

CITY SCHOOL DISTRICT OF THE CITY OF SALAMANCA
MANUAL
FOR SCHOOL BUS TRANSPORTATION

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RESPONSIBILITY OF THE BOARD OF EDUCATION

The City School District of the City of Salamanca provides transportation for approximately 1,500 pupils to and from school daily. The responsibility is great, bus does not cease with the provisions of adequate facilities. It is the responsibility of the Board of Education to safeguard in every possible way the welfare of the school children who use school vehicles for transportation to and from school and on extra-curricular trips. This principle must be acknowledged and its implications recognized if transportation dangers are to be reduced. As long as Boards of Education must compel regular school attendance and provide transportation for such attendance, they must accept responsibility for the safety of transportees while en route.

The Board of Education of the City School District of the City of Salamanca has established the following rules and regulations in regard to the operation of their school buses and have granted the superintendent of schools authority to administer such policies as the Board may prescribe. The business administrator of the Board of Education is delegated the supervision of the transportation system except for the discipline of pupils.

The primary objective of school bus transportation is to transport children safely to and from school. The final responsibility rests with each drivers. Let's keep up our good record with no serious accidents and be at all times cautious bus drivers.

I. TRANSPORTATION PHILOSOPHY

Pupil transportation is a major function of our educational process. It requires special attention to insure that the greatest benefit will accrue to the school district for the dollars expended. It is important to set forth the major objectives which serve as a guide in the management of the pupil transportation program. These objective include the following:

- 1.1 To furnish transportation to those pupils whose health or distance from the school make the service essential.
- 1.2 To provide the safest possible transportation.
- 1.3 To operate the transportation program efficiently and economically.
- 1.4 To adapt transportation to the requirements of the instructional program.
- 1.5 To maintain conditions on the buses which are conducive to the best interest of the pupils, including mental, moral and physical considerations.
- 1.6 To promote a sympathetic public understanding of the entire transportation program, including safety, adequacy, efficiency and standards of service.
- 1.7 To comply with all state and federal laws, regulations and mandates.
- 1.8 To establish and review at least once a year the pickup and discharge points which are safest. After September any changes suggested will be considered by the bus garage supervisor and if necessary he will ride on the route.

II. TYPES OF TRANSPORTATION

In meeting and carrying out the above objectives, it will be necessary to provide the following types of transportation:

2.1 Regular transportation for public, private, parochial and handicapped students necessary to transport such students to and from school.

2.2 Field trips for public school students which are of an instructional nature, organized and supervised by a member or members of the instructional staff, which are conducted during the normal school day, evenings or holidays.

2.3 Extra-curricular transportation of a non-instructional nature for events which are conducted after normal school hours, during weekends and holidays.

2.4 Remedial transportation for students who are receiving instructional assistance after normal school hours.

2.5 Transportation on Saturdays, Sundays, or holidays shall be provided for resident, district public school pupils who are participating in approved school district programs which are under the supervision of certified instructional staff members.

Transportation to private, parochial and/or handicapped schools on these Days shall be provided only are required by the law.

Transportation during summer recess shall not be provided during the Summer recess months unless specifically authorized by the Board Of Education.

2.6 Drivers are responsible for their vehicles on all types of trips.

III. RIDERS ELIGIBILITY REQUIREMENTS

All of the following distance criteria are to be determined by measuring from the legal residence of the pupil desiring transportation to the school of attendance, using any device capable of such measurements, over the nearest available public route.

- 3.1 Elementary pupils attending Grade K-3 who live at least .5 miles and not more than 1.5 miles from school are eligible for transportation.

Pupils attending grades 4-6 who live at least .75 miles but not more than 1.5 miles from the school are eligible for transportation.
- 3.2 Junior-Senior High School pupils attending Grades 7-12 who live at least 1.0 miles and not more than 1.5 miles from school are eligible for transportation.
- 3.3 Private and parochial school students – Transportation to and from school provided to public school pupils will be offered equally to all resident private and parochial school children in like circumstances.
Transportation will be provided in compliance with the Regulations of the Commissioner of Education in compliance with the laws of the State of N.Y., as it pertains to private and parochial school transportation.
- 3.4 Handicapped pupils - Transportation services shall be provided for said pupils from birth to four years as ordered by family court. For children ages 5-21, a recommendation of the Handicapped Services Committee will be submitted to the Board of Education for approval. Drivers will not enter houses for the purpose of picking up or discharging these pupils. It is expected that parents will be at the home when possible, trained staff members will be available to assist handicapped children upon arrival and dismissal from school. If there is a problem with a child's capability to board or leave the bus, the driver may ask the bus garage supervisor if an aide can be assigned by the C.S.E.

IV ROUTING

Bus routes are established under the direction of the chief school officer in cooperation with the transportation supervisor.

- 4.1 Limitations - Authorized bus stops will be located at convenient intervals in places where pupils may be loaded and unloaded, may cross highways, and may await the arrival of buses with the utmost safety allowed by road conditions.
- 4.2 Fixed Stops- Fixed bus stops shall be established using the following guidelines:
 - 4.2.1 Generally, dead-end and loop streets shall not be serviced by school buses. Whenever possible, stops will be at intersections of two streets.
 - 4.2.2 Numbers of pupils at bus stops will be varied according to the concentration of riders in an area, the degree of traffic, the presence of stop signs, speed limits and bus turn-around requirements.
 - 4.2.3 Walking distance to pickup points may be varied according to grade level. Grade levels K-3 shall not be required to walk distance in excess of .50 miles, - Grade levels 4-6 shall not be required to walk distance in excess of .75 miles, and Grade levels 7-12 shall not be required to walk distance in excess of 1 mile.
- 4.3 Side Roads - Transportation shall not be provided on side roads that are not maintained by town highway departments if the lack of maintenance makes it unsafe for drivers and students to be traversing these roads. Examples of unsafe conditions are flooding, road erosion, ice and snow, mud, etc. If a driver thinks road conditions are questionable, a report shall be made to the bus garage supervisor. It will be left to his judgment if the driver should proceed or not. the driver should make a notation of the report on his daily trip sheet and the decision.
- 4.4 Private Roads- Transportation will not be provided on highways that have not been dedicated and/or maintained by town, county and/or state highway departments.

- 4.5 Turn Arounds - Turn arounds will not be established unless adequate Space is available and this space is properly maintained by town, count, and/or state highways.

V. ADMINISTRATION AND RESPONSIBILITY

5.1 Superintendent's Responsibility – The responsibility for administrating the transportation program rests with the superintendent of schools, and the administration should adhere to all applicable laws, regulations and policies established by federal, state, and local authorities. This responsibility is, in part, delegated to the Director of Transportation. The Director of Transportation shall be responsible for the following:

- 5.1.1 Establishing bus routes.
- 5.1.2 Assigning bus drivers.
- 5-1-3 Arranging for, recording, and reporting bus driving overtime.
- 5-1.4 Arranging transportation for special trips, such as outdoor education, recreational programs, educational trips and others.
- 5-1-5 Preparing specifications for bidding of new buses and arranging for special transportation for students attending other school districts.
- 5-1-6 Planning and arranging for preventive and other maintenance on buses and other vehicular equipment.
- 5-1-7 Reviewing and approving payment of bills for maintenance, special transportation and overtime.
- 5-1-8 Maintaining a continuous analysis of transportation costs and providing reports are requested.

5-1-9 Preparing transportation contracts and State Education Department reports.

5-1-10 Assisting in school bus driver personnel management.

5-1-11 Assisting in the transportation budgeting process.

5-1-12 Setting up any in-service training classes needed.

5-1-13 Ensure that all expenses and programs of the Transportation Department take advantage of the principle of maximizing State Aid (as applicable). The Business Manager and Transportation Supervisor should meet periodically to ensure this goal is met.

5.2 Principal's Responsibility- Each building principal is responsible for the following:

5-2-1 Requiring that regular classroom instruction and pertinent safety regulations as provided by law are provided for all pupils in each school quarterly.

5-2-2 Providing adequate supervision at bus loading and unloading zones: bus riders should not be permitted to move toward the bus at school loading zones until the bus has been brought to a full stop; pupils should line up behind the safety line and take their turn at entering the bus in an orderly manner.

5-2-3 Requiring that pupil behavior expected in the classroom is practiced on the school bus.

5-2-4 Taking prompt action on all behavior problems and notifying the bus garage supervisor of the action taken, as soon as possible.

5-2-5 Enforcing safe traffic regulations on the school site.

5-2-6 Reporting in writing any overcrowding and other unsafe condition or practice relating to the transportation program to the Director of Transportation.

- 5-2-7 Informing parents and children of the necessity of following safety rules and regulations. Parents should be mailed all the bus rules, safety regulations, parents responsibility, student's rules and regulations from the manual prior to the start of each school year.
- 5-2-8 Requiring that pupils ride their assigned school bus and do not board a bus going to any destination other than their home or an assigned activity without permission from parent or guardian. (Stamped by Elementary, Jr. High- Sr. High Office.)

VI. PARENTS RESPONSIBILITY

Parents have an important role to play in the safe and efficient operation of the school's transportation system. If the system is to function effectively, parents must assume an obligation to the program and to the people responsible for its operation.

- 6-1 Parents should make sure that their children are at the proper bus stop on time and properly clothed for the weather. Students should be at the bus stop not later than 5 minutes before bus arrival time.
- 6-2 Parents should assist on the good behavior of their children at bus stops and on the bus so that drivers can concentrate on safely driving the bus.
- 6-3 Parents should become familiar with the educational goals and objectives of the Board of Education so they can better understand the cost implication of demands they may make and how these would affect the overall expenditures for education.
- 6-4 Parents are encouraged to provide a book-bag or another suitable container to transport books and papers to and from school.

VII STUDENT RULES AND REGULATIONS

7-1 Waiting for the Bus

7-1-1 Be on time for the bus but do not arrive at the stop earlier than 10 or later than 5 minutes before the time at which the bus usually arrives.

7-1-2 Do not allow animals or younger children who are not attending school to accompany you to the bus stop.

7-1-3 Observe all safety precautions while waiting for the bus:

- a. Do not play on the street
- b. If possible, avoid crossing the street
- c. Whenever you must cross a street, look both ways and cross only if you are sure that no moving vehicles are approaching from either direction,
- d. Do not push, pull or chase any other pupils.
- e. Do not throw stones or snow balls.
- f. Avoid trespassing on private property and being noisy.

7-1-4 As you bus approaches, line up at least 15 feet off the highway or on the sidewalk. Do not approach the bus until it has come to a complete stop and the driver has opened the door. If you must cross the street to board the bus, wait for the driver to signal you to do so.

7.2 Loading the Bus-

Get on your bus quickly and be seated at once.

Listen carefully and obey any directions issued by the driver.

7.3 Riding the Bus ----

- 7.3.1 Do not eat food or drink anything on the bus.
(On extra trips this will be up to the discretion of the driver)
- 7.3.2 Do not throw anything while on the bus.
- 7.3.3 Avoid extending you hand, arm, head or any parts of your body out of the window.
- 7.3.4 Do not change seats while the bus is in motion.
- 7.3.5 Do not wave your arms around, shout, whistle or make any other excessive noises that might distract the driver and lead to a serious accident.
- 7.3.6 Help keep the bus clean and sanitary.
- 7.3.7 Be courteous to other pupils.
- 7.3.8 Listen carefully and obey any directions issued by the bus driver.
- 7.3.9 Students will be allowed to disembark from the bus in the afternoon prior to arriving at the authorized bus stop only with written from a parent or guardian.(Stamped by Elementary and Jr. & Sr. High School offices)
- 7.3.10 Pupils transported in a school bus under the authority of and directly responsible to the driver of the bus or monitor/or chaperone.
- 7.3.11 Continued disorderly conduct or persistent refusal to submit to the authority of the driver, monitor and/or chaperone is sufficient reason for a pupil to be denied transportation on a school bus.

- 7.3.12 The driver of any school bus is responsible for the orderly conduct of the pupils transported.
- 7.3.13 A school bus cannot be put in motion until all pupils are seated.
- 7.3.14 No school bus can stop to load or discharge pupils except at stops regularly designated by the school.
- 7.3.15 No pupil can engage in unnecessary conversation with the driver while the bus is in motion.
- 7.3.16 Smoking is prohibited on a school bus.
- 7.3.17 Snuff and chewing tobacco is prohibited at anytime in a school bus.
- 7.3.18 No intoxicating liquor can be transported at any time in a school bus.
- 7.3.19 No animals, insects, reptiles, or birds can be transported in a school bus.
- 7.3.20 No weapons of any sort, except side-arms carried by authorized police officers, can be transported on a school bus.
- 7.3.21 No persons should be allowed to occupy a position in a school bus that interferes with the vision of the driver to the front, to either side of him or her, or through the mirror to the rear, or with the operation of the bus.
- 7.3.22 Nothing can be thrown out of the windows.
- 7.2.23 Nothing made of glass, large radios, skate boards, large shop projects, musical instruments not taught in school can be transported on the school bus.
- 7.2.24 Pupils shall be silent at all railroad crossings, on regular trips or extracurricular trips.

7.4 Unloading the Bus --

- 7.4.1 Do not leave your seat until the bus has come to a complete stop and the driver has opened the door.
- 7.4.2 Again, obey any directions issued by the driver.
- 7.4.3 Leave the bus quickly but in a courteous manner without pushing other pupils.
- 7.4.4 If you must cross a street as you leave the school bus, wait for the driver to signal you to cross, then be sure to walk in front of the bus (never in the back), at a distance of at least 15 feet (in front of the bus), so you may clearly see the driver.
- 7.4.5 Observe all safety precautions as you travel from you bus stop to your home.
- 7.4.6 Violation of the bus rules may result in loss of bus privileges.

VIII SUPERVISION AND DISCIPLINE

All pupils must behave appropriately as passengers of a school bus. Clearly understood and well-enforced rules are necessary for the successful management of pupils who ride school buses.

- 8.1 Misbehavior problems on the buses will be handles in the following manner:
 - 8.1.1 The bus driver should make an attempt to correct any discipline problems by asking the pupil to behave, and, if necessary, to assign seats to certain pupils.

- 8.1.2 After two or three verbal warnings have been given to the pupil by the driver on discipline problems, a written report must be completed and sent to the bus garage supervisor and then the school principal, with the principal sending a copy to the parents. At this point, the principal must notify the parents of the complaint. A copy of this form is attached. The action which has been taken by the principal will be noted on the form, a copy of which will be sent to the bus garage supervisor. Another copy will be retained by the school principal.
- 8.1.3 After the next offence, another form must be completed and sent to the school principal. A copy of this report is attached. Upon receiving the report, the principal contacts the parents by telephone and letter and he or she may suspend the pupil from riding the bus. If the pupil is suspended, a conference must be held with the parents before the restriction is lifted. The driver may be present if it is necessary. The action which has been taken by the principal will be noted on this report, a copy of which will be sent to the bus garage supervisor. Another copy will be retained by the principal.
- 8.1.4 On the next offense, another form will be completed and sent to the Principal. After this report is received, the pupil will be automatically suspended from riding the bus and a conference

8.1.4 (Con't) must be held with the parents before the suspension is lifted.

The driver may be present if it is necessary. The action taken by the principal will be noted on this report. A copy will be sent to the Bus Garage Supervisor and a copy will be retained by the principal.

8.2 Short term suspensions may be imposed by the Board of Education, Superintendent, school principal or bus garage supervisor. No other employees may impose a short-term suspension.

Any student suspended for five days or less must be afforded the following:

8.2.1 Oral or written notice of the charges against him or her.

8.2.2 IF the student denies the charges, an explanation of the evidence the school has, and

8.2.3 An opportunity to present his or her side of the story. In addition, notice of charges and the opportunity to rebut these charges must occur before the suspension begins, except when the student's conduct poses a situation which endangers the safety of other passengers, and/or the safe operation of the vehicle. In these cases, the notice and hearing must follow as soon as practical. On request, the student and parent must be given an opportunity for an informal conference with the principal, all drivers and monitors involved may be present, at which time the parent may ask pertinent questions of the witnesses who made the complaint.

8.3 Long term suspension – A long term suspension is any suspension in excess of five days. Obviously more serious than the short-term suspension, a student is given significantly greater procedural safeguards. First, only the Board of Education or superintendent may suspend for more than five days. Second, an opportunity for a full hearing must be given by the fifth day of suspension, or the students bus privileges will be reinstated. Third, the hearing itself is quasi-judicial in nature. All persons involved should be present.

IV. EMERGENCY PREPAREDNESS

In spite of all precautions, the possibility of accidents cannot be entirely eliminated. In the event of an accident, the following suggested procedures should be followed: No two accidents are the same. The sequence of things in the suggested procedure may not be practical in every case. At times, good common sense will be the rule.

9.1 Vehicular damage only –

9.1.2 Stop, turn off the ignition and take the keys.

9.1.3 Remain calm and reassure the students.

9.1.4 Set out the reflectors at once:

- a. Day or night, reflectors should be placed on the road to protect the vehicle. “SEE DIAGRAM”. The reflector device should be placed in the center of the lane occupied by the vehicle.
- b. Hills or curves, place warning devices as to give other motorists ample warning whenever the view of your stopped vehicle is blocked by hillcrest, curve or other obstruction.

- 9.1.5 Be alert to a fire or the possibility of fire.
- a. Check for smoke
 - b. Check for ruptured fuel tank and fuel lines. A bus can be a potential furnace.
 - c. Check for electrical fire.
 - d. Check for hot tires which may catch fire – caused by metal rubbing against a tire from point of impact to final resting place.
 - e. EXTINGUISH FIRE IF ANY
- 9.1.6 Make students as safe and comfortable as possible. Do not remove students from the bus unless absolutely necessary.
- a. Fire or conditions that might lead to a fire.
 - b. Danger of further collision.
 - c. Danger of drowning.
- 9.1.7 Account for all students.
- 9.1.8 Notify school officials, who in turn will notify the state, county or local police. (Extra curricular trips, notify the police, which in turn will notify the school.
- 9.1.9 If possible remove debris from the highway.
- 9.1.10 Get license number and other pertinent information.
- 9.2 Vehicular damage and bodily injury –
- 9.2.1 Complete steps (9.1.1 through 9.1.5 above.)

- 9.2.2 Render first aid to those in need of some.
- 9.2.3 Contact local first aid squad.
- 9.2.4 Make students as safe and comfortable as possible. Do not remove students from the bus unless absolutely necessary.
- 9.2.5 Notify school officials who will in turn notify the state, county, or local police.
- 9.2.6 Get license number and other pertinent information.
- 9.3 Regardless of how minor an accident, police and school officials should be notified and a written report made.
- 9.4 Administrative responsibility during an accident –
 - 9.4.1 Pictures are to be taken for insurance purposes.
 - 9.4.2 A school nurse will be dispatched to accidents involving any bodily injury.
 - 9.4.3 The building principal will be dispatched to accident involving any bodily injury.
 - 9.4.4 Parents of those students who have not been returned home will be notified as soon as practical of a delay on returning home.
 - 9.4.5 Another vehicle will be dispatched to complete the route.
- 9.5 Student medical records –

The names of students who have a medical history of seizures, bee stings, diabetes, etc (those in need of or receiving medical treatment) will be provided to the driver of the vehicle the student rides to and from school.

This information is to be treated in the strictest confidential manner by each driver.

X VEHICLES

10.1 Safety -- Good safety habits are as important as a good preventative maintenance program in prolonging the life of all vehicles, improving crash-worthiness and insuring the safety of all occupants. With this in mind, the following is required of each driver prior to each departure before loading pupils.

10.1.1 Visual check of the tires and lug nuts.

10.1.2 Inspection and check of the brakes, horns, head lights, warning lights, signal device and windshield wipers.

10.1.3 All instrument gauges shall be checked, particularly to see that the generator or alternator is charging and that the proper oil pressure is indicated.

XI PERSONNEL AUTHORIZED TO TRANSPORT STUDENTS

11.1 Qualifications of driver --

11.1.1 Application for employment of a school bus driver shall be in writing on a form prescribed by the superintendent.

The new federal commercial motor vehicle safety act prescribes certain things before employment:

a. You may hold only one license, from your state of residence to drive a commercial vehicle.

b. When applying for a job as a commercial driver, you must inform the prospective employer of all employment as a commercial driver for the past 10 years.

11.1.2 Age: All drivers of a school conveyance shall be at least 21 years of age.

11.1.3 Physical fitness: Each driver of a school transportation conveyance shall meet the basic minimum physical as stated in Article 19-A of the Commissioners Regulations. (See Article 19-a leaflet attached, Special Regulations for Bus Drivers.)

11.1.4 Medical examination: Each regular and substitute school bus driver shall be examined by the school physician prior to beginning service. Medical examinations shall be reported by the physician on forms prescribed by the Commissioner of Education. Such physical examinations shall be conducted within four weeks prior to the beginning of service in each school year and shall be immediately reported to the Superintendent of Schools. Their physical examinations shall include, as a minimum, those requirements specified on the prescribed medical examination report. The report of the physician, in writing shall be considered by the Superintendent in determining the fitness of the driver to operate any transportation conveyances used by pupils. In addition, semi-annual physical examinations (in accordance with Law Regulations) are required for all transportation employees assigned to drive or monitor students on a school transportation vehicle.

(Drivers who are diabetic or who have other persistent or chronic conditions are required to have semi-annual physicals.)

11.1.5 Required licenses: Each driver of a motor vehicle conveying school children shall have the appropriate commercial driver's or operator license with additional certifications as required by law to operate the specific vehicle to which he or she is assigned. No one other than the above mentioned driver may drive a school-owned vehicle having a seating capacity of greater than 16 passengers. School vehicles transporting less than 15 passengers may be driven by employees hired as bus drivers as well as certified members

11.1.5 (Con't) of the instructional staff after appropriate 19A training; the latter, however may not drive on regularly scheduled routes

Certified staff transporting students in school-owned vehicles must also comply with all requirements of the Department of Motor Vehicles and Commissioner of Education.

As of April 1, 1992, it will be 15 students for any vehicle specified seating capacity. Any driver of such vehicle will need a C.D.L. Class B license.

11.1.6 Character requirements: the driver of a vehicle for the transportation of school children shall be of good moral character and thoroughly reliable. At the time of initial application each applicant for approval for employment as a school bus driver shall furnish to the Superintendent at least three statements from three different persons who are not related either by blood or marriage to the applicant pertaining to the moral character and to the reliability of the applicant.

11.1.7 It is required that all drivers take a training course, within one year of employment, when given in the area by a competent and qualified teacher. Drivers may again take the course after a three-year lapse, to reduce your own personal insurance cost.

11.1.8 All school bus drivers shall receive a minimum of two hours of refresher instruction on school bus safety at least twice a year, at sessions conducted prior to the first day of school and prior to February 1st of each year.

Refresher course for drivers of vehicles transporting handicapped pupils

exclusively shall also include instruction relating to the special needs of a handicapped pupil.

11.1.9 All school bus drivers shall meet the minimum requirements for school bus operation, as described in the 19A Regulation of the Commissioner of Education.

11.2 DRIVER'S RULES AND REGULATIONS

The responsibilities of the bus driver are not like those of the teacher. Parents entrust their children to the bus driver at least twice each day that the child attends school. The child's life is in the driver's hands. It is essential that he or she use safe driving practices at all times, if accidents are to be avoided. His or her sense of responsibility and care are extremely important in helping the children safely approach and leave the bus. The driver who demands the finest performance from his or her school bus passengers will be respected for his or her standards and will find his or her job easier and safer as a result.

11.2.1 Drivers of buses in the City School District of the City of Salamanca are expected to establish a time schedule and adhere to it rigidly, weather and roads permitting. Keep your clock set accurately with the school clock and establish your time schedule for your stops. Demand that the boys and girls who ride your bus keep the schedule for your stops. Do not allow your passengers to disrupt your schedule through failure to cooperate. If you are always on time, everyone else will soon understand his responsibility. At the same time, do not leave a scheduled stop until the time schedules for departure.

11.2.2 School buses shall be used ONLY for transporting children between home and school, or to approved school sponsored activities. No one except students, Board of Education members, teachers, administration, coaches and chaperones are allowed to ride buses without special permission. Drivers will report any irregularities to the Bus Garage Supervisor.

11.2.3 Continued tardiness for the start of bus tips shall make a driver subject to suspension or dismissal.

11.2.4 Contingent on employment, each bus driver must have a personal telephone.

11.2.5 Daily cleaning and safety maintenance of the bus is the responsibility of each driver. Drivers shall sweep the interior of the bus daily or as more often if needed. A driver is allowed 15 minutes before an extra-trip, for pre-check and 30 minutes after, for sweeping and hosing down the outside if needed. It is the responsibility of each driver to check gasoline, lights and windows before each trip. Tires should be inspected daily. A full tank of gas is a must during the winter months. The driver should also check breaks, horns, emergency doors, signaling devices and windshield wipers. All gauges on the instrument panel should be checked.

11.2.6 Gas tanks should never be filled when students are on the bus.

11.2.7 Bus drivers are expected to appear with appropriate personal attire and be neat and clean at all times.

11.2.8 All drivers are to be held responsible for reporting for reporting and necessary maintenance of assigned bus. This should be reported in writing to the automotive mechanic on the daily sheet. It is very important to

11.2.8 (Con't) check carefully the condition of assigned bus at all times. Any unnecessary wear or damage done to the assigned bus will be reported to the Supervisor.

11.2.9 No commitments shall be made by any bus driver contrary to the policies or directives set up by the Board of Education and administration. (Bus stops—arrangements with parents.)

11.2.10 See law regarding drivers leaving a bus while students are on board. (Laws, Policies and Regulations for School Bus Drivers and Attendants is attached).

CHILDREN MUST NOT BE LEFT ON A BUS WITHOUT SUPERVISION, when loading and unloading buses, the driver shall remain in the driver's seat.

11.2.11 Drivers should not allow students off the bus at any stop other than his or her own, without a written permission slip from a parent or guardian.

(Stamped by Elementary or Middle School or Sr. High Offices.)

11.2.12 School bus drivers are responsible for disciplining children on school bus in the same manner that teachers are responsible for them in the classroom. Conversation on the bus is expected but being rowdy, shouting, whistling and other unnecessary noises are to be forbidden. Drivers shall report in writing all cases needing additional disciplinary action to the building principal and bus garage supervisor. If deemed necessary, the principal may forbid a pupil to ride a bus, but this extreme action may be taken only after the parents have been forewarned that

11.2.12 (Con't) that such action may be forthcoming. A child may not be denied transportation home if he or she has been brought to school on the bus, unless the parents have granted the school permission to retain the child. A DRIVER MAY NOT EXCLUDE A PUPIL FROM HIS OR HER BUS.

11.2.13 Smoking, chewing of tobacco, snuff, consumption of any beverage or food is not allowed while driving the school bus.

11.2.14 Profanity or improper language will not be allowed at any time on the buses.

11.2.15 Standing passengers are not to be carried at any time unless all seats are occupied, then only up to 10 miles. Make sure all passengers are seated as soon as seats are available.

11.2.16 Drivers must not allow pupils to put hands, arms, heads, or hair out of open windows.

11.2.17 See the Laws, Policies and Regulations leaflet attached for the law on Railroad Crossings and Highway Crossings.

School policy adds that a driver must use the four way flashers when approaching and crossing a set of railroad tracks. The driver shall require all students to be silent at all railroad crossings.

11.2.18 A driver is allowed to leave an extra-curricular event, with the knowledge of the coach or chaperone, and go up to 5 miles.

11.2.19 All motor vehicles are to be operated with doors closed.

11.2.20 Drivers must observe the posted speed limit. A speed of 10 miles per hours will be observed entering and leaving a loading station.

11.2.21 Demonstrate a spirit of courtesy and consideration to motorists when on the highway. Share the road, be courteous, be a good public relations representative of your school. Do not crowd other vehicles. Check your mirrors frequently so that you know when another is behind you. If traffic is building up, pull completely off the road to allow traffic to pass.

11.2.22 Be on the lookout and pupils watch for vehicles which pass your bus illegally, and turn in the license numbers, the location, hour and date of the violation into your supervisor immediately on your return to the garage.

11.2.23 If in trouble, notify the school bus garage (by radio) or office as soon as possible by calling 945-2400 or 945-2412 unless you are able to overcome the difficulty immediately. Do not leave your bus to go for help. Send an older and dependable student to telephone for you.

11.2.24 Bus Garage: the automotive mechanic shall see that:

- a. All bus forms and reports are filled out daily.
- b. All regulations pertaining to care and maintenance of buses are completed daily.
- c. The bus garage will be kept clean and orderly as possible at all times.
- d. The reports of absences, negligence, misuse of vehicles or any other violation will be reported to the bus supervisor daily in writing.

- e. An accurate accounting shall be kept on all gasoline used inventory of parts and repairs on buses.
- f. All rules and regulations pertaining to bus driver shall also apply to all garage personnel.
- g. All automotive repairmen helpers will be under the direct supervision of the automotive mechanic.

11.2.25 Bus drivers and garage personnel shall also be subject to the rules and Regulations of the Commissioner of Education and the Bureau of Motor Vehicles, and to such supplementary rules as shall be adopted from time to time by the Board of Education.

11.2.26 Accidents:

All accidents which occur on the bus, no matter how minor, shall be reported to the office at the end of each trip.

11.2.27 No bus shall be operated with the clutch disengaged, except when coming to a stop.

11.2.28 The driver shall avoid backing the bus on school grounds or at loading and unloading stops without proper signals from another responsible adult.

11.2.29 No bundles, large parcels, large radios, groceries, large shop projects, Skate boards, glass objects, musical instruments not taught in school shall be carried in the school bus.

11.2.30 No driver shall transport a pupil in his or her own personal vehicle.

11-2-31 When transporting students to extra-curricular activities, the adult supervisor (coach, chaperone, etc) shall determine what equipment and supplies are necessary for the activity and the Bus Driver will determine where storage for transportation is appropriate.

11.2.31 If a driver becomes ill while in route, he or she should notify the bus garage supervisor right away. If he or she feels they cannot continue, they should pull over and request a substitute be sent.

11.2.32 A school bus driver shall never drive a school bus when he or she had had any alcoholic beverage within the 6 hours proceeding the scheduled trip. Failure to abide by this rule shall be considered sufficient cause for automatic dismissal from employment.

11.3 Emergency drills on the school bus:

11.3.1 The emergency drills on school buses required by Section 3623 of the Education Law shall include practice and instruction in the location, use the operation of the emergency doors, fire extinguishers, axe, first-aid equipment and emergency windows as a means of escape in case of fire or accident. Such instruction and conduct of the drills shall be given by a member of the teaching staff at the high school and by the various route drivers, at the elementary schools.

11.3.2 A minimum of three such emergency drills shall be held on each school bus during the school year, the first to be conducted during the first week of the fall term, the second prior to January 1st and the third prior to May 1st.

- 11.3.3 No emergency drills shall be conducted when buses are on routes.
- 11.4 Violations: All violations of these rules and regulations reported to the office in writing shall become part of an employee's personal record file. An employee will be notified of each violation in writing and have the opportunity for rebuttal. After three violations, the employee will be subject to a hearing, with appropriate action being taken.
- 11.5 Radios:
 - 11.5.1 All radios shall be used in accordance with F.C.C. regulations.
 - 11.5.2 Radios are to be used for emergency's and getting important information to and from the bus garage supervisor, not casual conversation.
- 11.6 Loading and Unloading the Bus:
 - 11.6.1 A driver should activate the pre-warning amber flashing lights well in advance of a loading or unloading station.
 - 11.6.2 When entering or leaving a loading station a driver must observe a speed of 10 miles hour.
 - 11.6.3 Use due consideration when approaching students as to road conditions.
 - 11.6.4 Check all mirrors to see that all traffic is clear and it is sage for you to go.
 - 11.6.5 Place transmission in neutral when loading and unloading students.

- 11.6.6 Students should be trained not to approach the bus until the door is opened and the red warning lights are activated.
- 11.6.7 Make sure all students are seated before closing the door and deactivating the red warning lights.
- 11.6.8 Whether a passenger is crossing the highway or discharging to the same side of the highway, the driver shall keep the school bus stopped with red warning lights flashing until the passenger is at least 15 feet from the bus and either off the roadway or on a sidewalk.
- 11.6.9 The driver shall see that each pupil who must cross the highway does not do so until he or she has given the signal.
- 11.6.10 Pupils crossing the highway shall pass in front of the bus at least 15 feet ahead of it. Care must be taken to make sure that these pupils do not step out on a road beyond a point protected by the school bus until the driver gives the signal for them to cross the highway.
- 11.6.11 The driver shall carefully observe the number of pupils getting off the bus and account for all these pupils before proceeding with the bus.
- 11.6.12 Check traffic, use mirrors, retain road speed and proceed to your next stop.
- 11.6.13 When facing a bus with red lights, loading or unloading, School Policy is “You Will Also Use Your Red Lights.”

XII - COACHES, TEACHERS AND CHAPERONES RESPONSIBILITY

- 12.1 They should be on time for departure and return.

- 12.2 They should see that students load and unload in an orderly manner.
- 12.3 Coaches, teachers, and chaperones should be seated so as to be able to watch all students while on the bus.
- 12.4 They are to keep students seated, not to allow them to kneel on the seats or be out in the aisle.
- 12.5 They should see that the bus is kept clean, is clean at the end of the trip and there has been no damage done to the bus.
- 12.6 Before the bus leaves they should check to see that all emergency exits and the aisle are clear.
- 12.7 They should know how many students are on board and if any student is going home with a parent or guardian, they are responsible for permission in writing from the parent or guardian.
- 12.8 They should notify the driver right away about extra passengers or changes not on the trip sheet.
- 12.9 They should watch and make sure that nothing is hung on or put out of the windows.
 - a. They should make sure nothing illegal is brought on board.
 - b. Sports shoes with cleats are not allowed to be worn on the bus. they must be put on after leaving the bus are removed before re-entering the bus.

LAWS, POLICIES, AND REGULATIONS
FOR SCHOOL BUS DRIVERS AND ATTENDANTS

Region One
School Transportation Safety Program
Cayuga-Onondaga BOCES
Revised November 1989

Bus Safety Drills:

(S.E.D. 156.3h-I (h1) “The drills on school buses required by section 3623 of the Education Law shall include practice and instruction in the location, use and operation of the emergency door, fire extinguishers, first aid equipment and windows as a means of escape in case of fire or accident. Drills shall also include instruction in safe boarding and exiting procedures with specific emphasis on when and how to approach, board, disembark, and move away from the bus after disembarking. Each drill shall include specific instructions for pupils to advance at least 10 feet in front of the bus before crossing the highway after disembarking. Each drill shall emphasize specific hazards encountered by children during snow, ice, rain, and other inclement weather including, but not necessarily limited to, poor driver visibility, reduced vehicular control and reduced hearing. All such drills shall include instruction in the importance of orderly conduct by all school bus passengers with specific emphasis given to student discipline rules and regulations promulgated by each board of education. Such instruction and the conduct of the drills shall be given by a member or members of the teaching or pupil transportation staff. Pupils attending public or nonpublic schools who do not participate in the drills held pursuant to this paragraph shall also be provided drills on school buses, or as an alternative, shall be provided classroom instruction covering the content of such drills.

(h2) A minimum of three such drills shall be held on each school bus during the school years, the first to be conducted during the first week of the fall term, the second between November 1st and December 31st, and the third between March 1 and April 30.

(h3) No drills shall be conducted when buses are on routes.

(i) Instruction in the use of seat belts. In each school district in which pupils are transported on school buses equipped with seat safety belts, such district shall insure that all pupils who are transported on any school bus owned, leased or contracted for by the district shall receive instruction on the use of seat belts. Such instruction shall be provided at least three times each year to both public and nonpublic school pupils who are so transported and shall include but not be limited to:

- 1) proper fastening and release of seat safety belts;
- 2) acceptable placement of seat safety belts on pupils;
- 3) times at which the seat safety belt should be fastened and released; and
- 4) acceptable placement of the seat safety belts when not in use.

Note: If any students in your district are transported in vehicles with belts (minivans, van conversions, etc.) all students must receive instruction in seat belt use.

Cleanliness of Bus:

(D.O.T. 721-21e) “The passenger section shall be kept in a clean sanitary condition while the bus is in service.”

Definition of School Bus:

(V.T. Law 142) "Every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, teachers, and other person acting in a supervisory capacity to or from school or school activities or privately owned and operated for compensation for the transportation of pupils, teachers, and other persons acting in a supervisory capacity to or from school or school activities."

Door Open:

(D.O.T. 721.6a) "All doors shall be securely closed and the driver's view of the entrance Doors shall be unobstructed while a bus is in motion."

Eating, Drinking, and Smoking on the Bus:

(S.E.D. 156.3g5) "Drivers shall not smoke, eat or drink any liquid, or perform any act or conduct themselves in any manner which may impair the safe operation of a school bus while such vehicle is transporting pupils."

Emergency Equipment:

(D.O.T. 720.27) "Every vehicles used in school service with a capacity of more than 10 passengers (adults or children) shall be equipped with a first aid kit properly identified and readily accessible."

(D.O.T. 720-27c) "Vehicles with a capacity of more than 10 passengers shall be equipped with bi-directional reflector triangles.. if gasoline or any other flammable liquid or combustible liquids or gas seeps or leaks from a fuel container or vehicles stopped on a highway, no emergency warning signal producing a flame shall be lighted or placed except at such a distance from any such liquid or gas as will assure the prevention of a fire or explosion".

(D.O.T. 720-29) "any (school vehicle) with seating space for a minimum of 10 passengers (shall be) equipped with an all purpose fire extinguisher...mounted in automotive bracket located in driver's compartment and easily accessible and readily identified to driver".

Note: See also "Wheelchair Vehicle Emergency Equipment".

Gas Tanks:

(S.E.D. 156-3f5) "Gas tanks shall not be filled while pupils are in the bus".

Horn:

(D.O.T. 721.19) "Every bus shall be equipped with a horn...which shall be maintained in such condition as to give an adequate and reliable warning signal".

Ill or Fatigued Operator:

(V.T. 509k) "No driver shall operate a bus and or a motor carrier shall not permit a driver to operate a bus while the driver's ability or alertness is so impaired, through fatigue, illness or any other

Ill or Fatigued Operator (Con't)

cause, as to make it unsafe for him to begin or continue to operate the bus. At the request of the driver or the motor carrier such illness, fatigue, or other cause shall be certified by a qualified physician. However, in a case of grave emergency where the hazard to occupants of the bus or other users of the highway would be increased by compliance with this section, the driver may continue to operate the bus to the nearest place at which that hazard is removed”.

Intoxicants:

(V.T. 509.1a-c) “No person shall: consume a drug, controlled substance or an intoxicating liquor, regardless of its alcoholic content, or be under the influence of an intoxicating liquor or drug, within six hours before going on duty or operating, or having physical control of a bus, or consume a drug, controlled substance or an intoxicating liquor, regardless of its alcoholic content while on duty, or in physical control of a bus, or possess a drug, controlled substance or an intoxicating liquor, regardless of its alcoholic content while on duty, operating or in physical control of a bus. However, this paragraph does not apply to possession of a drug, controlled substance or an intoxicating liquor which is transported as part of a shipment or personal effects of a passenger or to alcoholic beverages which are in sealed containers.”

Lights On:

(V.T. 375.20i) “Every (bus) shall be operated with headlights and taillights illuminated at all times of day or night when pupils are being transported.”

Mirrors:

(D.O.T. 721.11c) “(The front ‘cross-over’ mirror) shall be located on the left side of the bus in such manner that the seated driver may observe through its use the road from the front bumper forward to the point where direct observation is possible”.

“(The ‘right finder’ mirror) shall...provide a clear and full view of the right side of bus, including the fronts of the right wheel and an area at least six feet from the right side of the bus in front of the right door to the rear of the bus”.

Overloads:

(V.T. 1229b) “When the number of passengers is greater than the number of seats available, it shall be unlawful to operate a school, camp or charter omnibus upon the public highways for a distance of ten miles or more with any passenger standing.”

(S.E.D. 156.2b) “Standing passengers shall not be carried in excess of 20 percent of the seated capacity.”

(D.O.T. 720.8f) “No standing passengers shall be carried in any motor vehicle (with a seating Capacity of not more than 22 passengers)”.

Note: According the D.O.T., bus attendants to constitute a “passenger.”

Physical Force Used Upon Pupils:

(S.E.D. 19.5a-c) "Prohibition of corporal punishment. (a) No teacher, administrator, officer, Employee or agent of a school district in the State, or of a board cooperative educational services in this State, shall use corporal punishment against a pupil.

(b) As used in this section, corporal punishment means any act of physical force upon a pupil for the purpose of punishing that pupil, except as otherwise provided in subdivision © of the section.

© In situations in which alternative procedures and methods not involving the use of physical force cannot reasonably be employed, nothing contained in this section shall be construed to prohibit the use of reasonable physical force for the following purposes:

- 1) to protect oneself from physical injury;
- 2) to protect another pupil or teacher from physical injury;
- 3) to protect the property of the school or others; or
- 4) to restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions, powers and duties, if that pupil has refused to comply with a request to refrain from further disruptive acts".

Pre-Checks

(D.O.T. 721.21b) "The operator of more than one bus shall require each driver to complete and file at the completion of his day's work or tour of duty a report showing the bus number, road failures and any defects noted. If no defects are evident, the report shall indicate this fact. Such reports shall be carefully examined, all the defects noted therein shall be corrected before the bus is returned to service."

(Fed. D.O.T. 392. 7-8) "Equipment, inspection and use. No motor vehicle (used in the transportation of passengers) shall be driven unless the driver thereof shall have satisfied himself that the following parts and accessories are in good working order, nor shall any driver fail to use or make use of such parts and accessories when and as needed:

- Service brakes, including trailer brake connections.
- Parking (hand) brake.
- Steering mechanism.
- Lighting devices and reflectors.
- Tires.
- Horn.
- Windshield wipers or wipers.
- Rear-vision mirror or mirrors.
- Coupling devices.

Emergency equipment, inspection, and use. No motor vehicle (used in the transportation of passengers) shall be driven unless the driver thereof is satisfied that the emergency equipment required is in place and ready for use: nor shall any driver fail to use of make use of such equipment when and as needed".

Pushing or Towing School Bus

(D.O.T. 721.24b) "No bus carrying passengers shall be pushed or towed".

Railroad Track:

(S.E.D. 156. 3g2) "Drivers shall make a full stop at all railroad crossings and as State highways before crossing except that no stop need be made at any railroad crossing where a police officer or a traffic control signal or sign directs traffic to proceed."

(V.T. 1171) "The driver of...any school bus before crossing at grade any track or tracks of a railroad, shall stop such vehicle within fifty feet but not less than fifteen feet from the nearest rail or such railroad and while so stopped shall listen and look in both directions along such track for any approaching train, and for signals indicating the approach of a train, except as hereinafter provided, and shall not proceed until he can do so safely. After stopping as required herein and upon proceeding when it is safe to do so the driver of any said vehicle shall cross only in such gear of the vehicle that there will be no necessity for changing gears while traversing such crossing and the driver shall not shift gears while crossing the track or tracks."

Reporting License Suspensions and Traffic Infractions:

(V.T. 509i) "A driver who receives a notice that his or her license, permit or privilege to operate a motor vehicle has been revoked, suspended, or withdrawn or who is convicted of a violation of such provisions of this chapter as shall constitute a misdemeanor or a felony in any jurisdiction shall notify the motor carrier that employs such person of the contents of the notice before the end of the business day he or she received it. A driver who fails to notify his or her employer of such suspension, revocation, or conviction of a violation...shall be subject to a five (5) working day suspension. or a suspension equivalent to the number of working days such driver was not in compliance with this article, whichever is longer."

"A driver who is convicted of a traffic infraction in any jurisdiction shall notify his or her employer with five (5) working days from the date of conviction. A driver who fails to notify his or her employer of such conviction within the five (5) working day period shall be subject to a five (5) working day suspension".

Right on Red:

(V.T. 1111d5) "No school bus, at any time shall be permitted to proceed when facing a steady red signal."

Safety Seats:

(V.T. 1229c1-2) "No person shall operate a motor vehicle in this state unless all (back seat and front seat passengers) under the age of four are restrained in a specially designed detachable or removable seat... which is affixed to such vehicle by a safety seat."

Seat Belts:

(V.T. 383 4a) "Any person who operated a motor vehicle (used for the purpose of transporting children to and from public or private schools) and fails to use such seat safety belt shall be in violation of the provisions of this subdivision and shall be guilty of an infraction, punishable by a fine not exceeding twenty-five dollars.

Note: Belts must be properly adjusted.

Standing in Front of White Line:

(D.O.T. 721.8i) "Passengers shall not be permitted to stand forward of the marking, gate or turnstile, as may be applicable, while the bus is in motion.

(D.O.T. 721.25c) "Passengers shall not be permitted to stand in the stepwell, nor in any location So as to obstruct the driver's vision to the front and sides while a bus is in motion."

Note: See also V.T. 1213.

Student Discipline:

(S.E.D. 156.3f2) "Drivers are held responsible for reasonable behavior of pupils in transit.

(S.E.D. 156 3f3)" Drivers shall not allow pupils to thrust their heads or arms out of open windows".

(Federal Public Law 94-142 and Section 504) Handicapped students may not be punished solely because of being handicapped.

Student Loading and Unloading Procedures:

Flashing Red Lights: (V.T. 375 20a) "The driver of every (bus) shall keep red signal lamps lighted whenever passengers are being received or discharged or whenever he has stopped within fifty feet to the rear of a vehicle with such red signal lamps lighted, and shall light all other required signal lamps, as a warning, prior to stopping to receive or discharge passengers."

Instructing Pupils in Safe Crossing Procedures: (S.E.D. 156.3f4) "The driver of a school bus, when discharging pupils who must cross the highway, shall instruct such pupils to cross the highway at a distance of 10 feet in front of the bus so as to be in the vision of the driver. The driver shall also keep such school bus halted with red signal lights flashing until such pupils have reached the opposite side of the highway."

Bus Halted Until Students Out of Danger Zones: (V.T. 1174b) "Whether such passengers are crossing the highway or discharging to the same side of the highway, the driver of such bus shall keep such school bus halted with red signal lights flashing until such passengers are at least fifteen feet from the bus and either off the roadway or on a sidewalk.

Student Loading and Unloading Procedures (Con't)

Bus Driver Role in Permitting Motorist to Proceed Through Flashing Lights:

(V.T. 1174a) "The driver of a vehicle upon a highway or street upon meeting or overtaking from either direction any school bus ... which has stopped on the highway for the purpose of receiving or discharging any passengers, or which has stopped because a school bus in front of it has stopped to receive or discharge any passengers shall stop the vehicle before reaching such school bus when there is in operation on said school bus a red visual signal .. and said driver shall not proceed until such school bus resume motion, or until signaled by the driver or a police officer to proceed."

Unattended Vehicle:

(S.E.D. 156.3g4) "Drivers shall not leave school bus when children are inside except in case of emergency, and in such case before leaving the bus the driver shall stop the motor, remove the ignition set the auxiliary brake and leave the transmission in gear."

Note: See also V.T. 1210 and D.O.T. 721-24a.

Unnecessary Backing of Bus:

(V.T. 1211a) "The driver of a vehicle shall not back the same unless such movement can be made with safety and without interfering with other traffic."

Unnecessary Conversation:

(D.O.T. 721.25g) "While driving a bus, no driver shall engage in any unnecessary conversation or other activities tending to distract his attention from the operation of such vehicle.:"

Wheelchair Vehicle Emergency Equipment:

(D.O.T. 720.30 10-11) "All vehicles transporting non-ambulatory students with a capacity of more than seven passengers shall be equipped with a fire blanket, with a minimum of 35 square feet in size and with a minimum width of four feet, properly identified and readily accessible."

"All vehicles transporting non-ambulatory students, with a capacity of more than seven passengers and equipped with seat belts shall be equipped with seat belt cutters. The cutters must be properly identified and readily accessible."

The Region One School Transportation Safety Program is located at the Cayuga-Onondaga BOCES in Auburn, New York. Its overall goal is to promote school bus safety in New York State, a specific goal is to help educate drivers and attendants in their legal and procedural responsibilities. Region One can be contacted at Cayuga-Onondaga BOCES, 234 South Street Road, Auburn, New York, 13201. Telephone (315) 253-0361, extension 172.

Expanded Definition of School Bus

Chapter 360 of the Laws of 1986 clarifies some of the provisions of Article 19-A by extending the definition of school bus to include vehicles transporting persons of any age who are mentally disabled and also makes clear that transportation to religious services, nursery schools and day care centers is covered under school bus transportation. It also provides that school bus, be definition, shall not include a carrier operating under the U.S. Department of Transportation regulations that occasionally transports pupils on chaperoned chartered trips in New York.

This chapter also adds as grounds for disqualifying a bus driver, convictions of certain violations such as aggravated unlicensed operation involving alcohol or drug-related driving situations, vehicular assault, vehicular manslaughter, and obscenity in the first degree.

PHYSICAL QUALIFICATION GUIDELINES FOR EVALUATION UNDER ARTICLE 19a

Physical requirements for drivers to be considered qualified:

(2) A person shall not drive a bus unless he or she is physically qualified to do so. (b) A person is physically qualified to drive a bus if he or she:

- (1) Has no loss of a foot, leg, hand, or arm, except that if a person has been employed by a motor carrier and has suffered a loss of a foot, leg, hand, or an arm prior to the biennial physical examination of July of 1978 and he or she has demonstrated an ability to safely operate a bus, he or she may be deemed to be physically qualified in spite of such loss.

In addition, if the driver is found otherwise medically qualified, and by use of prosthetic devices or equipment modifications has likewise demonstrated an ability to safely operate a bus, he or she may also be deemed to be physically qualified.

- (2) Has no impairment of the use of a foot, a leg, a hand, fingers, or an arm, and no other structural defect or limitation, which is likely to interfere with his or her ability to control and safely drive a bus;

Note: New York State Department of Education required all school bus operators to have all limbs, hands, and feet, including sufficient digits on each hand and use thereof, to enable the driver to control and safely operate the vehicle. New York State Department of Education also requires a school bus operator to have good utilization of both arms and legs.

- (3) Has no established medical history or clinical diagnosis of diabetics mellitus or if he or she has established medical or clinical diagnosis of diabetics mellitus which has been stabilized by insulin therapy to the degree that his personal physician can certify that such person has not had an incident of hyperglycemic or hypoglycemic shock for a period of two years, or since the last physical examination given pursuant to the requirements of this Part, whichever is longer. However, the employee must remain under adequate medical supervision and follow up. The follow up shall consist of written certification every six months by the employee's personal physician that his or her condition has remained stabilized and an incident of hyperglycemic or hypoglycemic shock has not occurred since the last certification. Such medical follow-up reports must be reviewed by the carries and retained in the driver's file.
- (4) Has no current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure;

(5) Has no established medical history or clinical diagnosis of a respiratory dysfunction likely to interfere with the ability to control and drive a bus safely;

(6) Has no current clinical diagnosis of high blood pressure likely to interfere with the ability to operate a bus safely:

(a) Initial blood pressure of 161-180 systolic and or 91-104 diastolic is considered mild hypertension, and the driver need not be disqualified during evaluation and institution of treatment. The driver is given a 3-month period to reduce his or her blood pressure to less than or equal to 160/90; the certifying physician should state on the medical certificate that it is only valid for that 3-month period. If the driver is subsequently found qualified with a blood pressure less than or equal to 160/90, the certifying physician may issue a medical certificate for a 1-year period by must confirm blood pressure control in the third month of this 1-year period. The individual should be certified annually thereafter. The expiration date must be stated on the medical certificate.

(b) Initial blood pressure of greater than 180 systolic and/or greater than 104 diastolic is considered moderate to severe. The driver may not be qualified, even temporarily, until his or her blood pressure has been reduced to less than 181/105. The examining physician may temporarily certify the individual once the individual's blood pressure is below 181 and/or 105. For initial blood pressure greater than 180 and/or 104, documentation of continued control should be made every 6 months. The individual should be certified every six months thereafter. The expiration date must be stated on the medical certificate. Medical follow-up reports must be reviewed by the carrier for appropriate action and retained in the driver's file.

(7) Has no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease which interferes with the ability to control and operate a bus safely;

(8) Has no established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control a bus;

(9) Has no mental, nervous, organic, or functional disease or psychiatric disorder likely to interfere with the ability to drive a bus safely;

(10) Has distant visual acuity of at least 20/40 (Snellen) in each eye with or without corrective lenses and has distant binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses and has a field of vision of at least 70 degrees in the horizontal meridian in each eye, and has the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber;

(11) First perceives a forced whispered voice in the better ear at not less than five feet with or without the use of a hearing aid, or, if tested by use of an audiometric device, does not have an average hearing loss in the better ear greater than 40 decibels at 500Hz, 1,000 Hz, and 2,000 Hz with or without a hearing aid when the audiometric device is calibrated to American National Standard (formerly ASA Standard) Z24.5—1951. Also, the driver must have in his or her possession a spare power source for use in the hearing aid.

(12) Does not use an amphetamine, narcotic, or any habit-forming drug. (Refer to substance list in Section 3306 of the Public Health Law and Appendix A- copy attached.)

The term “uses” is designed to encompass instance of prohibited drug use determined by a physician through established medical means. This may or may not involve body fluid testing. If body fluid testing takes place, positive test results should be confirmed by a second test of greater specificity. The term “habit-forming” is intended to include any drug or medication generally recognized as capable of becoming habitual, and which may impair the user’s ability to operate a motor vehicle safely.

The period for which a driver is medically disqualified for prohibited drug use exits for the duration of the prohibited drug(s) use and until a second examination shows the driver is free from the prohibited drug(s) use. The examiner’s recertification decision (of a driver who has demonstrated prohibited drug use) should include a “best medical judgment” assessment of whether the driver will continue to drug(s) abstinence for a full 2 years. The examiner has the option to certify (assuming reexamination demonstrates drug abstinence) for a period of less than 2 years if the examiner judges the driver may not abstain for the full 2-year period. The certification period may be set for 1, 2, 6, or 12 months or for whatever time period short of 2 years, the examiner believes to be appropriate. The time period between a physician’s decision that a driver is medically disqualified and the time period a driver must wait until reexamination is left to the carrier, The employee may be required to successfully complete an Employee Assistance Program in drug rehabilitation prior to reexamination.

The amount of prohibited drug(s) found in the driver’s body fluid does not have any effect on the length of time for which the driver is medically disqualified. However, the amount found may have an effect on whether the test is considered positive or negative.

Federal Exclusion Limit (Marijuana)

We have adopted the interim federal limit for marijuana. (i.e., in testing for marijuana, the urine specimen should be reported as negative when the specimen is screened by immunochemical assay for cannabinoids and the test result corresponds to less than 50 nanograms of cross reactive cannabinoids per milliliter of urine. A positive urine screen (i.e., greater than or equal to 50 nanograms as tested above) should be confirmed by additional testing). A positive test result of the presence of any other prohibited drugs is cause for the driver to be found medically disqualified. The reason for the federal marijuana exclusion limit is that research has shown that person not using marijuana can exhibit positive test findings when they have been in a confined space with a person or persons who are smoking marijuana (passive inhalation).

Prescribed Medication

This rule does not prohibit the use of a drug medication (other than a Schedule I drug or substance. See Section 3306 of the Public Health Law and Appendix A- copy attached) that is prescribed or authorized by a medical practitioner (physician or dentist) licensed or otherwise authorized to practice by the State. This is contingent on the treating medical practitioner or physician making a good faith judgment, with notice of the driver's assigned duties and on the basis of available medical history, that use of the substance by the driver at the prescribed or authorized dosage level is consistent with the safe performance of the driver's duties. Finally, the substance's use must be at the dosage prescribed or authorized. This exception does not apply to the use of anticonvulsant drugs, anticoagulants (i.e, coumadin), or methadone . We encourage a motor carrier to obtain a practitioner's written statement about the effects on transportation safety of the use of a particular drug medication by a bus driver if the carrier has concern.

(13) Has no current clinical diagnosis of alcoholism. The term "current clinical diagnosis of" is specifically designed to encompass a current alcoholic illness or those instances where the individual's physical condition has not fully stabilized, regardless of time element. If an individual has stopped drinking for such a period of time to recover good judgment, is beyond having any withdrawal effects (alcoholic tremulousness, alcoholic hallucinations, alcoholic convulsive seizures, or delirium tremens), and is no longer physically or mentally impaired to operate a vehicle safely, he or she may be considered for certification.