

# Lonedell R-14 School District

## Transportation Handbook



2025-2026

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## **LONEDELL R-14 SCHOOL DISTRICT-MISSION STATEMENT**

Lonedell R-14 School District adopted a mission statement of “Success, Nothing Less” in 2010, showcasing the district’s commitment to the families and students of Lonedell R-14 School District. Every department, decision and direction of the district is rooted in this mission of providing the best resources, education and experience for our students.

The transportation department plays a huge role in this mission statement as drivers get the opportunity to set the tone for the day as children load your bus and at the end of the day, when they exit. You are the first and last person that they see who can help carry out the mission of providing them with the very best educational experience. Your impact on their day cannot be overstated.

## **PURPOSE**

The purpose of this handbook is to acquaint personnel with information regarding benefits, along with the policies and procedures of the Lonedell R-14 Transportation Department.

Transportation Department employees are expected to read and follow the guidelines as outlined in this book and to follow the directives of the Superintendent and/or School Administrators.

The transportation handbook guidelines are governed by the Lonedell R-14 Board of Education Policies. Board policies amended or adopted from those stated in the handbook are immediately enforced.

Board Policies and the transportation handbooks may be viewed online at: [www.lonedell.org](http://www.lonedell.org)

## **REQUIREMENTS PRIOR TO INITIAL HIRING**

1. Completed FBI/Missouri Highway Patrol Fingerprint- Reimbursed by District
2. Negative Drug Test Scheduled and Paid for by District
3. Physical Examination-Reimbursed by District
4. Completed Video Trainings as Assigned/Required
5. Valid Commercial Driver's License with P and S endorsements
6. Query of FMCSA Commercial Drivers License Drug and Alcohol Clearinghouse
7. Query of Driver's Record Through Missouri DMV

## **FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION**

DOT FMCSA Clearinghouse <https://clearinghouse.fmcsa.dot.gov/>

1. Database containing CDL drivers' drug and alcohol program violation information. Reported by employers and medical review officer. Information includes whether a driver has successfully completed the mandatory return-to-duty (RTD) process following a violation. The Clearinghouse will keep driver information secure. Only selected registered users can access the Clearinghouse for designated purposes. Drivers can access their own information, free of charge, but not information of other drivers.
2. General Consent All drivers will be required to provide consent to the Lonedell R-14 School District to conduct an initial limited query of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse to determine whether drug or alcohol violation information about the driver exists in the Clearinghouse.

## **PHYSICAL EXAMINATIONS**

Bus drivers will be required to pass a physical examination from a physician designated by the school district prior to beginning employment **and at the beginning of each school year**. Health examinations are provided for bus drivers. Additional examinations may be required by the district at district expense

## **RANDOM TESTING**

Bus drivers will be tested for alcohol and controlled substances randomly as required by law or if the district has reasonable suspicion that the staff member has violated this policy. In addition, staff members who operate district transportation will be tested in the event of an accident. Transportation staff members must submit to alcohol and drug testing as otherwise required by law. All testing will be conducted in accordance with Board policy, administrative procedures, and law.

## **ATTENDANCE AT MEETINGS AND TRAININGS**

**Employees are expected to attend all meetings called by the superintendent or immediate supervisor. All employees must attend training sessions unless excused by the Superintendent. Failure to attend may result in suspension or termination.**

## **WORK DAY/HOURS**

The work day for each driver shall be four (4) or more hours each day (2 hours- morning and 2 hours- evening minimum) for 170 days during the regular school year. Drivers not working the full (4) hours may be asked to be available when needed.

All regularly established routes (morning and evening) will have a two hour guaranteed minimum. Any other job will be paid by the hour using the following schedule:

Up to 1 hour = 1 hour pay

1-2 hours = 2 hours pay

2-3 hours = 3 hours pay

3-4 hours = 4 hours pay

While a driver is on the clock during his/her guaranteed work hours, drivers are expected to sweep out, wash windows, wash mirrors, empty trash and generally clean the inside of their buses weekly. In addition, while on the clock, a driver may be asked to complete tasks such as picking up parts, transporting a bus to the shop or help with a transportation-related task.

## **DRIVER PAY**

All district employees are paid monthly on the 20<sup>th</sup> of the month. If the 20<sup>th</sup> falls on a weekend or holiday, you will be paid on the prior business day.

Drivers will be paid in 9 equal paychecks, September through May. This is done so that you can have consistency in your paychecks as some months are short and others are long, in terms of how many school days we have.

### **Monthly Pay**

Your monthly pay is calculated in the following manner:

- Daily hours x Pay Rate x Days Contracted and then dividing by 9.

Sample Calculation: 4 hours/ day x \$20/hr. x 170 days divided by 9 months=\$1511.11 (monthly pay)

### **Extra Pay**

- Hours worked for field trips, extra routes, bus washing, inspections, trainings, etc. will be paid the *month following the month* worked at your hourly rate of pay. These items must have been pre-approved by the Superintendent.

### **Summer School**

- Pay for Summer School hours will be paid at the end of June at your regular rate of pay. Each route is a guaranteed 2 hours of pay, the same as during the regular school year.

### **Docked Pay**

- Since your pay is annualized and paid in 9 equal pay checks, if you do not have any personal days left and you are absent, you will be docked. You will be docked by multiplying the hours missed by your hourly wage. If you missed one route, you will be docked 2 hours. If you missed 2 routes, you will be docked 4 hours, etc. (You will be docked per route in the same manner you are paid per route). The docked time, will be deducted from your paycheck the month following your absence(s).

### **Weekday/Weekend Day Trips**

- The driver will receive hourly pay for the duration of the trip until the driver returns to the transportation garage.

### **Overnight Trips**

- Drivers on overnight trips will be paid at driver hourly pay throughout the day/event until they finish for the day. Once the students are back at the hotel, the driver is no longer on the hourly clock for pay.
- The driver will be reimbursed for expenses (hotel / meals) as specified in district policy/regulation.

### **BENEFITS**

Drivers who work thirty (30) or more hours per week shall be eligible for district paid health insurance.

Drivers who work twenty (20) or more hours a week will pay into the Public Education Employee Retirement System (PEERS).

Additional bonuses/benefits:

1. Potential new drivers will get paid for their training. After a new driver has completed the written portion of the CDL and background checks have been approved, we will pay a driver up to 40 hours for training (@ driver pay)
2. With prior approval, drivers will be reimbursed up for their physical.
3. Drivers are eligible for extra earnings by scheduling to drive field trips.
4. Drivers are paid for snow days.
5. Bus Drivers and 12 month Custodians: Will earn one (1) PDO day for every thirty-two (32) days scheduled to work.

### **ATTENDANCE/PUNCTUALITY**

Good attendance and punctuality are critical to this role. Employees are expected to give prior notice to the Superintendent before being absent. In the event that prior notice cannot be given (such as illness of self or loved one, emergency etc.), please notify the director at least (1) hour before shift starts. In regards to personal time off (such as vacations during the school year), drivers must submit a request 2 weeks in advance for approval. The Lonedell R-14 School District will review absence(s) on a case-by-case basis.

## **DRESS CODE**

Drivers shall be neat and clean and dress appropriately. Shoes must be closed toe and closed heel. (No spaghetti straps, tube tops, or shirts with one shoulder – Straps need to be wide enough (approx. three inches) to cover under garment straps)

## **NON-SCHOOL EMPLOYMENT**

It is recognized that district employees may hold jobs with other organizations and that the hours for bus drivers easily accommodate secondary employment; however, it is expected that secondary employment will not hinder the performance of the job held with Lonedell R-14 School District. If such a hindrance occurs and the employee does not take action to correct the conflict after being so informed, the employee will be terminated from the Lonedell R-14 position. Drivers are on call, especially during winter weather. On call employees must provide good contact information to the Superintendent, return all message/texts from the Superintendent in a timely manner. There is often a time crunch in scheduling and organizing early dismissals or changes to routes and good communication is key to having an effective transportation program.

## **JOB PERFORMANCE EVALUATIONS**

Each employee will have at least one (1) formal job performance evaluation with his/her supervisor at the end of the probationary period and at least one (1) per year thereafter, or as many other evaluations as the supervisor determines will be beneficial to the employee and the school district. Ideally, an employee will receive two evaluations per year: one per semester. The results of these evaluations will be placed in the employee's personnel file. The employee will receive a copy of any formal evaluation document placed in his/her personnel file. A copy is also kept at the building or department office.

## **EMPLOYEE DISCIPLINE**

An employee whose job performance or personal behavior on the job is not satisfactory will be given verbal and/or written notice of the concerns, depending on severity. If driver fails to adhere to the rules and break policy the following could happen:

1. Verbal Warning
2. Written Warning/Memo (Required videos and training with Driver Trainer for set hours)
3. Meeting with Superintendent and building administrator
4. Terminated

## **TERMINATION OF EMPLOYMENT**

Employees shall be considered terminated from the district if:

1. They are discharged for cause by the district.



2. They fail to report to work for three (3)-consecutive-days and do not within such a three-consecutive-day period give a satisfactory explanation for not reporting. Such employees shall be considered having voluntarily quit.
3. After being notified of a random drug test, refusing or walking off transportation grounds.
4. Employee refuses an assignment from the Superintendent and or Designee.
5. Employee leaves school grounds with no notification or permission from the Superintendent and or Designee.

### **LOSS OF PERSONAL PROPERTY**

The School District will not assume responsibility for loss of, or damage to, personal property stored, installed, or used on the school premises or on school property, such as school buses.

### **RADIO PROCEDURES AND ETIQUETTE**

All personnel must be professional, courteous, and respectful at all times when using the radio. The radio is for official communication only. Prior to using the radio, listen to ensure the radio is clear, formulate your thoughts, and be as concise as possible.

Proper procedures:

1. Key your mic and wait one second prior to speaking to ensure your entire message is received.
2. Please allow time for a response to your communication.
3. Non-essential items need to be brought to the attention of the appropriate person upon returning to the transportation department.
4. Pull over in a safe location and request a landline for situations that may not be appropriate for radio communication.
5. Be professional while using the radio.

### **CITATIONS/TRAFFIC TICKETS**

Bus drivers receiving traffic citations (on or off duty) or parking citations (on duty only) must notify the Superintendent immediately. If the citation was received while on duty, the driver must pay any fine or costs associated with it unless there is a proven vehicle defect that could not have been found in the pre-trip inspection or unless the driver followed a specific instruction from the director or person dispatching. A driver receiving a traffic citation while on duty without students on the bus will receive a written letter of reprimand and may result in the termination of employment. A driver receiving a traffic citation with students on the bus will receive, at a minimum, a 10-workday suspension without pay, a written letter of reprimand, and may result in the termination of employment. A second traffic citation with students on the bus may result in the termination of employment. A citation issued in conjunction with a bus accident may result in the termination of employment. Failure to report a traffic citation may result in the termination of employment.

Any points that you receive while driving your personal vehicle will also carry over to your school bus CDL.

If you accumulate four or more points in a 12-month period, the Driver Licensing Division will send you a warning letter stating that you are in danger of losing your driving privileges. If you accumulate eight or more points in an 18-month period, your driver's license will be suspended for 30 days.

If you've previously had your license suspended for accumulating too many points, you will lose your driving privileges for 60 days on the second suspension and 90 days on any subsequent suspensions.

If you accumulate 12 or more points in 12 months, 18 or more points in 24 months, or 24 or more points in 36 months, your Missouri driver's license will be suspended for one year.

Any suspension of CDL license of a Lonedell R-14 School District Driver may result in the termination of employment.

### **SUBSTITUTE DRIVERS**

Substitute drivers will be scheduled by the transportation director.

### **CELL PHONE USE**

Cell phone and/or smart watch use is strictly prohibited while driving the school bus and/or while on the school bus unless it is an emergency situation. Due to safety reasons, any violation of this policy will result in disciplinary action up to termination. Cell phone use and smart watches are prohibited from the time you start your pre-trip until your post-trip is completed while on routes. For trips cell phones and smart watches are prohibited during pre-trips, loading and unloading, bus motion, and post-trips. Cell phones and smart watches may be used while you wait for the trip to depart.

### **BUS RULES**

General rules for students riding the bus are as follows, they should be posted on your bus and should be enforced systematically on all buses:

1. No Food or Drinks on the Bus
2. Stay in Assigned Seats
3. Remain Seated
4. Keep Aisle Clear
5. Keep Hands and Arms Inside Bus
6. Do Not Throw Items In or Out of the Bus
7. Keep Hands and Feet to Yourself
8. Close Windows Before You Exit

## **BUS CLEANLINESS**

Please keep the inside and outside of the bus you are assigned clean and presentable. Remember, each bus represents the Lonedell R-14 School District, so we want to be seen in the most positive light possible- take pride in the appearance of your bus!

It is expected that you sweep and clean the inside of your bus weekly.

It is expected that you wash your bus quarterly. You must have it inspected afterwards by the Superintendent and after inspection, you can turn in your bus wash form for pay. Each driver is allotted a quarterly pay for bus washing. The first wash should be prior to school starting and you are only responsible for the outside of your bus. The maintenance team will be scrubbing the inside of the buses. Please be sure your bus should be shining for the first day of school to welcome students aboard.

Suggested quarterly schedule and pay allotted for washing follows:

- August- 2 hours of pay outside of bus only
- October- 4 hours- inside and outside of bus
- End of February or beginning of March- 4 hours- inside and outside of bus
- May-4 hours-inside and outside of bus

## **DRIVER MENTORS (As needed per director discretion)**

Each new driver will be assigned a mentor from the existing list of drivers.

Drivers may decline being selected as mentors.

The mentor will ride along and/or train new drivers for a total of 12 hours. Mentors will be paid their usual driving rate while working with new drivers.

The mentor and transportation director will cooperatively determine training and supervision experiences for the new drivers.

Selection of mentors is at the discretion of the transportation director. The transportation director will consider experience, safe driving record, ability to maintain good student conduct, and positive attitude, when assigning mentors.

Mentees may be asked to ride along with existing drivers as circumstances warrant

## **TRIP ASSIGNMENT**

- Drivers with children on the trip have priority.
- A driver that has a trip scheduled is responsible for that trip. If a change is necessary, the driver is responsible for obtaining approval from the transportation director to be released from the trip.

Unforeseen circumstances may happen from time to time. In such instances, the transportation director has full authority to ensure trips are covered such as moving a route driver to a different route that returns earlier so a trip request can be covered.

## **DRIVER EXPECTATIONS**

### **Basic Driver Operations/ Protocols:**

1. Observe carefully all signs, signals, and rules of the road as provided by the Missouri Motor Vehicle Laws.
2. The driver shall not permit any person to occupy his/her bus seat, drive the bus, tamper with any of the controls, except such persons who are approved by the Board of Education and who are properly authorized by law.
3. Follow these loading and unloading procedures
  - a. Perform and prepare written documentation of the daily pre-trip inspections, which is to be submitted to the transportation administrator. Pre-trip inspection of vehicles shall include brakes, steering components, lights, signaling devices, emergency door, tires and safety equipment as a minimum. Any defects or deficiencies that may affect the safety of vehicle operation or result in mechanical breakdown shall be reported immediately in writing and the driver shall not operate a school bus until the defect or deficiency has been corrected. A proper pre-trip should take approx. 6-8 minutes to complete.
  - b. If a school bus is equipped with a master switch, make sure the master switch is in the "on" position.
  - c. Activate pre-warning amber flashing lights at least two hundred feet (200') before designated stop.
  - d. Activate the pre-warning amber flashing lights if a school bus stop must be made in close proximity to the crest of a hill or on curves with limited sight distance, approximately one hundred feet (100') before passing the crest so that vehicles following to the rear shall be made aware the bus is preparing to stop for the purpose of loading or unloading pupils.
  - e. When stopping for a designated stop, apply brakes hard enough to light up the brake lights so that vehicles behind the school bus will know it is slowing down.
  - f. Pull as far to the right as practical on the traveled portion of the roadway and at a location so that the school bus is visible for at least three hundred feet (300') in both directions. Check all mirrors to see that traffic is clear and it is safe to stop.
  - g. Approach waiting students with extreme care, paying attention to the surface on which the school bus will stop (dry, slippery slopes right, rough ground and the like). Bring the school bus to a complete stop so that the closest part of the school bus is not less than six feet and not more than ten feet (10') from the closest student.
  - h. Place the transmission in neutral and set the parking brake as needed.
  - i. Ensure you are at a complete stop. Open door to deactivate the pre-warning amber flashing lights and activate the red flashing warning lights and the stop-arm.
  - j. Check traffic in front and rear of school bus before you give the students a hand signal that it is okay to cross the road. Drivers should train students not to approach the school bus until given a signal and to check traffic before crossing the roadway.

- k. Require students who must cross the roadway after leaving the bus or before boarding the bus to cross a minimum of feet (10') in front of the bus and only upon a signal given by the driver, monitor, or bus patrol when organized bus patrols are used.
  - l. Have students go directly to their seats. When students are seated, check traffic and close the front door to deactivate the red flashing warning lights and stop arm. Check all mirrors prior to leaving the stop.
  - m. Students PK-3<sup>rd</sup> grade should have an adult or older sibling when dropped off or they should be returned to school.
4. Do not back school bus on school grounds unless preapproved by transportation director and rear of bus is guarded by school patrol or another driver and the driver on the bus is advised that the way is clear. Backing the bus at any time shall be avoided if at all possible.
5. Follow these procedures when a school bus is disabled:
  - a. Stop the bus as far to the right as possible (on the shoulder, if available).
  - b. Secure the bus, activate hazard/warning lights and set the parking brake.
  - c. Keep children in bus. If the location of the bus is unsafe, remove the children to a safer location.
  - d. Radio (telephone if necessary), or if no other alternative exists, have a capable student call transportation director and 911 authorities, giving bus location and description of breakdown.
  - e. Place triangular reflectors a minimum of one hundred feet (100') in both the front and rear of the bus.
  - f. Once an alternate bus is delivered, see that all pupils are delivered to their destinations.
6. Keep service door closed at all times when bus is in motion.
7. Drivers shall not stop at unauthorized places for purposes of purchasing food, beverages, or other such items.
8. Use seat belt correctly, not under left arm whenever the bus is in motion.
9. Do not drive any school bus for more than:
  - a. Eight (8) consecutive hours. Hours will be consecutive unless the individual ceases operation of the vehicle for at least sixty (60) minutes.
  - b. Or, an aggregate of twelve (12) hours in a twenty-four (24) hour period.
10. Illuminate headlights whenever bus is being driven.
11. If the bus is equipped with a strobe light, it shall be used during low visibility, other times at driver's discretion, and during inclement weather.
12. Do not operate a school bus in excess of miles per hour posted by county, state, or federal government.
13. Due to Allergens/Allergic Reactions, students cannot bring food and drink on the bus except with the permission of the driver and/or activity sponsor.
14. Idling Guidelines-In an effort to be fiscally responsible and to not emit exhaust:

- a. Buses shall not idle more than a maximum of 10 consecutive minutes unless the temperature is below 32 degrees.
  - b. Buses shall not be left idling while waiting for children to load at school(s).
  - c. Buses shall not be left idling or unattended at school
15. The transportation director/bus drivers are responsible for arranging all new stops in compliance with state and local regulations. Drivers should notify the transportation director of any dangerous conditions which exist on their route.
16. All bus routes must be approved by the Board of Education. Therefore, drivers should not make changes to their routes. If a change is required, you must seek permission for that change from the Superintendent. The Superintendent will submit that change to the Board of Education for approval. After approval, the route may be executed in it's new fashion. In some situation, the new route may be enacted while approval is requested of the board due to safety or time constraints. However, a change to a route may never be enacted without permission from the Superintendent.
17. Once the stop arm has been extended, it is unlawful for a vehicle coming from either direction to pass the bus until such time as the stop arm has been retracted. Drivers are required by law to obtain the license number of offenders (if possible) and sign a complaint with the appropriate police department.
18. According to state regulations, emergency evacuation drills on school buses shall be required for all students in grades kindergarten through six (K-6), at least once per semester. The first drill must be completed prior to October 31 and April 30 annually. Written documentation of evacuation drills is required.

## **LOADING AND UNLOADING PROCEDURES ON CAMPUS**

1. Unloading at school:
  - Students are to be unloaded at the front of the building upon administrators' cue.
  - Buses should not unload without an administrator on duty.
  - The STC high school students will be unloaded from elementary routes and reload a second bus to be transported to SCHS.
  - Buses are unloaded at 7:25 am and the STC High School bus leaves campus at 7:30 am. Please adjust routes accordingly to stay in this time allotment.
  - No flashers should be used while unloading students.
2. Loading at school for evening routes:
  - Drivers must be on their buses before the bell rings to dismiss the students.
  - Once the students are on the bus, they should not have their heads and arms out the windows.
  - Students who are not assigned to a bus must have a bus note from the elementary office in order to ride the bus.
  - All buses will leave the front of the school at the same time. No bus should pull out of line or attempt to leave before the bus in front leaves.
  - **Remember there is a 10 MPH speed limit while driving on school property.**

## **BUS MAINTENANCE/REPAIRS PROTOCOLS**

1. Keep inside of vehicle clean and comfortable at all times.
2. Keep lettering and lights on the front and rear of bus clean so that all markings are clearly visible.
3. Drivers should report any damage to the bus as soon as possible.
4. Drivers shall submit a repair request to the Superintendent when a bus needs attention. The Superintendent will submit the request to the Maintenance Department. WHEN YOU SUBMIT A REQUEST FOR REPAIR OF YOUR BUS, YOU **MUST IMMEDIATELY LEAVE** YOUR BUS ON CAMPUS FOR REPAIR. The Superintendent will assign a spare bus for you to drive while you await the repair of your bus.
5. Make and promptly file all daily, weekly, and monthly or other reports, including time cards as required.

### **STUDENT RELATED RULES/PROTOCOLS:**

1. Assume control of all children while they are being transported require respectable and orderly behavior from them. Particular attention should be given to the care and protection of the younger pupils. Any continued disorderly conduct should be reported to the proper school authorities.
2. **Do not** leave a loaded bus unattended.
3. Fill the fuel tank only when there are no children in the bus and do not leave bus unattended while fueling. Bus should not be left at or under a ½ tank. When the pump kicks off then take out the nozzle. Don't top off.
4. Do not allow animals on the school bus except for service animals.
5. Drivers shall be neat and clean and dress appropriately, abstain from the use of tobacco in the bus, shall not engage in the use of alcohol, narcotics, or drugs at any time which might influence the normal operation of the bus, and conduct themselves in a manner that will positively influence students.
6. Drivers shall immediately report discipline problems with which they need assistance to the school principal. The administration should be made knowledgeable of fights, unusual happenings on the school bus, and other problems before the school is contacted by parents or others from the community.
7. Unless a written pass is given by school personnel, no student shall be unloaded at a place other than the assigned bus stop or school.
8. Do not allow weapons or explosive material on the school bus.
9. Do not allow items carried on the school bus to protrude into or block the aisle or be left in the driver or exit areas.
10. The safety of the pupil is the major concern. Drivers are not to proceed if, in their judgment, it is not safe to do so (road conditions, weather conditions, other)
11. It is the responsibility of the driver to be sure that no children are left on the bus after a route/trip is completed. Drivers should check for sleeping students after each route and trip.
12. Bus drivers are required to keep emergency contact sheets in your binder for each student.
13. Bus drivers are required to have a seating chart/assigned seats for each student.

## **IN CASE OF AN ACCIDENT**

Each bus driver shall designate a mature student regularly seated near the rear to assume responsibility should the bus driver be unable to supervise students. In the event of an accident, the bus driver or the designated student should consider the following as circumstances may warrant:

1. Remain calm and reassure students.
2. Evacuate the bus if there is fire, danger of fire, or the bus is in an unsafe position.
3. Survey the injured.
4. Send for help.
  - If possible, use your bus radio and call dispatch, give location, request ambulance if needed, and do not stop modulating until the dispatcher has all the needed information.
  - If situation calls for immediate emergency response, call 911 prior to contacting dispatch.
5. Administer First Aid if needed.
6. If you evacuated, see that students assemble and remain in a group off the roadway. Account for your students at all times. Do not release a student to anyone unless told to do so by a school administrator.
7. Place warning reflectors.
8. Cooperate fully with investigating officers.
9. Using your bus lists, help to compile names of all students on the bus at the time the accident occurred.
10. Secure names and addresses of witnesses.
11. Initially, release information only to the investigating officers, school officials, or the school insurance company representative.
12. Permit the wrecker to tow the vehicle away only after investigation is complete.

## **REPORTING ACCIDENTS**

All accidents (no matter how minor) must immediately be reported to the director. This needs to be done for safety reasons and failure to do so may result in termination.

Accident Reports must be filled out upon the return to the bus garage and/or immediately following the given accident. A Sample Accident Report is attached to the back of the handbook. A copy of this accident report (can be obtained from the transportation director) should be completed and returned to the director upon the return to the bus garage that day.



Accidents (minor or major) in which children/driver are on the bus will require that they be evaluated by an E.M.T./School Nurse, all children on the bus will be taken to school to be examined and parent or guardians will be called.

Accidents in which there are injuries that need immediate attention, 911 will be called and an Ambulance(s) will be dispatched to the scene of the accident. At that time a decision will be made whether to send another bus to return uninjured children to Lonedell School for E.M.T. evaluation, etc. In both instances parents/guardians will be called to inform them of the accident.

Do not leave the scene of an accident. Do not move your bus until approval from the Superintendent or building administrator is given.

Being issued a speeding ticket while driving a bus will result in driving suspension of no less than 1-5 school days up to termination.

# APPENDIX

# Lonedell R-14 Bus Accident Protocol

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## **Driver Radios To Dispatcher.**

(In the event of a catastrophic event, driver immediately calls 911 if able)



**Dispatch calls 911**



**Dispatch calls Superintendent and Principals**



### **Assistant Principal will head to accident**

1. Notify driver to get list of students on bus from driver (check folder).
2. Dispatch a 2nd bus and driver to scene
3. After driver gives statement to law enforcement and released, send driver for drug/alcohol testing center
4. Bring students back to Lonedell School for triage by EMS and parent pick-up

### **Supt. and/or Asst. Sup**

1. Contact CO HR secretary to disseminate info to Building secretaries so admin can head to the scene
2. Contact District SRO and Head nurse to go to scene
3. Head to scene



### **Triage at Lonedell R-14 School**

1. Available teachers will head to cafeteria to assist in getting students off bus and into old gym.
2. Student list given to Elem. secretary to begin pulling Lumen student summary sheets for law enforcement
3. Admin/secretary/teachers to contact parents to inform them that students are at the school to pick up after students are cleared by EMS.
4. Parents will sign out students. (Check guardian information for release.)

### **After the incident:**

1. Pull bus video of incident
2. Collect EMS documentation, nurse documentation, accident report, etc.
3. Submit documentation to insurance company by CO

## Vehicle Accident Report

Date of Accident

Time

Location

Our Info

Driver Name

Address

Contact Information

H

C

Driver's Lic #

DOB

District Vehicle #

Year

Make

Model

Vin #

Lic Plate #

Describe Property Damage

Other Vehicle Info

Name

Address

Contact Information

H

C

Driver's Lic #

DOB

Year

Make

Model

Vin #

Lic Plate #

Describe Property Damage

Insurance Company

Insurance Contact

Policy#

Phone#

Witnesses/Passengers/Injured Persons

Accident Details					
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#### Accident Details - Narrative

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**Insurance Filed**      **No**      **Yes**      **Date:** \_\_\_\_\_

**Accident Review Committee Determination:** \_\_\_\_\_

**Admin Sign-Off:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Notes:

# SCHOOL BUS RULES



No Food or Drinks on  
the Bus



Stay in Assigned Seats



Remain Seated



Keep Aisle Clear



Keep Inside the  
Windows



Do Not Throw Items  
In or Out of the Bus



Keep Hands and Feet  
to Yourself



Close Window Before  
You Exit

**Job Title:** Bus Driver  
**Department:** Transportation  
**Reports to:** Superintendent  
**Classification:** Support Staff

### **Summary**

The job of Bus Driver has specific responsibilities for ensuring students are safely, efficiently, and timely transported over scheduled routes; the operating vehicle in a safe manner, the vehicle is in safe operating condition; and ensuring the safety of students during transport, loading and unloading from buses.

### **Essential Duties and Responsibilities**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

1. Adheres to all traffic regulations for the purpose of ensuring the safety of passengers and other related traffic.
2. Adheres to all federal, state, and district rules, policies, and regulations.
3. Develops cooperative and collaborative relationships with teachers, administrators, parents, and other staff members to establish a safe, compassionate environment.
4. Interacts in a positive manner with students and models appropriate behavior for the purpose of developing and maintaining a safe climate for students.
5. Performs a daily pre-trip and post-trip inspection and reports any defective items. Sweeps the bus, disposes of waste, and closes windows after the last route each day.
6. Follows assigned route. Any changes in direction or stops must be approved in advance by the Supervisor.
7. Manages the bus environment by enforcing appropriate behavior of all riders, using established guidelines for the purpose of maintaining a safe bus environment and passenger safety.
8. Demonstrates knowledge of accident and emergency procedures.
9. Maintains a record of dependability. Notifies the Supervisor well in advance of any absence to allow time to secure a substitute driver.
10. Maintains confidentiality regarding the discipline of students assigned to the bus
11. Drives activity trips as bid and scheduled by the district.
12. Prepares accurate and timely reports for the purpose of documenting activities and complying with established guidelines.
13. Maintains a professional appearance while on duty.
14. Makes timely efficient decisions during stressful situations with little to no supervision for the purpose of ensuring student safety.

### **Qualifications**

*High School Diploma or equivalent.*

*Valid Commercial Driver's License with the ability to obtain CDL with "P" and "S" endorsements*

*Pre-employment physical exam*

*Drug Screening*

*Criminal Justice Fingerprint/Background clearance*

### **Skills and Abilities**

**Language**

*Must have the ability to read, complete forms write reports and engage in written correspondence. Must have the ability to write clearly.*

**Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

*The individual who holds this position must be able to speak and hear in an environment where numerous conversations and activities may occur simultaneously.*

**Attendance**

*Consistent and regular attendance is an essential job function of this position.*

**Conditions and Environment**

*The work conditions and environment described here are representatives of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

*The individual who holds this position will regularly work in a school environment that is noisy and active.*

**Terms of Employment**

*Salary and work year to be established by the Board.*

**Evaluation**

*Performance of this job will be evaluated in accordance with provisions of the Board.*



**Job Title:** *Transportation Dispatcher*  
**Department:** *Transportation*  
**Reports to:** *Superintendent*  
**Classification:** *Support Staff*

### **Summary**

The job of a Bus Dispatcher has specific responsibilities for dispatching of all buses to ensure students are safely, efficiently, and timely transported over scheduled routes.

### **Essential Duties and Responsibilities**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

1. Must communicate clearly and effectively using a two-way radio and telephone.
2. Must provide good written instructions.
3. Must be able to read and understand maps.
4. Oversees all routing and scheduling of buses.
5. Dispatches buses and provides timely information to drivers on route.
6. Counsels and coaches drivers and monitors front-line disciplinary and service issues.
7. Takes all scheduling and driver complaints and reports all resolved/unresolved issues to the Superintendent
8. May handle scheduling of away games, field trips, and other transportation reservations.
9. Provides solutions to drop-off and pick-up problems; resolves other issues as needed.
10. May handle backup driver duties during a driver shortage, or perform miscellaneous clerical duties while drivers are in route.
11. Assists drivers with day-to-day operations.
12. Performs other duties as assigned.
13. Adheres to all federal, state, and district rules, policies, and regulations.
14. Develop cooperative and collaborative relationships with teachers, administrators, parents, and other staff members to establish a safe, compassionate environment.
15. Interacts in a positive manner with students and models appropriate behavior for the purpose of developing and maintaining a safe climate for students.
16. Maintains a record of dependability. Notifies the Supervisor well in advance of any absence to allow time to secure a substitute driver.
17. Maintains confidentiality regarding the discipline of students assigned to the bus.
18. Prepares accurate and timely reports for the purpose of documenting activities and complying with established guidelines.
19. Maintains a professional appearance while on duty.
20. Makes timely efficient decisions during stressful situations with little to no supervision for the purpose of ensuring student safety

### **Qualifications**

*High School Diploma or equivalent.*

*Missouri CDL Driver's license with P & S endorsement*

*Criminal Justice Fingerprint/Background clearance*

### **Skills and Abilities**

**Language**

*Must have the ability to read, complete forms, write reports and engage in written correspondence. Must have the ability to write clearly.*

### **Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

*The individual who holds this position must be able to communicate clearly and effectively in an environment where numerous conversations and activities may occur simultaneously.*

*using a two-way radio, telephone, and written instructions, and must be able to read and understand maps, and other related duties as required. speak and hear in an environment where numerous conversations and activities may occur simultaneously.*

### **Attendance**

*Consistent and regular attendance is an essential job function of this position.*

### **Conditions and Environment**

*The work conditions and environment described here are representatives of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

*The individual who holds this position will regularly work in a school environment that is noisy and active.*

### **Terms of Employment**

*Salary and work year to be established by the Board.*

### **Evaluation**

*Performance of this job will be evaluated in accordance with provisions of the Board.*

**Job Title:** *Bus Aide*  
**Department:** *Transportation*  
**Reports to:** *Principal*  
**Classification:** *Support Staff*

### **Summary**

The job of a Bus Aide rides on the school bus to monitor students. The employee helps with the loading and unloading of students on the bus, buckling, and unbuckling of students, and overall student supervision.

### **Essential Duties and Responsibilities**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

1. Must have the ability to work in temperatures below 32 degrees and above 100 degrees Fahrenheit.
2. Interacts in a positive manner with students and models appropriate behavior for the purpose of developing and maintaining a safe climate for students.
3. Ability to communicate with students of all ages and abilities.
4. Maintains confidentiality of student information and records.
5. Ability to work independently.
6. Excellent human relations skills.
7. Knowledge of office equipment (computers, emailing, and related items.)
8. Follow Federal, State, and Local legal guidelines and board policies.
9. Ability and willingness to build relationships and develop rapport with students, staff, and families.
10. Ability to maintain a positive attitude while always exhibiting a clear mindset.
11. Ability to maintain an extremely demanding level of attention.
12. Ensure the safe transportation of students to and from school.
13. Assist the bus driver with student behavior and maintain discipline on the bus.
14. Properly secure students in child safety restraints (seat belts, car seats, harnesses, etc.)
15. Load and unload wheelchairs using a hydraulic lift, and secure wheelchairs in position for safe travel in a school bus.
16. Participate in emergency evacuation drills in accordance with state regulations.
17. Create and submit all reports and data required by state and federal law when requested.
18. Develop cooperative and collaborative relationships with teachers, administrators, parents, and other staff members to establish a safe, compassionate environment.
19. Set high expectations and model behaviors that foster mutual respect, integrity, accountability, and commitment.
20. Exercise good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with staff, students, and patrons.
21. Maintains a record of dependability. Notifies the Supervisor well in advance of any absence to allow time to secure a substitute.
22. Maintains a professional appearance while on duty.
23. Makes timely efficient decisions during stressful situations with little to no supervision for the purpose of ensuring student safety
24. Performs other duties as assigned.

### **Qualifications**

*High School Diploma or equivalent.*  
*Substitute Teacher Certification*

## **Skills and Abilities**

### **Language**

*Must have the ability to read, complete forms, write reports and engage in written correspondence. Must have the ability to write clearly.*

### **Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

*The individual who holds this position must be able to communicate clearly and effectively in an environment where numerous conversations and activities may occur simultaneously. Frequently required to stand, walk, and sit. Occasionally the employee may be required to push or lift up to 50 pounds. This job requires the employee to have the vision ability to read handwritten or typed material.*

### **Attendance**

*Consistent and regular attendance is an essential job function of this position.*

### **Conditions and Environment**

*The work conditions and environment described here are representatives of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

*The individual who holds this position will regularly work in a school environment that is noisy and active.*

### **Terms of Employment**

*Salary and work year to be established by the Board.*

### **Evaluation**

*Performance of this job will be evaluated in accordance with provisions of the Board.*

**Lonedell R-14**  
**Transportation Pay Scale**  
**2025/2026**

**Step: Years of Service**  
**Column T-A: Bus Driver**

**Scheduled Increase Multiplier:**

Years 2-6	1.05
Years 7-12	1.02
Years 13+	1.01

Increase to Base		\$0.30
Prior Year Step 1		20.2
Step	T-A	
1	\$20.50	
2	\$21.53	
3	\$22.60	
4	\$23.73	
5	\$24.92	
6	\$26.16	
7	\$26.69	
8	\$27.22	
9	\$27.77	
10	\$28.32	
11	\$28.89	
12	\$29.46	
13	\$29.76	
14	\$30.06	
15	\$30.36	
16	\$30.66	
17	\$30.97	
18	\$31.28	
19	\$31.59	
20	\$31.91	
21	\$32.23	
22	\$32.55	
23	\$32.87	
24	\$33.20	
25	\$33.53	
26	\$33.87	
27	\$34.21	
28	\$34.55	
29	\$34.90	
30	\$35.24	

## **Transportation Handbook Verification**

This is to verify that as a Lonedell R-14 transportation department employee, I have read the transportation handbook.

I realize that I am responsible for following these policies/procedures approved by the Lonedell R-14 Board of Education.

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Employee's Signature

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Date

Please sign and return to the Superintendent's Office prior to the first day of student transportation.