
- d) Be sure to monitor vehicle gauges throughout each trip.
- e) Obey all traffic regulations.

## VEHICLE USE and MAINTENANCE - continued

### 4. Authorized Passengers (non-students)

- a) A Vehicle Driver shall not transport passengers not approved by the Transportation Office.

### 5. Run Schedule and Directions

- a) Vehicle Drivers must keep an up-to-date run schedule and a set of updated directions (including left and right turns) on the vehicle and submit both to the Transportation Office.

- b) Vehicle Drivers must revise the run schedule and directions within 24 hours of receipt of an **official** change from the Transportation Office. Updated documents must be available on the vehicle and submitted to the Transportation Office within 24 hours of notice of the change.

- c) Any change in designated bus stops and/or pick-up/drop-off times **must** be authorized by a Driver's respective Transportation Supervisor or the Transportation Manager. **Vehicle Drivers must inform the Transportation office of any schedule/run changes and receive pre-approval for the change, including a change that occurs during a run.**



### 6. Pre-Trip Inspection - ZONAR

- a) Pre-trip inspection must be completed using the ZONAR EVIR handheld per instructions and training provided:
  - Prior to the Vehicle Driver's first run of each day and provided that the Vehicle Driver is the only person who drives that vehicle that day.
  - If another Vehicle Driver used a vehicle now assigned to a Vehicle Driver on the same day, a Vehicle Driver must complete a pre-trip on that vehicle before operating the vehicle regardless if a different Vehicle Driver completed a pre-trip on the same vehicle on the same day.
  - If maintenance is performed on a vehicle, a Vehicle Driver must complete a pre-trip on the vehicle again.
  - If you were not the last driver using the vehicle, check for previous defects and make sure that they have been corrected before using the vehicle.
- b) If a **critical** defect still exists on that vehicle and a Mechanic has not fixed and verified that it has been corrected, **an Employee may not drive that vehicle.**
- c) As a part of Pre-Trip inspection, a Vehicle Driver must ensure that the following supplies are on a vehicle:
  - First Aid Kit
  - Spill Kit/Convenience Bag
  - Fire Extinguisher – ensure extinguisher is properly charged and not expired
  - Belt Cutter – placed within Transportation Driver's reach & Assistant must know storage location
  - Blanket
  - Rubber (non-latex) Gloves
  - Ice Packs – for injury, but do not apply directly on area, wrap in paper towel
  - Micro-Shield (CPR certified)
  - Triangles
  - Crowbar
  - Paper Towels
  - Hand Sanitizer

## VEHICLE USE and MAINTENANCE - continued

### 7. Post-Trip Inspection - ZONAR

- a) Post-trip must be completed using the ZONAR EVIR handheld per instructions and training provided:
- At the end of an Employee's last run for the day.
  - If the Vehicle Driver used the same vehicle all day, the Vehicle Driver only needs to complete the post-trip on that vehicle.
  - If the Vehicle Driver used multiple vehicles during the course of the day, the Vehicle Driver will need to post-trip each vehicle when an Employee is finished with it for the day.
  - If a mechanical issue is discovered during a run, the driver must post-trip the vehicle when returning to the Transportation lot and report the issue and park in front of garage – facing toward garage. (When repair is made, the Vehicle Driver must pre-trip the bus again before using the repaired vehicle.)



- **Employee shall not drive a vehicle until the critical defect has been repaired and must ask for a spare.**

### 8. Student Checks

- a) A student check must be completed using the ZONAR EVIR handheld per instructions and training provided. When a student check must be completed:
- TO SCHOOL – at the school; before returning to the Transportation lot or the Vehicle Driver's park-out location.
  - FROM SCHOOL – at last student drop-off or the nearest safe pull-over location.
  - CBI – When arriving at CBI location and at the conclusion of the CBI trip (prior to returning to Transportation Lot or the driver's park-out location).



- **All drivers must inspect your bus or van to be sure No Students Are Left On The Vehicle. Walk down the aisles, look under and around each seat, hang the tag in the rear window, and complete the Zonar EVIR student check. The consequence of leaving a child on the bus is very serious and could result in tragedy.**

- When starting each run, the Vehicle Driver will retrieve the Student Check sign from the rear window. An Employee may not drive a CLIU #21 vehicle with the Student Check sign in the window – it is a traffic violation of the Pennsylvania Motor Vehicle Code.

### 9. Check In/Check Out - ZONAR

- a) Check In/Check Out must be completed using the ZONAR EVIR handheld or 2020 tablet per instructions and training provided. Check In/Check Out must be completed when:
- CHECK IN
    - ✓ DRIVER – After pre-trip inspection, when actually leaving the Transportation lot or an Employee's park-out location to start each run (am, noon or pm); and at the start of each CBI run.
    - ✓ ASSISTANT – After pre-trip inspection, when actually leaving the Transportation lot or an Employee's park-out location to start each run (am, noon or pm); and at the start of each CBI run.

## VEHICLE USE and MAINTENANCE - continued

- CHECK OUT
  - ✓ DRIVER – After post-trip inspection is complete on last run; and at the end of each CBI run.
  - ✓ ASSISTANT – At the end of each run when back at Transportation Lot or an employee’s park-out location (am, noon or pm); and at the end of each CBI run.

### **10. ZONAR**

- a) A Vehicle Driver must notify the Transportation Office if a problem exists with the Zonar equipment.
- b) A Vehicle Driver must ensure s/he possesses the proper Zonar ID card at all times.
- c) A Vehicle Driver must immediately report a lost or stolen Zonar ID card and sign out a temporary card in the office.
- d) A Vehicle Driver must immediately return a spare Zonar Card to the Transportation Office after its use.

### **11. Important Paperwork and Documents on Vehicle**

- a) It is the Driver’s responsibility to make sure the following items are on the vehicle when in use:
  - Vehicle Registration
  - Insurance Card (updated)
  - Driver’s License and CDL, if applicable, including the Vehicle Driver’s “S” Card
  - Physical Card if applicable
  - Directions for run. Please make them easy for a substitute to follow. Ensure all directions are current with information of all students on the vehicle.
  - Student Emergency Forms
  - Special Equipment and Procedure Sheet – this form is to be kept on vehicle, confidential, for substitute. Tells seating arrangement, any special equipment for students (wheelchair, harness, child seat) and student with behavior problems.
  - CLIU #21 Picture ID Badge must be visible at all times.
  - ZONAR Badge
  - Blank Accident Form – for gathering information in case of an accident.
  - Blank Nurse’s Contact information form. (Form must be completed and submitted to Transportation Office for every Nurse that accompanies students)



# REPORTS TO OFFICE



All injuries and damage to vehicles must be reported to the Transportation Office immediately via the two-way radio. **Failure to report any injury or vehicle damage immediately may result in disciplinary action.**



**All accidents (any time a CLIU #21 vehicle makes contact with another object) must be reported immediately via two-way radio to the Transportation Office. Failure to report any accident immediately after it happens (NO EXCEPTIONS), may result in disciplinary action.**

## 1. Incidents and Incident Reports

- a) Incidents on a vehicle are the reporting responsibility of the Vehicle Driver and/or Vehicle Aides. Instances may occur when assistance will be needed if behavior becomes threatening to the safety of others on the vehicle. All student discipline/behavior problems should be brought to the attention of a Transportation Management Representative. Serious behavior problems should be reported immediately via 2-way radio.
- b) Incident forms, which are available at the Transportation Office, shall be completed immediately following the run on which the incident took place, but no later than 24 hours of the incident.
- c) Examples of situations that require the completion of Incident Reports include, but are not limited to: whenever Transportation staff must use CPI; whenever first-aid is administered, whenever an incident occurs out of the normal course of conduct or the cleaning of fluids and vomit. If unsure whether a report is necessary, Transportation staff should contact their respective Supervisor.
- d) Use separate incident reports for each individual involved in the incident. The content can be the same, but separate reports must be completed for each individual involved in the incident.
- e) A Vehicle Driver must write legibly and describe the incident in as much detail as possible. Keep to facts and details, stay away from opinion and history.
- f) If classroom staff is at the drop-off/pick-up point at the school, please discuss the problematic student's behavior with the school staff immediately (not in front of any students) and follow-up with the completion of an Incident Report.



## STUDENT MANAGEMENT

### 1. Student Pick Up and Drop Off

- a) Students are to be unloaded in such a manner so they do not have to cross the street, when possible. Transportation staff must wait to depart a student drop-off until the student has been received by a parent, guardian or approved designee listed on student's Emergency Contact Form
- b) Transportation staff shall wait for three (3) minutes for a student to come out of the house unless the parent acknowledged Transportation staff's presence or made a special request. Any special requests and/or problems should be reported to Transportation office using radio and approved by Transportation Supervisor.
- c) All Vehicle Drivers must be aware and observant of the 10-foot danger zone around the bus.

### 2. Student Crisis Management

- a) All CLIU #21 Transportation Staff is trained in Crisis Prevention Intervention (CPI) and must follow all protocols of CPI when faced with a verbal or physical situation. Physical interventions should be used only when all other nonphysical intervention strategies have failed to manage the prevailing risk. Physical interventions should never be used as punishment, to force control, gain compliance or enforce rules. Physical interventions are only to be used when an individual poses a significant risk to self or others or may cause damage to property that may result in significant risk of harm to self or others. Physical interventions should only be used for the minimum amount of time necessary, using the minimum amount of restriction on the basis of prevailing risk that the staff are attempting to manage. No element of pain should be involved as the intent of the intervention is to calm the individual.
- b) At no time during the route may the Transportation Staff ask a student to leave the vehicle (unless escorted off the vehicle by law enforcement or in an emergency situation).
- c) The Transportation Staff does not have the prerogative to decide that the transportation privilege should be denied a student; this can only be done by school authorities.





# SEAT BELTS, CHILD RESTRAINT SYSTEMS AND WHEELED MOBILITY DEVICES (WMD)

## 1. Seat Belts

- a) All passengers must wear seat belts while riding CLIU #21 vehicles. This includes students not in Child Safety Restraint Systems and Transportation Staff.
- b) Seat belts must be used properly to be effective. Transportation Staff must ensure proper fit.
- c) Seat belts should be worn low and snug on the hips.
- d) Shoulder belts must be worn if present – snugly over shoulder, chest and hip.
- e) Never use frayed or damaged seat belts, tie knots in seat belts or have twisted seat belts on passengers.

## 2. CSRS, Seat Belt Safety Locks and Safety Harnesses

- a) Seat belt safety locks and safety harnesses are available for students who are unable to follow our rules regarding seat belts; and must remain on during transit. Use of safety locks and safety harnesses must be authorized by Transportation Supervisor, and a form must be signed by the student's parent/guardian and returned to the Transportation Manager prior to use.
- b) Child safety seats are available from Transportation Office.
- c) Vehicle Driver is responsible to read instructions on proper installation and use of device and if needed request training from Transportation Manager.
- d) All Safety Restraint Systems will be provided to a Vehicle Driver by Transportation Office.
- e) Child Safety Seats and/or Harnesses only may be used on seat if student in seat behind is also in child safety seat or harness. Otherwise seat behind should be empty.
- f) At the end of the year, a Vehicle Driver must turn in all special needs equipment into the Transportation Office.

## 3. Wheeled Mobility Devices (Wheelchairs, Power Wheelchairs and Strollers)

- a) When an Employee transport a student with a WMD, an Employee needs to become familiar with the equipment the student uses:
  - Know where brakes are located and how to engage and disengage them.
  - How to steer or maneuver the WMD onto the lift and inside the vehicle.
  - Which accessories (e.g. lap trays, communication devices) need to be removed during loading, unloading and transit; how to remove and secure them during transit.
- b) CLIU #21 does not transport WMD students with lap trays attached while in transit, unless a written permission slip from the parent/guardian is received by the Vehicle Driver and is given to the Transportation Office prior to transporting with a lap tray.
- c) All students transported with or on WMD must be facing forward when secured to tracking on the vehicle.
- d) Tie downs must be attached to the WMD frame at a 45-degree angle. Crisscrossing tie downs will not be allowed.
- e) Front tie downs must be attached to the outside tracking, and rear tie downs to the inside tracking. Tie downs must be the same all around if retractable or ratchet.



**f) REMEMBER: DO NOT ATTACH THE STRAPS TO THE WHEELS OR ANY DETACHABLE PORTION OF THE WMD.**

g) *See Appendix A - Procedures for Transporting Students Using Wheelchairs*

## SEAT BELTS, CHILD RESTRAINT SYSTEMS AND WHEELED MOBILITY DEVICES (WMD) – continued

### 4. Seat Belts on WMD

- a) Seat belts are attached to the tie down retractors secured to the floor.
- b) Lap Belt – Place the lap belt around the student, thread the ends through the opening between the WMD side panel and seat cushion, or the gap between the seat back and seat cushion.
- c) Firmly but comfortably adjust the lap belt, ensuring that the buckle is placed low on the student’s pelvis (near the hip) opposite the side where the shoulder belt attaches. Attach to tracking rear tie down.
- d) Never position lap belt over abdominal area. Shoulder Belt – Attach to wall track, slightly behind student’s head, and attach to lap belt buckle.
- e) Never use frayed, cut or damaged seat belt or shoulder straps or defective tie downs. Do not tie knots in seat belts, shoulder belts or tie downs.

### 5. Vehicle Lift

- a) Apply emergency brake on vehicle before using lift.
- b) Vehicle Drivers and Vehicle Assistants must ensure they know how to operate the lift – with power and manually.
- c) Make sure safety belt on lift is fastened securely, and not frayed or cut. (Lifts do operate without the safety belt being closed properly in new vehicles.)
- d) Any unusual noises and movements must be reported to Transportation Office immediately.
- e) Lower lift onto a level area, making sure no objects or obstacles will interfere with the operation.
- f) **No student or untrained staff should operate the lift.**
- g) If the lift will not operate properly with power, it is an Employee’s responsibility to operate the lift manually.

### 6. Loading Wheeled Mobility Device Onto Lift

- a) Back the student slowly onto the lift platform. Student is to be facing outward and be fully within the boundaries of the lift.
- b) Apply WMD brakes and if WMD is electric, make sure power is turned off.
- c) Hold on firmly to WMD at all times.
- d) Ask (assist if needed) student to position his/her arms and feet within the confines of the WMD while the lift raises or lowers, and through the vehicle doorway.
- e) Communicate with student that an Employee will be starting the lift. Avoid jerky movements.
- f) Do not ride the lift.
- g) Vehicle Assistants on vehicle should be seated close to wheelchair in order to be able to observe students.

# SAFETY

## 1. Railroad Crossing

- a) “Railroad Cross Law” requires that all school buses stop at railroad crossings. Section 3342 – July 8, 1986.  
“A school bus, whether or not carrying passengers, shall stop at all railroad crossings designated by appropriate signs, signals or markers except those crossings at which traffic is controlled by a police officer or flagman.”
- b) Transportation Staff who drive buses must obey the RR crossing laws, which are:
  - Stop 15-50 feet prior to RR crossing. Put on emergency four-way flashers.
  - Open Driver-side window and open service door.
  - Set emergency brake.
  - Put bus in neutral (unless park is an option).
  - Look and listen.
  - Place vehicle in drive, close window, close the door, and drive completely over railroad tracks.
  - Turn off four-way flashers.
- c) Transportation Staff who drive vans do not have to stop at RR crossings, but need to slow down and proceed with caution.

## 2. Fluid Spills

- a) Take universal precautions – rubber gloves, spill kit, plastic bag, wipes, disinfectant, paper towels and hand sanitizer.



- b) Gloves **must** be worn when handling items soiled by blood, body fluids and secretions, as well as when cleaning surfaces, materials and objects exposed to them.
- c) **ALWAYS WASH HANDS AFTER REMOVING GLOVES.**

- d) Any spills of body fluids or waste (blood, urine, stool, vomit, etc.) should be cleaned promptly.
- e) Clean with absorbent material from the clean-up kit.
- f) Dispose of spills by wrapping securely in sealed bag, place in second bag and dispose of as trash.
- g) Wash hands thoroughly.
- h) Be extra careful to protect open wounds or skin lesions from direct contact with blood or any body fluid.
- i) If an Employee is exposed to blood or any body fluid, that Employee shall notify the Transportation Office as soon as possible.
- j) Always complete an Incident Report when fluid spills contain blood, urine or feces.
- k) Be sure to replace absorbent if it was used.

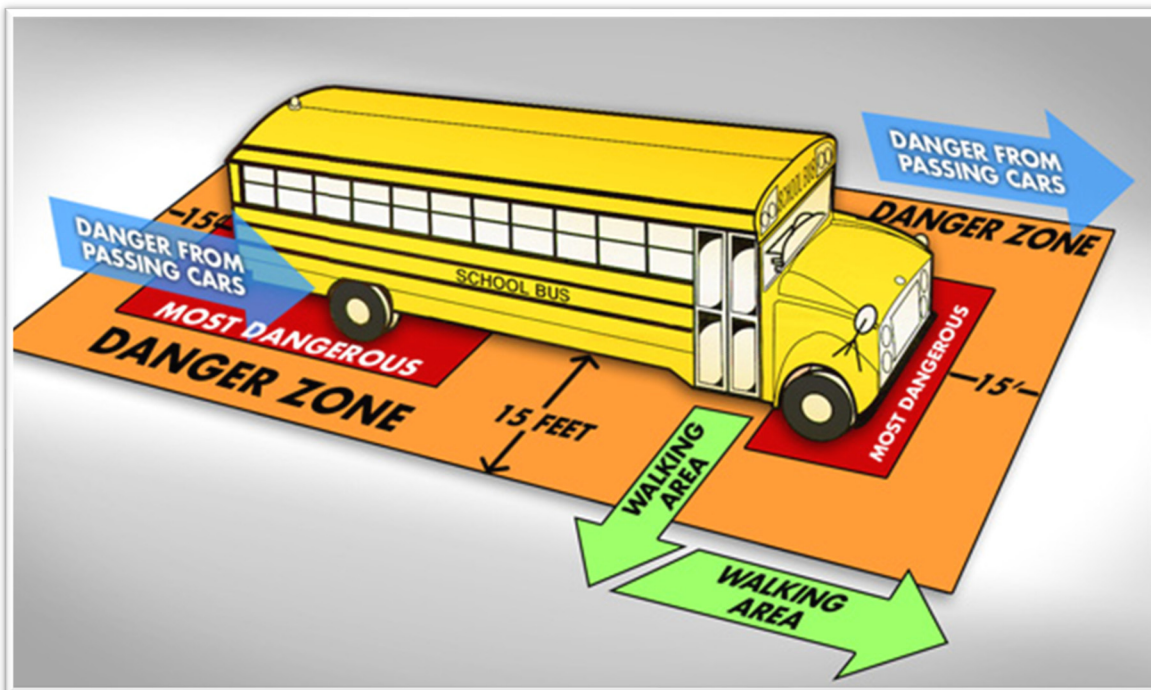
## 3. Evacuation

- a) The Public School Code of 1949 requires that all schools using school buses for the transportation of school children are required to conduct two (2) emergency school bus evacuation drills on school grounds during each school year, the first to be conducted during the first week of the first school term and the second during the month of March. Each drill shall include the practice and instruction concerning the location, use and operation of emergency exit doors and fire extinguishers, and proper evacuation of buses in the event of fires or accidents.

## SAFETY - continued



- b) **NOTE: FOR THE SAFETY OF OUR SPECIAL NEEDS STUDENTS, EVACUATIONS SHOULD NOT BE PERFORMED OUT THE BACK DOOR EXIT. USE THE FRONT DOOR EXIT FOR DRILL PURPOSES AND EXPLAIN TO STUDENTS HOW AN EVACUATION MAY BE CONDUCTED OUT THE BACK DOOR IF THAT WERE NECESSARY.**



#### 4. Use of Audio and Video Surveillance Equipment on CLIU Vehicles

- a) The goal of the CLIU Transportation Department is to provide safe transportation services and to create a positive transportation environment for all students and employees transported. For this reason the Carbon Lehigh Intermediate Unit utilizes **video cameras (with audio)** to discourage misconduct, to protect the security, safety, and property of students and others, and to maintain safety and order on CLIU buses and school vehicles. The audio and video from surveillance equipment shall become the property of the Carbon Lehigh Intermediate Unit and may be used for review of any incident. The safety and security of our students and employees will always remain a priority and will continue to be of the utmost importance to us.

## INCLEMENT WEATHER PROCEDURES

- a) Transportation Staff HR Hub profiles should include a phone number (ideally a cell phone number) where they can be reached in the event of an unexpected schedule change.
- b) Transportation Drivers need to coordinate with their assistant to adjust their schedule accordingly.
- c) Closing, Late Start, and Early Dismissal Guidelines
- All changes in the transportation schedule will be communicated to our staff via email and the CLIU #21's ConnectEd system.
  - Below are general guidelines. The Transportation Department may have unique circumstances and will always make the final call on how these circumstances are handled.
  - If the CLIU #21 closes transportation services, then no students will be transported to their designated locations. When it is decided that the department will follow some closings, the CLIU #21 will not pick up students in districts that are closed nor transport students to programs in closed districts.
  - If the CLIU #21 delays transportation services, then students will follow a 2 hour delay opening for all designated locations. (Drivers will follow their pick up run on a 2 hour delay schedule – If the driver picks up the first student at 8:15 AM then the driver would pick up that student at 10:15 AM) This typically aligns with the district's delayed opening designation.
  - If the CLIU #21 calls for an early dismissal of transportation services, then students will follow a 2 hour early dismissal for all designated locations. (Drivers will follow their pick up run on a 2 hour early dismissal schedule – If the driver picks up the first student at 2:15 PM then the driver would pick up the student at 12:15 PM) Expectation is that this call may have some students picked up a little earlier or a little later than the district's designated time by 15 to 30 minutes.
  - Changes to CBI's and other programs such as Early Intervention will be communicated to staff the same as the above via the use of email and the CLIU #21's ConnectEd system.
  - Drivers will need to know what school districts their students live in and what school districts their student education program is in. (*See Appendix B – School Closings and Delays*)
- d) When there is inclement weather, tune to the following TV and radio stations:

<u>TV</u>	<u>Radio (FM)</u>	<u>Radio (AM)</u>
WFMZ – Channel 69	WAEB – 104.1	WAEB - 790
WNEP – Channel 16	WZZO - 95.1	WEST - 1400
WYOU – Channel 22	WLEV – 100.7	WLSH - 1410
	WCTO - 96.1	
	WODE - 99.9	
	WBYN - 107.5	

# PROTOCOLS

## 1. No Right-Hand Turns on Red

- a) For safety reasons we do not make a right-hand turn on RED.

## 2. Cell Phone Use

- a) While operating a CLIU #21 vehicle, Vehicle Drivers are not permitted to use a cell phone. Using a cell phone includes any function that can be completed on the phone not only speaking; but also texting, emailing or surfing the Web.
- b) No headsets/Bluetooth, nor speaker function devices may be used at any time.



- c) If a two-way radio does not function; an Employee may use a cell phone to call the Transportation Office. **An Employee must make sure the vehicle is safely off the road and parked prior to making the call. Vehicle Assistants can use their cell phones in order to communicate more effectively with the office.**

- d) All cell phones are to be put away and secured during the operation of the vehicle.

## 3. Garage Area

- a) At no time is a driver allowed in the garage area without permission from the Transportation Office.
- b) Employees who need to sign a vehicle into repair are to sign the form which is located inside the Main Office.
- c) Utility employees must check into the Transportation Office before going into the garage or warehouse area.
- d) Any repair should be discussed with the Transportation Supervisor not the Mechanics, unless an Employee is instructed otherwise.
- e) Only Mechanics and Office Staff are allowed in the shop/maintenance area.
- f) When delivering a vehicle for repairs, assistants should not accompany the Driver.
- g) Drivers who need to get fluids can pick them up outside the rear garage doors against the left side wall.

## 4. Drug & Alcohol Testing

- a) CDL Drivers are tested at random. When the Transportation Office calls CDL Drivers to report to the Transportation Office after their run, they are to report immediately. If CBI's are scheduled, this must be delayed until after testing.
- b) Any employee suspected of being under the influence of drugs and/or alcohol may be tested by CLIU #21 under Reasonable Suspicion.
- c) Any Driver involved in an accident may be tested for drug and/or alcohol use under Reasonable Suspicion and/or as required by law for post-accident requirements.

## 5. Food or Drink(s) on CLIU Vehicles

- a) While it is strongly discouraged not to have food and/or drink(s) on the vehicle, due to the length and duration of many of our runs, you will be allowed to bring food or drink(s) onto the vehicle if you adhere to the following:
  - You may not consume any food and/or drink(s) while students are onboard the vehicle.
  - You may not consume any food or drink(s) during the operation of the vehicle (i.e. only during layovers, short stops, or between run assignments)
  - All food and/or drink(s) are to be stored and out of the view of the students on the vehicle.

## PROTOCOLS - continued

- All food and drink(s) are to be secured so to not cause a spill hazard, which can lead to a safety and/or vehicle cleanliness issue.
- This is a privilege and if the rules cannot be adhered to on the vehicle it will be taken away. This will be at the sole discretion of Management.

### **6. Confidentiality**

- a) The CLIU #21 recognizes the need to protect the confidentiality of personally identifiable information in the education records of a student with a disability.
- b) Under no circumstance should a Vehicle Driver or Vehicle Assistant ever take photos of a student, text with a student, or communicated with a student using Social Media.
- c) Transportation Staff SHALL NOT discuss any information pertaining to any and all students with persons other than the student's parent/guardians or other authorized school/CLIU personnel. Discussion with parents/guardians or other authorized school personnel may not take place with other students on board or in the area of the conversation.

### **7. Bus Wash Reimbursements**

- a) Buses should be washed once a month. Additional washes must be approved by supervisor.
- b) Wash reimbursements must be submitted the same day the wash is completed to ensure payment is made within the same month as the wash.

### **8. Time Sheets**

- a) All Transportation timesheets, including regular and utility, must be submitted online no later than 9:00 a.m. every Monday.
- b) Any questions, call the Transportation Secretary (Payroll) at 610-769-4111 Ext. 1127.
- c) Transportation Office CANNOT guarantee an Employee will be paid in the correct pay period if an Employee's timesheets are entered online late or an Employee eTimesheet submission contains inaccurate information.
- d) Vehicle identifications need to be at least two digits. Use letters B for Bus or V for Van with number on every line. (Example use B09, NOT B9.)
- e) Remember to enter times and type of training in the Miscellaneous Hours area on an eTimesheets.
- f) Drivers, do not forget to enter odometer reading (mileage). This information only needs to be entered once per week. This information should represent the day of the week that you have the most students and miles.

### **9. CBI**

- a) The CLIU #21, will utilize the below procedure as guidance to assign Community Based Instruction (CBI) trips. The CLIU #21 reserves the right to assign CBI's at its sole discretion. All CLIU #21 Drivers, properly credentialed to operate appropriate vehicles to perform CBI's, will have the opportunity to indicate their interest in being assigned to a CBI.
- b) CBI requests will be communicated and assigned as follows:
  - On Monday, an email will be sent to all Transportation Employees listing all CBI's that are scheduled. The CBI's are scheduled three weeks prior to the actual CBI date.
  - All Transportation or Employees will have until Friday of that week to sign up for scheduled CBI's. All sign ups must be done via email.

## PROTOCOLS - continued

- The following week the Transportation Office will send out an email to the employee with confirmation of their assigned CBI schedule.
- c) Drivers will receive an email containing the following information from the Transportation Designee:
  - Teacher/School Location
  - Dates/Times
  - Number of Students in Seats/Wheelchairs
  - Number of Adults
  - Layover, Assist or Do Not Stay
  - CBI Trip Data Form to be Completed by the Vehicle Driver
- d) Changes to any CBI assignments must be pre-approved by the Transportation Supervisor, Manager or Director in writing without exception.
- e) Travel arrangements for Assistants that are not required on a CBI must be pre-approved by a Supervisor.
- f) Any existing unassigned CBI trips after the designated response date will be assigned at the sole discretion of the CLIU #21.
- g) Any trips that logistically or operationally must be assigned to other than an interested Vehicle Driver will be done at the sole discretion of the CLIU #21. Absences reported the evening before or morning of a CBI will be assigned at the sole discretion of the CLIU #21.
- h) Request for trips outside of normal CBI procedures will be assigned at the sole discretion of the CLIU #21.
- i) CBI's are not "Regularly Scheduled Work" as defined by the CLIU #21/ESPA Agreement.

### 10. Turning Down a Run

- a) All Transportation Staff must be available to work from the day of Transportation In-service through June 30; including days when the school(s) on an Employee's regular run are scheduled to be closed.
- b) Transportation Management has the right to assign or modify any run or staff assignment to a run at their discretion.
- c) If any Transportation Staff refuses a regularly scheduled or temporary run, it will be considered a resignation.

### 11. Restroom Breaks

- a) If it becomes absolutely necessary to utilize the restroom during an Employee's run, an Employee must contact the Transportation Office prior to pulling over.



b) ***STUDENTS ARE NOT TO BE LEFT UNATTENDED AT ANY TIME.***

- c) Never fuel a school vehicle with students onboard.

### 12. Student Emergency Information and Medical Data

- a) Emergency forms are sent to the student's home by the classroom supervisor. Parent/Guardian is to return completed form to the teacher; and Transportation Staff are to receive a copy. If no copy is received, The Vehicle Driver will assist the Transportation Office in gathering the emergency information needed from the Parent(s)/Guardian(s).
- b) Transportation Office must receive a completed copy of the form as soon as it is returned to Transportation Staff from the Parent/Guardian.





## PROTOCOLS - continued



### 13. Never Release a Student to Anyone Other Than People Listed on Emergency Sheet.

#### 14. Personal Property Damage

- a) If a student would damage an Employee's personal property while an Employee is on the job, forms are available in the Transportation Office.

#### 15. Student Attendance – (ZPass)

- a) Student attendance will be maintained electronically on all CLIU vehicles by using the ZPass system.
- b) Student attendance will be maintained on each vehicle for each run (AM, Noon, and PM).
- c) Student ZPass badges will be provided to the Vehicle Driver by the Transportation Office.
- d) The Transportation Office will notify the Vehicle Driver when student ZPass badges need to be picked up or dropped off due to entries and withdrawals.
- e) When notified the Vehicle Driver will have 24 hours to pick up and/or drop off the requested student ZPass badges.
- f) **Attendance will be taken daily by the Vehicle Driver and/or Vehicle Assistant.**
- g) The following attendance procedure will be used:
  - The students ZPass badge is to be scanned twice for every run that the student is on the school vehicle for. Once when picked up and once when dropped off.
  - For example: If a student has an AM and a PM run. The students ZPass badge needs to be scanned in the AM when the student is picked up at home and scanned again when the student is dropped off at the school/program. In the PM the students ZPass badge needs to be scanned when the student is picked up at the school/program and scanned again when dropped off at home.
  - For a student who attends school/program for a full day their ZPass badge will be scanned four (4) times and only two (2) times for a half day.
  - If the students ZPass badge is not on the school vehicle (Due to unforeseen circumstances) or if there is a technical issue with the ZPass system on your school vehicle, you must radio the Transportation Office to have the students attendance information manually uploaded into the system.
- h) Failure to comply with the attendance procedure to insure accurate and timely attendance will result in discipline action.

#### 16. Dress and Grooming

- a) Support Staff set an example in dress and grooming for their students to follow. A Support Staff member should present an image of dignity and encourage respect for authority. These factors act in a positive manner towards the maintenance of classroom discipline.
- b) The Board has the authority to specify reasonable dress and grooming guidelines for staff, in accordance with law, that will prevent such matters from having an adverse impact on the educational process. The Board delegates its authority to the Executive Director or her designee to set specific dress and grooming standards in accordance with the below.
- c) All Staff members shall:
  - be physically clean, neat and well groomed;

## PROTOCOLS - continued

- dress in a manner reflecting professional assignment;
  - dress in a fashion that is commonly accepted in this community; and
  - dress in a manner that does not cause damage to district or Intermediate Unit property.
- d) Vehicle Drivers and Vehicle Assistants must NOT wear open-toed shoes, sandals, clogs, wooden-soled shoes of any type or heels of more than two-inch height.
- e) If a Staff member feels that an exception to this policy because special circumstances would enable him/her to carry out assigned duties more effectively, a request should be made to his/her immediate supervisor.

### **17. There Shall Be No Smoking/Use of Tobacco/or Vaping on CLIU #21 Vehicles or on any CLIU #21 or School District Property at any Time.**

### **18. Motor Vehicle Violations**

- a) Drivers must inform their immediate supervisor of any motor violations they receive on their personal driver's license within 48 hours of the citation. This includes, but is not limited to, any moving or traffic citations.

### **19. Student Medications**

- a) Transportation personnel are not to accept or transport any student medication for parents to or from the school programs. Parents need make arrangements with the school program regarding medications and/or contact SPS for more information.



## APPENDIX A

### Procedures for Transporting Students Using Wheelchairs

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

<i>Loading/Unloading Wheelchair on the Lift</i>	<i>Yes</i>	<i>No</i>	<i>Comments</i>
Student's seat belt is fastened prior to being placed on the lift.			
Wheelchair is placed on lift facing out.			
Wheel locks on wheelchair are secured.			
Power is switched off (if power wheelchair).			
Adult's hand is on wheelchair during lift operation.			

<i>Positioning Wheelchair on Bus</i>	<i>Yes</i>	<i>No</i>	<i>Comments</i>
Wheelchair is placed forward facing.			
Wheel locks on wheelchair are secured.			
Power is switched off (if power wheelchair).			

<i>Securing Wheelchair on Bus: Front Straps</i>	<i>Yes</i>	<i>No</i>	<i>Comments</i>
Buckles on front tie down straps are the same.			
Front tie down straps are attached to floor forward of and 3-8 inches outside front wheels of the wheelchair.			
Front tie down straps are attached on wheelchair frame at marked sites. (If sites not marked - are the sites appropriate?)			
Front tie down straps are at a 30-60 degree angle.			
Front tie down straps are tight.			

<i>Securing Wheelchair on Bus: Rear Straps</i>	<i>Yes</i>	<i>No</i>	<i>Comments</i>
Buckles on rear tie down straps are the same.			
Rear tie down straps are attached to floor behind and just inside rear wheels of the wheelchair.			
Rear tie down straps are attached on wheelchair frame at marked sites. (If sites not marked - are the sites appropriate?)			
Rear tie down straps are at a 30-45 degree angle.			
Rear tie down straps are tight.			

<i>Attaching the Lap Belt</i>	<i>Yes</i>	<i>No</i>	<i>Comments</i>
Lap belt is snug and across the student's pelvis.			
Lap belt is attached to the floor tracking near the rear tie down straps (parallel system) or to the rear tie down straps (integrated system).			
Buckle is placed over the student's hip (hip away from the bus wall).			

<i>Attaching the Shoulder Belt</i>	<i>Yes</i>	<i>No</i>	<i>Comments</i>
Wall attachment is slightly behind student.			
Belt is diagonally across the upper chest near the collarbone.			
Shoulder belt is attached to lap belt buckle.			

<i>Final Check</i>	<i>Yes</i>	<i>No</i>	<i>Comments</i>
Wheel locks loosened and no wheelchair movement when shaken.			
Wheel locks reapplied after 'shake test'.			

Checklist completed by: \_\_\_\_\_

Title: \_\_\_\_\_

Reviewed with trainee?  Yes  No

Trainee's signature: \_\_\_\_\_

## APPENDIX B

### School Closings and Delays

Home District	District where School is located	Do I transport my student?
<b>CLOSED</b>	<b>CLOSED</b>	<b>NO</b>
<b>CLOSED</b>	<b>Open on time</b>	<b>NO</b>
<b>CLOSED</b>	<b>2 hour delay</b>	<b>NO</b>
2 hour delay	2 hour delay	2 hour delay
2 hour delay	Open on time	2 hour delay
<b>2 hour delay</b>	<b>CLOSED</b>	<b>NO</b>
Open on time	2 hour delay	2 hour delay
<b>Open on time</b>	<b>CLOSED</b>	<b>NO</b>

(11/17/2020)



# Helping Children Learn

*"CLIU is a service agency committed to Helping Children Learn."*

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