

# Greenville County Schools Transportation 2022-2023 Guidelines and Procedures



## “Transporting with Care”



### **Mission Statement:**

The mission of the Transportation Department is to provide the students of Greenville County Schools with the safest and most efficient school transportation possible and to provide reliable, economical and safe transportation for the extra-curricular trips and athletic events in which they participate.

# **DISCLAIMER**

THIS MANUAL IS INTENDED TO PROVIDE GUIDANCE TO GREENVILLE COUNTY SCHOOL DISTRICT EMPLOYEES. THIS MANUAL DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SCHOOL DISTRICT. THE SCHOOL DISTRICT RESERVES THE RIGHT TO REVISE THIS MANUAL IN WHOLE OR IN PART AT ANY TIME.

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO FOLLOW THE POLICIES OF THE SCHOOL DISTRICT AND BECOME FAMILIAR WITH THIS MANUAL.

I ACKNOWLEDGE RECEIPT OF THIS MANUAL AND UNDERSTAND THAT IT IS NOT A CONTRACT OF EMPLOYMENT.

# Introduction

To all Employees of the Transportation Department:

Thank you for everything that you do to ensure the success of this school district and the success of each student that you serve. Additionally, thank you for representing our department professionally every single day. **YOUR WORK MATTERS!**

This manual outlines policies and procedures for the operation of the Transportation Department within the Greenville County School District. This manual has been established so we can ensure our passengers arrive safely every day. These guidelines provide clarity and will assist you in performing your job to your highest standard. When it comes to the safety of students and employees, the very best is the standard. I encourage each one of you to perform to that level every day. Please read this manual. We have made changes with you in mind, and I ask that you familiarize yourself with those changes and all department and district policies as they pertain to the Transportation Department.

As a department, we develop and administer a program to meet all the transportation requirements of the daily school schedules in addition to the extra-curricular activities of Greenville County's students. **The safety of our students is our collective priority. Your safety is also of utmost concern to our administrative team, the leadership of the Greenville County School District, and to me.** The department will act as a liaison with parents regarding special requests and complaints. Our guiding focus will be the mindset of: **safe and on-time delivery of every student to their learning destination and their home.**

As a Transportation Department employee, you will face challenges in your day-to-day duties. As times change, we will adapt to those changes. I ask that each of you remain professional at all times when dealing with our customers: the students, parents, and the Greenville County community as a whole. As the Director of the Transportation Department, it is my job to support you in meeting those challenges. As concerns and obstacles arise, please address them with your supervisors and administrative teams at your bus centers. We will all work together to provide the safest and most efficient transportation for Greenville County Schools students.

Thank you again for everything you do to ensure the best for our students. Let us continue with the goal in mind of being the safest and the best in South Carolina. Remember, we come to work to be #1.

Semper Fidelis,

*Adam James*

Adam James  
Director of Transportation and Fleet Services  
Greenville County Schools

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**\*Any forms described in the manual are available at your bus center.**

# **Section I**

## **Bus Safety/Operational Procedures**

**“What is Safest for my Student(s)?”**

## **“What is Safest for my Student(s)?”**

This question should be your guiding thought, prior to making any decision, while working with students as a member of the Greenville County Schools Transportation Department team. Using this question, within all Federal, State and local regulations will help assure that you will always place your students’ safety first and make a sound judgment. In line with the thought process, “What is Safest for my Student(s)?” the Greenville County Schools Transportation Department has identified four (4) areas in which failure to follow proper procedures could result in dire consequences for our students. The infractions below could result in disciplinary action, up to and including termination.

- ◇ A child left unattended as a result of failing to check your bus after each run (at the school during drop off and within five (5) minutes after each PM run).
- ◇ Dropping off a 4K, K5, or 1st grade student without a parent/guardian designee present at the stop with the appropriate tag card (“Tag Program”).
- ◇ Failure to follow all Railroad Crossing Procedures at any railroad grade crossing where tracks are crossing your road of travel regardless of whether tracks are active or not (unless out of service sign is posted).
- ◇ The use of any electronic devices is prohibited (for example, cell phone, iPod, Bluetooth, iPad, Hands free, eReader, Apple Watches, etc.) while:
  - Performing any responsibilities or duties as a school bus driver/aide
  - Operating a school bus
  - Students on your bus
  - Loading/unloading students or with students present
- ◇ Electronic devices may be used on your bus under the following conditions/situations:
  - Bus not in loading zone or in line up for loading/unloading
  - Not in driver’s seat of bus
  - No students around the bus
  - No students on the bus
  - Emergency 911 call
  - Never while in motion

If you have any questions about any, or all, of these requirements, contact your supervisor for clarification. All alleged violations are fully investigated by the Transportation Department and the Human Resource Department while the driver may be placed on immediate suspension. Employees have a right to appeal procedures for termination (GPN).

# **The Greenville County School District Code of Ethics**

Each employee of Greenville County Schools plays a role in the education of the district's students. By their associations, courtesy, actions, words, demeanor, conversations, dress, work ethic, competency, and attitudes, employees daily influence the district's students and the public whom they serve. These opportunities to affect students and the public obligate each school district employee to adhere to high standards of personal conduct, ethics, and job performance, both in the workplace and beyond. While no set of ethical standards can address appropriate behavior in all settings, Greenville County Schools adopts this Code of Ethics to guide all employees toward fulfilling the basic expectations the district has of them in helping to educate its students.

- Obey the law: respect the legal rights of students, fellow employees, and the district.
- Monitor the health and safety of students at all time.
- Treat each student fairly and respectfully.
- Make students' needs a priority.
- Communicate promptly, respectfully, and appropriately with parents and the public.
- Practice honesty.
- Exhibit a high standard of personal character and conduct.
- Demonstrate a professional demeanor, attitude, and competency.
- Serve as a positive role model for students, parents, and the community.
- Display loyalty as an employee of Greenville County Schools.

## **Social Media Guidelines**

These guidelines are to protect employees against disciplinary actions due to behaviors on social media sites.

- Staff members should never accept friend requests from students.
- Social media sites should not be used to put the district or district's employees in a negative light.
- Employees should remember that student information in all forms is confidential. Posting information (even from anonymous sources) that ties back to students is a violation of the Greenville County Schools information policies.
- Employees should remember that social media sites are usually personal in nature but should remain professional.
- Employees should be aware that communications made via social media are not exempt from the expectations and obligations set forth by Greenville County School District and state code of conduct.

# Job Expectations

Employees are required to follow all responsibilities specified by their respective job description and obey all laws, policies and regulations that pertain to their position. In addition:

1. Each Driver/Aide is responsible for meeting all Training/Employment Requirements for 2022-2023, in order to remain “certified” (see page 50-51).
2. **Employees are required to visibly wear their Greenville County School identification badge and vest at all times while performing their professional duties and on any school district property.**
3. The Driver is ultimately responsible for obtaining all necessary tools to maintain their license and all permits that the State or Federal Government has required the bus driver to obtain in order to drive a school bus. Transportation Safety and Training Specialists will assist the driver by keeping track of all driver information and master records and making them available to the Driver if requested.
4. Greenville County Schools is designated as a smoke free district. ALL tobacco use is prohibited in all school buildings, in the presence of students, and on all school district grounds. There are no approved designated areas on school grounds or buses. (This includes “smokeless” and “E” cigarettes.)
5. Use of profanity or unacceptable language anywhere, on school grounds or school buses, is prohibited.
6. Drivers/Aides are not allowed to enter into the state maintenance facility unless authorized by a supervisor.
7. A bus with an inoperable fuel gauge or speedometer (not working at all) should not be driven – call for a spare bus. (Running out of fuel could result in progressive discipline, up to, and including termination - first offense is a minimum of one (1) day suspension.)
8. Drivers/Aides should limit eating and drinking on the bus while bus is in motion or with students on board.
9. Drivers must report any of the following violations to their supervisor immediately:
  - Conviction of a traffic violation (except parking tickets)
  - Suspension, revocation, or cancellation of CDL
  - Arrest for any reason
10. Drivers/Aides are legally responsible to report suspected cases of bullying, child abuse or neglect of students. You must 1) inform the student’s Principal and/or your Supervisor immediately and 2) follow up with “Report of Suspected Child Abuse and Neglect” in case of abuse or neglect.
11. Drivers/Aides with any questions, problems or concerns are encouraged to meet with their supervisor first, manager, and then other administrative personnel in transportation.

## Guidelines for Absenteeism

Greenville County Standards goal for attendance is no less than 96%. That equates to 7 days as the GCS standard for 180-day employees. Not all days covered under FMLA, Worker's Comp, Bereavement, Jury Duty, or Military Duty (VA appointments) is counted towards absenteeism. Progressive discipline will be used through the use of documented reminders, written warnings, and improvement plans--up to and including a recommendation for termination for excessive absences.

### NO CALL NO SHOW

- 1<sup>st</sup> offense = Written Warning
- 2<sup>nd</sup> offense = Final Written Warning
- 3<sup>rd</sup> offense = Recommend for Termination

## Guidelines for Tardiness

Timeliness is expected in this department. Our schedule relies on prompt attendance. If your route is already covered, managers/supervisors **may** send you home for the shift without pay.

- If 3 tardies occur = verbal documented warning
- If 5 tardies occur = Written warning with improvement plan
- If 7 tardies occur = Final Warning and may face loss of mid-day routes and field trip eligibility
- If 8 tardies occur within a calendar year = Recommend termination

## School Bus Idling Guidelines

School Bus drivers can make a significant impact on protecting the health of their passengers and their own health by limiting engine idling time. The guidelines for drivers regarding bus idling are:

- Encouraged to secure their buses and wait inside the destination as necessary
- Must turn off their engines when they reach their school (destination)
- May re-start engine only when necessary to depart from school or destination
- May idle their bus for up to 10 minutes if the outside temperature is below 32 degrees
- May idle as long as necessary to get bus to the manufactures recommended operating temperature in order to operate heating, cooling or auxiliary equipment installed on the bus
- May idle as long as necessary to maintain a safe temperature for students with special needs
- Buses are to be left running no more than ten (10) minutes during cold weather

# Standard Rules, Policies and Procedures

1. School administrators or their designee is in charge of the bus while on school grounds. Drivers are responsible for the safety of the bus. Do not drive out of the bus loop until you have been given permission to leave.
2. Driver must properly wear seat belt at all times.
3. 10 MPH speed limit on all school property unless otherwise posted.
4. **Speed Limit** - School bus must be driven no faster than 45 mph, unless the posted speed limit is higher than 55 mph, (bus may then be driven a maximum of 55 mph).
5. **Bridges** – All bridges crossed must be rated at least 18 tons.
6. **Driver must not pass another school bus which is loading or unloading students in the identified loading zones at each school (loading zones are marked by red lines on both the left and right sides of each zone).**
7. **Driver must not back the bus on school grounds unless directed AND assisted by an administrator (or their designee) and only in emergencies or breakdowns.**
8. "Waiting Areas" are marked by yellow lines and should be utilized as needed to speak with students, etc. Hazard lights should be activated.
9. Elementary PM Lineup Procedures:
  - Special Needs PM arrival window: **1:50 PM - 2:00 PM**
  - Regular Ed PM arrival window: **1:55 PM – 2:10 PM**
  - Regular Ed buses arriving prior to 2:00 PM (CBI, CDC, Field Trip), must wait until after 2:00 PM to line up
  - Special Need buses arriving after 2:00 PM must pull in line with Regular Ed buses
10. Be courteous to fellow employees.
11. Utilize "Concern Card" if approached by an irate person at a bus stop.
12. Check mailbox when clocking in and out.
13. Return bus keys to key board after AM and PM runs.
14. Assign students' seats on the bus.
15. Stop at all assigned bus stops whether a student is present or not (AM only) and perform procedures.
16. Unauthorized passengers are never allowed to ride a yellow school bus, or white activity bus, unless specifically authorized by the school.
17. Do not deviate from the bus route without approval from the transportation office.
18. Do not make unauthorized stops.
19. Student bus monitors are not authorized for discipline / only for backing up bus.
20. Do not leave the bus while students are on board (except in extreme safety or health concerns).
21. Driver shall cut engine off and take the keys with them anytime they get out of the driver's seat while students are on the bus. (Wheelchair loading and unloading excluded).
22. Check for students when you discharge students at each school in the AM and after each PM run [within five (5) minutes].
23. Drivers may transport their "dependent" as outlined in "GCS Transportation Department Guidelines for Transporting Dependents" (see Appendix). Form must be completed and approved prior to transport.
24. Headlights will be turned on the entire time your bus is in operation.
25. Route notebook will remain on the bus and be kept current at all times.
26. Front windshield and dashboard of buses shall remain clear of all items.
27. Route signs (#'s) shall be in second front lower window on service door side.
28. Drivers may, in a professional manner, request non-transport from school of an apparent sick or aggressive student. Drivers shall make the request to a school administrator on duty and notify AOD over radio.
29. Nauseous event on bus: (a) if the bus is to stop at another school, driver should contact bus center. Bus center will call "receiving" school to provide custodial support. (b) If the bus is not heading to another school, driver is responsible for clean up at bus lot.
30. Drivers/Aides shall only use adult restroom facilities at schools.
31. Drivers/Aides must not have impairment of limbs and / or limitations that may restrict their ability to perform their "safety critical" duties while working. ("Fit for Duty" physicals will be required to determine physical qualification).

# Student Chronic Illness Guidelines

We are not always aware of a student's chronic condition. Sometimes parents do not communicate with us regarding health. It is a parent's right to not share health information - so always use Universal Precautions in the event of an accident or injury. Use gloves and wash hands as soon as the opportunity presents itself.

As such, there will be students on your buses that have chronic conditions. Please address them as follows:

**Diabetics:** Students have food in their book bags. Always allow them to eat as needed. Since you do not know these children, if you see a child on the bus eating candy or drinking juice, quietly ask if they are diabetic; do not stop them from eating until you are sure they are not diabetic. Allowing other students to eat/drink is the driver's discretion.

**Seizures:** Some students have seizure disorders but have not seized recently. If we are aware the student has a seizure disorder and has medication, **transportation will be determined on** a case-by-case basis. Otherwise, a student with a seizure disorder may be on your bus. Follow the first aid response for seizures if a student has a seizure on the bus. Call 911 and the bus supervisor, protect the student from injury, and allow the seizure to run its course.

**Asthma:** These students carry their inhalers. It is permitted for a student to use their inhaler on the bus. The only other medication a student may have on the bus is an EpiPen/Benadryl or diabetic supplies. No other medications should be allowed.

**EpiPens:** Used in case of anaphylaxis related to allergies. Common allergies that result in anaphylaxis are food allergies and insect stings. The EpiPens are generally in the student's book bag. Students in some cases will self-inject or you may have to respond. If an EpiPen is used always, call 911 and your supervisor.

## Bed Bug Found on a Bus

- Do not embarrass the student
- Discreetly collect the bug in a plastic bag for identification by a professional
- Notify your supervisor. Your supervisor will work with the school for further instructions
- Students should NOT be excluded from the bus due to bed bugs
- Students should not be singled out or approached by the driver or aide in regards to bed bugs
- Keep in mind the bed bug may have crawled on the student from another student or another's belongings so it is possible that the bed bug was brought to the bus by someone else
- Bed bugs usually do not infest buses

# School Bus Security

School bus security entails two basic areas: your school bus and unauthorized personnel. Security and safety of your school bus can be greatly enhanced if you increase your pre-trip inspection by checking under your bus and seats for packages or items that are not familiar to you. If you find or see anything unusual or contraband items, you should immediately contact the Administrator on Duty (AOD). **(The AOD will immediately call 911, District Incident Commander (355-8860) and Hot Line (355-8890).)\***

If a bomb threat is received during the route, the transportation office will alert the driver of the targeted bus immediately via radio. Driver will follow all instructions received and proceed directly to the nearest school, fire department, or police department. Driver will park bus away from buildings and evacuate the bus. Passengers should move away from the bus a minimum of 1,000 feet if possible. (The AOD will be the primary point of contact between the bus driver and law enforcement and will immediately relate any new information or instructions.)

The second area of concern is with suspicious people at bus stops or layover areas and unauthorized personnel attempting to board your bus. While every situation would be different, several parameters for your course of action will serve you in most situations. First and foremost is avoidance. As taught in previous training, anytime you approach a bus stop and ascertain that a "strange" individual(s) are present and you feel uncomfortable with the "picture" unfolding in front of you, you should bypass the stop. Within minutes of passing the stop, you should contact the AOD Office to report your concerns. We will request pertinent information, contact the local authorities, notify the school(s) involved and direct your next steps in transporting your students.

Unauthorized personnel attempting to board your bus is the second scenario of concern. Again, avoidance is the best avenue of action. All drivers should be aware of any "strange" person(s) approaching their service door. If you are not "comfortable" with the approaching person, you should keep your door closed and communicate with that person through a closed door or open window. If an approaching person seems "aggressive" or "agitated", etc., you are encouraged to close your service door (or keep it closed), and leave the area immediately and notify the AOD. The appropriate police agency will be notified if action is necessary.

Safety of your students is of the utmost importance. All decisions should have the safety of your students as the overriding concern ("What is Safest for my Student(s)?"). We live in a relatively safe environment, but society has changed and your alertness to your immediate surroundings will help you achieve a level of increased security.

\*Drivers discovering a suspicious item or alerted to a bus bomb threat while driving should be aware that transmitting on radios, cell phones, or other electronic devices can, in some instances can occur. Whenever possible, use of cell phone or radio should be made after evacuating the bus and getting the students away from the bus.

# Possible Weapon on Bus

1. Drivers must conduct a thorough Pre-Trip Inspection, consistent with district training and transportation policy. Any weapon or contraband item discovered during Pre-Trip shall be reported immediately. If the weapon is a firearm, drivers shall not touch, move, or otherwise attempt to retrieve the firearm. Any firearm found will be reported to and recovered by law enforcement officers. Firearms are inherently dangerous and may be loaded, chambered, and cocked. Knives, razors, metal knuckles, bullets, etc shall also be reported as these are “weapons” and on “school property” as defined by S.C. Criminal Law.
2. Also in keeping with district training and transportation policy (See: “School Bus Security”, Bus Driver Manual, page 12, 2012-2023 ed.) drivers must immediately leave a bus stop or bypass a scheduled stop anytime suspicious persons attempt unauthorized boarding or otherwise present either an apparent or potential risk or threat, whether armed or not. Drivers will take all reasonable measures to prevent unauthorized persons from boarding, as the safety of their students is their overriding concern.
3. In the event a driver becomes aware of the presence, or possible presence, of any type of weapon onboard their bus during a route, the driver will double-tap the **PANIC** button on their tablet.
4. A) A.O.D. shall immediately **call 911** and carefully relay all known information to the law enforcement dispatcher and will remain on the phone with the dispatcher until the dispatcher terminates the call. The bus driver will continue on the route as normally as possible while the A. O. D. and the 911 dispatcher coordinate the arrival of a law enforcement unit to the bus.  
B) A.O.D. will also call the Hotline (355-8890) as soon as possible.
5. The A.O.D. will be responsible for maintaining contact with the driver until law enforcement arrives and to provide guidance and instructions to the driver should the incident escalate or deescalate. The A.O.D. will also immediately relay any new information to law enforcement as soon as it becomes known.
6. In the event a dangerous weapon, especially a firearm, is drawn on a bus during a route and used to threaten or injure other passengers and drivers, must assess the situation as quickly as possible. If a weapon is drawn, the driver may stop as soon as can be safely managed and practical and evacuate the students from the bus, to reduce the risk of harm and give the students a means of escape during an active threat. Drivers should take **no** action to confront or disarm anyone who is in possession of any weapon as you may risk serious bodily harm or death and risk further escalation of the situation. Attempt to intervene **ONLY** when, in your own judgment failure to act will put the lives of yourself and your students at further risk, you are willing to assume the risks of intervening, and there is no other option.
7. Drivers will immediately radio for medical assistance (EMS) in the event serious injuries do occur as soon as it is safe for them to do so. Drivers should provide any assistance that they are able to provide, consistent with their knowledge and level of training and will cooperate fully with law enforcement.

# Special Needs Guidelines and Procedures

## Driver/Aide

- Required to pass all sections of the SNPPT (Special Needs Physical Performance Test) - pre-employment, at recertification, and as deemed necessary.
- Trained on all Special Needs equipment. Driver/Aide must be able to operate all Special Needs equipment (Additional training available).
- Responsible for loading and unloading students.
- Assist students, but not completely lift a student, onto the bus.
- Driver/Aide does not walk students to their door or into the school. (Exception: Mid-day Speech students)
- If your student has an IEP requiring a child safety seat or safety vest, the student cannot be transported without proper equipment.
- Only a child safety seat or safety vest student can be in the seat behind a child safety seat or safety vest student (Never put a non-restrained student in the seat behind a child safety seat or safety vest).
- Child safety seats or safety vests only provided through an IEP requirement.
- Driver, with Aide assistance, is required to complete student attendance, stop keys and turn-by-turn directions - due the first of every month.
- Driver/Aide is required to keep a daily log of issues and speak with their supervisor or manager prior to completing a bus referral on a special needs student.
- **\*\*\*There will be an online training manual available. The current version will be online\*\*\***

## Driver

- Pre-trip all Special Needs equipment. If the equipment is not present, or damaged, the bus cannot move.
- Buses do not enter driveways or mobile home park unless instructed by a supervisor (Supervisor must have a Property Release Form on file from the property owner).
- If a student on your bus is IEP Aide Required, the bus must not move without an Aide on board.
- Driver should not pick up or drop off an Aide at the gate, their car, break room, or any other location.
- Driver is responsible to release their student to the parent/designee.

## Aide

- Aides have the same “safety sensitive” health requirements as a driver.
- Aides can be drug tested in accordance with “Guidelines for Reasonable Suspicion Drug and Alcohol Testing”.
- Aide must assist all students on and off the bus.
- Aide must report to their assigned bus. Aides are not to be picked up or dropped off at the gate, their car, break room or any location.
- If an Aide would like to be a driver, they must contact their Manager for consideration to attend class and training during the summer.

## REQUESTS FOR TIME OFF/ABSENCE

- The Dispatcher will handle all same day requests and AOD will check book. **All communication must be with a live person.**
- **All calls must be made to your respective center's direct phone line for time off and absences.**
- Voicemails, emails, texts, and/or social media are not acceptable forms of communication for absences.

Donaldson (355-5280), Golden Strip (355-4990)  
Taylors/Magnet (355-7330), Berea (355-7290)

- When calling, indicate immediately that you are requesting the time off.
- You are required to answer all questions requested (i.e. route number, pre-trip time, etc.) and provide any appropriate documentation required of all assignments while absent to Dispatcher.  
All same day requests for absences shall be called in accordance to the following schedule:

**FAMILY EMERGENCY CALLS FOR DRIVER/AIDE – HAVE PERSON CALL BUS CENTER- AOD WILL BRING SUBSTITUTE TO YOU AND GET YOU BACK TO YOUR BUS CENTER AND YOUR CAR.**

### CALL IN TIMES

#### TIME

#### REQUEST

5:00 AM-5:30 AM  
(Special Needs/  
Magnet-AM  
Time Separate)

Requesting off for the AM that day or any portion of **THAT DAY ONLY:**  
**Call must be placed 45 minutes before route start time.** (No future times or date)

9:30 AM-9:45 AM

Requesting off for any Mid-Day (Take-In or Take- Home) or PM run that day (Also, any future times or dates)

12:30 PM

PM requesting off for PM run that day (Also any future time or dates)

- All procedures with appropriate reasons for being off will be followed:
  - a) It is school district policy that a doctor's statement is required if any employee is absent five or more consecutive days.
  - b) A physician's statement may be required with excessive absences and/or pattern of absences.
  - c) A leave form must be immediately completed and submitted to your supervisor the next workday after being absent. The supervisor will verify the absence and submit the leave form with your time sheet. If the leave form is not submitted, sick leave will not be paid on the current payroll.
  - d) Any absence of more than five consecutive days will require the submittal of a **Request for Leave of Absence** form. Workman Compensation claims will also be required to follow the request if the absence will be longer than five consecutive workdays. If you submit a Request for Leave of Absence form, you will be required to submit a **Return to Work** form prior to returning to your position.
  - e) Authorized AM or PM time off will be paid as sick leave according to the established route schedule regardless of other hours worked that day/night.
- Future requests beyond the next day may be called in directly to your supervisor during office hours.

# Routes and Schedules

Each driver will be supplied with a computer generated run description prior to the beginning of school. Drivers must know their routes and the location of every bus stop prior to the first day of school. The driver should report any problems with the run to their supervisor. The supervisor will record changes (i.e., additions or deletions of stops and change in direction of travel) for entry into the computer system. A new run description will then be generated and returned to the driver.

## Bus Routes and Schedules:

Over the years, it has been emphasized that drivers are to adhere to the route and schedule generated by the computerized routing and scheduling program. It has become necessary to insure drivers follow this directive by adopting the following rules:

- A. Students may only be dropped off at their school in the morning or their assigned bus stop in the afternoon. Other arrangements may be made between the parent and the school administration with notification made to the driver via the Transportation Authorization Form. No other authorization is acceptable, including verbal request from the parent.
- B. Service animals are allowed on a school bus. Prior approval and guidelines must be relayed to Transportation Department and driver.
- C. Follow the prescribed route. Deviating from the prescribed route without authorization from a Supervisor may result in disciplinary action up to and including termination.
- D. If a stop is unsafe, the driver may move the stop to a safer location but must notify their Supervisor immediately of the change.
- E. Request any changes to the prescribed route in writing. The Supervisor must approve changes in writing.
- F. A "Bus Driver Stop Arm Violation Report" should be turned in to your Supervisor for **any** violations by motorists at a specific location.
- G. Monthly updates of stops, students, and turns are required to be turned in to your Supervisor per the center schedule.

# Greenville County Schools Transportation Two-Way Radio Guidelines and Procedures

District owned two-way radios are to be used for official purposes only. The radios are on the bus for the safety of the students and driver.

## I. Usage

- a. Radio contact is for urgent and emergency situations
  - i. An Administrator on Duty (AOD) is available to respond at the center from 5:30AM to 5:30PM on school days (5:30AM – 7:00PM Dispatcher available).
  - ii. After hours or non-school days call Security Office 355-1287
  - iii. All conversations on mobile radios should be limited. The driver should never carry on a long radio conversation while operating the school bus.
- b. **If the radio is damaged, the driver may be held responsible for the charges accrued; furthermore, abuse of the radio may result in disciplinary action, up to and including termination.**
- c. It is the driver's responsibility to insure the radio is physically on the bus, turned on during the route, and turned off upon completion of the route.

## II. General Procedures

- a. Make sure microphone is secure and within reach of a seated driver.
- b. When on the bus, make sure the radio is on and volume is adjusted appropriately.
- c. Malfunctioning radios should be reported on a separate repair form and submitted to AOD office.
- d. Do NOT use the radio for these non-emergencies: referrals, school issues, parking issues, and time/radio check.
- e. At the end of the shift, turn off the radio. Failure to do so may damage the bus battery.

## III. Actual Use Procedures

- a. Actual Use of Radio
  - i. Wait for other conversations to clear the radio
  - ii. Key mic, wait 2 seconds then call – "Rte. # to (Base) do not use bus numbers
  - iii. Wait for acknowledgement
  - iv. State your message briefly (VERY SHORT)
  - v. Wait for acknowledgement, clarification and/or direction
  - vi. Acknowledge receipt of message (10-4) and clear (Rte. # clear) to allow other drivers to use the radio
- b. Office to Driver
  - i. Initiate SHORT conversation
  - ii. Driver acknowledges with "Rte. #, Go Ahead"
  - iii. At end, driver clears with "Rte. #, Clear"
  - iv. "All Call" should not be interrupted unless there is another emergency (i.e. missing child/accident you are involved in)  
When "All Call" is over AOD will state "All Call Clear"
- c. Driver to Office
  - i. Blocked Road traffic report
  - ii. Bus Accident (your vehicle only)
  - iii. Tag situation (School, Tag #, ETA to School)
  - iv. Student emergencies
  - v. NO time checks
  - vi. NO tattletale

- d. Driver to Driver
  - i. NONE (i.e. No directions, pull your bus up, etc.)
  - ii. If a major safety issue, then it must be initiated through the Office

IV. Radio Codes

- a. 10-4 Acknowledge
- b. 10-7 Out of Service
- c. 10-8 In service
- d. Code Red Medical emergency, send an ambulance
- e. Code Yellow Law enforcement - mild disturbance
- f. Code Blue Law enforcement – major disturbance
- g. 10-20 What is your location?
- h. 10-76 Contact your supervisor ASAP (phone/person)

NOTE: During code red, yellow or blue – all radio communication ceases until cleared by the base

V. Confidentiality

- a. Only use a student's first name and last initial
- b. Only the office may request full name, address, and/or phone number of student

## Accident Procedures

**“An accident occurs when the bus strikes, or is struck by, another vehicle or object (mailbox, tree, post, etc.) regardless of fault or damage (\$1.00)”**

1. Secure the bus at the scene and protect the area.
2. Driver must immediately call Base/AOD (Administrator on Duty), Manager via two-way radio to report their accident.
3. Drivers are instructed to check the condition of passengers immediately.
4. AOD will implement “Accident/Incident Reporting Procedures”.
5. Report location, brief description of problem and any other information needed.
6. A Transportation Administrator will report to the accident scene immediately.
7. Driver should record the names, birthdates, and seat numbers of all students on the bus at the time of the accident.
8. **No passenger will be released unless approved by the Law Enforcement, Transportation Department, or School Official.**
9. Drivers are not allowed to leave the scene of the accident until permitted to do so by Law Enforcement or Transportation Administrator.
10. All statements must be recorded in writing on the appropriate form to the Administrator on Duty (AOD) upon return to the center.
11. Drivers are encouraged to refrain from talking to the press after an accident as this could have an impact on possible future litigation.
12. Driver retraining will be scheduled according to the “Accident Retraining Guidelines” (see Appendix).
13. Failure to report any accident may result in termination.

(The GCS Accident Review Committee will review all accidents. Driver will be advised, through a letter, preventability of the accident. Driver has the ability to appeal the decision. How to appeal decision will be listed in preventability letter.)

## Breakdown Procedures

1. Driver should immediately notify the Dispatcher or Bus Center Manager via radio.
2. Report location, brief description of problem and any other information needed.
3. Secure the bus in a safe location.
4. The driver is to remain with the bus until repairs or other arrangements are made by the maintenance shop.
5. **No passengers will be released unless approved by the Law Enforcement, Transportation Department or School Official.**

## **School Bus Evacuation Procedures:**

1. There are three standard ways to evacuate a school bus. (Although other methods can be used under extreme situations.) Getting the passengers off the bus safely in the shortest possible time in an orderly fashion is the objective, regardless of which method is used. All students must receive training in the following three methods:

Front exit, rear exit, and/or both front and rear exits simultaneously.

- How to open the front service door.
  - How to open the rear emergency door.
  - How to open the emergency roof hatches.
  - How to open the emergency side windows.
2. All students should be instructed to evacuate the school bus in an orderly fashion. When exiting via the rear emergency door, students must use proper exiting positions (sit/squat and scoot-no jumping). Crowding, pushing or other signs of PANIC will actually slow down the evacuation process.
  3. When the driver decides that the bus should be evacuated, students should be moved away from the bus and traffic, at least 100 feet to safety. All students should stay together. Students should not be permitted to leave the scene of an emergency, except for medical reasons, until the school principal or authorities from Greenville County School District arrive on the scene.
  4. Following an emergency or mechanical failure, it is the responsibility of the school bus driver to follow proper placement of the warning triangles. (10 feet from rear of bus - then 100 feet to 200 feet)
  5. In the event that a school bus stalls on a railroad track, students should be evacuated, unless the driver is able to start the bus after one turn of the key. If there is no immediate danger from an oncoming train, the evacuation should be made through the door furthest from the tracks and the students directed away from the tracks. The students should remain clear of the tracks until alternate transportation is provided.

## **School Bus Evacuation Drill:**

1. Evacuation drills are carried out on school grounds and should be monitored under supervision of school faculty. However, the driver will give the necessary instructions to the students. When conducting a drill, students must leave all their belongings on the bus.
  - The drill should be conducted using the front service door.
  - Point to each emergency exit along with the roof hatches and window exits.
  - In event of an actual evacuation, you will use any emergency exit that is nearest to your seat and safe to do so.
  - The driver is standing behind the row of seats that is evacuating at the time. The driver will keep order.
  - Students shall not take lunch boxes, book bags or any belongings with them.
  - Students should move 100 feet away from the bus and remain there until given further directions.
  - Students should be reminded to use the handrails when exiting the front service door and always sit and scoot if using any other emergency exit.

# Loading/Unloading Procedures

## Prep

- Assign seat numbers with seat #1 behind the driver and seat #2 by passenger door and so on to rear of bus – (will be done by district)
- Assign students to seat numbers beginning with tag students and designees up front
  - Option – Girls on one side, boys on the other

## **AM Loading (Make sure the first vehicle, both in front and back of bus, are stopped before implementing student loading procedures).**

- Be on time
- Most dangerous time for students
- Stay focused
- Danger Zone
- Holding students before crossing
- Bus Stop – all students seated before pulling off
- Inside voices
- During R/R Crossing procedures – train students to be quiet

## **AM Unloading at School**

- Stay seated and quiet until directed to move
- Stay calm
- Unload left side then right side (Seat 1,2,3,4, etc....) – front to back
- Result – no piling up at door

## **PM Loading at School**

- Driver should be standing while students are loading to ensure they sit in assigned seats
- Do not leave school while students are standing or not orderly
- If necessary, pull into Yellow Zone until they are orderly

## **PM Unloading (Make sure the first vehicle, both in front and back of bus, are stopped before implementing student-loading procedures).**

- Stay seated and quiet until directed to move
- GOAL is to unload tag students first, then all other students
- Work the system for you
  - Option 1 – You see a parent #, you call up student with same # and dismiss them
  - Option 2 – You call up students by seat and call out student # to parents, when parent shows #, you dismiss them
- After all tag students are dismissed, then unload the remainder of students by alternating seats front to back

# Greenville County Schools

## General Procedures for Transporting 4K, 5K, and 1st Grade Students 2022-2023

### Driver Responsibilities:

Drivers are responsible for ensuring that 4K, 5K and 1st grade students are not allowed to depart the bus, whether alone or in a group, if a parent/guardian/designee with a numbered card is not present at the stop. Drivers are responsible for returning these students to the elementary school. The driver will immediately contact his/her respective bus center and alert them to the fact that a student is being returned to the school. The center staff will immediately notify the school so that school staff can be present to meet the bus.

Drivers are responsible for turning in a "School Bus Disciplinary Report" each time a student is returned to the elementary school.

Drivers are responsible for assigning all 4K students to seats at the front of the bus. Under normal circumstances, siblings will be assigned to the same seat.

The transportation department will provide the driver with a list of students at each stop. If the driver has any doubt about whether the student is at the right stop or not, the driver should immediately notify their center for instructions.

### Summary of Tag Procedure

Parent obtains and returns completed Tag Application to their appropriate school. The school will provide the parent with four numbered cards that match the numbered ID tag that will be on their child.

The parent will then distribute the numbered cards to any responsible person that they determine to be eligible to receive their child. If they also want to designate a student who is in 4<sup>th</sup> grade or above, they would indicate that on the Tag Application and a special indicator (with name) will be marked on the student's ID tag.

The school will ensure that the child is wearing their numbered ID tag when they leave the school building at the end of the day. The driver will ensure that the numbered ID tag is visible on the child before leaving the school. At the bus stop, the driver will match the numbered ID tag on the student with the corresponding numbered card shown by the person receiving the child. If the numbered ID tag indicates a student designee (4<sup>th</sup> grade, or above), they will release the tagged student to the student designee (4<sup>th</sup> grade, or above). The driver will retain the numbered ID tag and return it to the school the following day.

Incidents of the parent/guardian/designee, with the numbered card, not being at the bus stop for PM drop-off, will result in all transportation services being discontinued according to the following schedule:

First Incident:	Warning to parent by school with review of future consequences
Second Incident:	3 days off the bus
Third Incident:	5 days off the bus
Fourth Incident:	10 days off the bus
Fifth Incident:	Removal from bus for the remainder of the school year

The school administration will implement the above schedule without a bus driver referral and notify appropriate bus center of the effective dates of loss of bus transportation services.

**Please note that the above table of incidents and loss of transportation bus privileges is absolute with no discretion on the part of the school administration.**

# Field Trip Guidelines

The Field Trip Clerk schedules all field trips and field trip questions should be directed to the Field Trip Clerk.

## I. Permit Responsibilities

- a. Drivers/Aides check their mailbox daily and return confirmation forms
- b. Return "Field Trip Confirmation Form" according to "Field Trip Guidelines"
- c. Must have permit in hand before driving a field trip
- d. Responsible for driving trip and completing "permit" correctly
- e. Return completed "permit" (except for multiple days) to supervisor's drop box **daily** (incomplete or late permits may delay pay); even unused permits
- f. Call AOD (During call in times) if sick and not able to drive assigned trip
- g. May not transfer or trade field trips with other drivers or take "permits" out of another driver's mailbox

## II. Driver's Permit Responsibilities

- a. Record driver's name and employee ID #
- b. Record bus number
- c. Obtain teacher/sponsor signature and ID #'s to verify beginning and ending time and odometer readings (provided a teacher/sponsor is present)
- d. On school days: field trip times and odometer readings will begin and end at school
- e. Non-school days and after school: field trip times and odometer readings will begin and end at bus center lot
- f. Keep permit in driver's folder on bus

## III. Additional Guidelines

- a. **All drivers/aides must take field trips and mid-days.** (Consideration will be given to your personal schedule as much as reasonably possible)
- b. All regularly scheduled routes will have priority over extra-curricular trips
- c. It is the driver's responsibility to assure their bus has enough fuel to complete regular runs and field trips
- d. Driver/Aide must stay with bus at the location and be available to pick up their group when called or in case of emergency
- e. If an all-day field trip, driver/aide should provide his/her own snacks, lunch and or drinks
- f. If driver must leave bus for a break, driver will take key and close service door (Please return to bus as soon as possible)
- g. If a driver/aide is asked to do a trip at the last minute (no prior notification), they may stop and get something to eat (on the way to and back from the trip and when students are not on the bus). Notify Administrator on Duty.
- h. Drivers/Aides are required to stay at the trip site unless otherwise directed by a transportation administrator
- i. Anyone in a Federal, State or Local assistance program which limits earnings, or collecting social security with earnings limit, should see their Manager (We will work with anyone so as not to jeopardize benefits)

# Layover Guidelines

- Period of (1) hour or less between assignments.
- Cannot be created or attached (ex. – route time, followed by cleaning time, leading into a layover). A layover may not be attached to cleaning time because you can complete your bus cleaning during a layover time.
- Employees must turn in ETV form for their layovers.
- Must have a driving assignment attached at the beginning and the ending time of any layover (ex. – If your morning route ends at 8:30 am then your next driving assignment must begin at 9:30 am to qualify for layover time).
- May not have (2) layover times without a driving assignment between them.
- If you have more than 30 minutes of layover time a week, your cleaning should be done during your layover time and should not be logging an additional 30 minutes for cleaning time.
- No more than (1) one hour can be claimed per layover.
- If driver/aide are on a layover at a bus center, they should sign in with someone that they are available and be present in designated area at the bus center.
- Must be available for assignment (ex. fueling buses, moving buses, etc.).
- Any point during the layover time the driver/aide is unaccounted for, disciplinary action may occur, up to and including termination.

# Student Management

In order to insure the safety of all students riding school buses to Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. (Applies to extracurricular activities as well.) Students are required to comply with the same Code of Conduct on the bus that is expected in the classroom. The issue of safety requires the student to be on his/her best behavior while on school buses or school system vehicles.

- **The School District's Behavior Code is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while a student may lose the privilege to ride the bus due to his or her misconduct on the bus, based on the seriousness of the misconduct, the student may also be disciplined according to the District's Behavior Code, up to and including suspension or recommendation for expulsion.**
- Students, parents and school employees must understand that rules are to be consistent, fairly enforced, and obeyed.
- Student cell phones are permitted, however, inappropriate use of cell phones that causes disruptions, bullying, etc. should be handled through the student discipline process. (NOTE: Students may legally video students/driver on route bus.)
- Drivers should be aware of "cyber baiting." (When a student taunts someone, such as the bus driver or teacher, and captures their reaction on a cell phone to upload to the internet.)
- Drivers should refrain from any physical contact with a student or their possessions when practicing student management.
- "Sexting" if you: 1) receive child pornography by email or in any other manner on your computer or electronic device; 2) child pornography is found on a district computer or tablet; or 3) child pornography is found on a student's personal electronic device, do not download, print, copy it to a disk or forward the child pornography to anyone. Leave the child pornography in your inbox, on the electronic device or computer, and immediately contact Law Enforcement and your supervisor.
- Driver and school administrators will generally observe the progressive steps when the driver submits a School Bus Disciplinary Report (form 130-77). However, if a student engages in severe misconduct as a first offense, the school administration is authorized to modify the disciplinary consequences as appropriate.

## Altercation on Bus

- Immediately notify the bus center (AOD) over the two-way radio that you have a fight on your bus.
- Request assistance and/or 911 if needed.
- Provide your bus location.
- Safely pull off to a secure area and secure your bus and keys.
- Provide loud, clear, and assertive directions to students near the combatants to distance themselves from the fight location.
- Order combatants loud, clear, and assertively to stop fighting immediately. (Repeat as necessary)
- If/when possible, intervene to separate students unless you believe doing so would jeopardize the safety of you or your students.
- Evacuate any student not involved if the situation escalates that may jeopardize their safety.

# Driver Responsibilities in Progressive Consequences

**Step 1 -- Verbal Warning.** Verbal warning will be documented and retained by the bus driver.

**Step 2 -- Seating Change.** Driver will relocate student to another seat either temporarily or permanently and will document on the Student Behavior Profile and Disciplinary Report.

**Step 3 -- Student Referral.** If student progress is not satisfactory after the driver has taken steps 1 and 2 or in the case of a student who engages in more severe misconduct as a first offense, the driver will submit the completed School Bus Disciplinary Report (form 130-77) to the school administration. The driver will note corrective action taken with the student prior to submitting this form (when applicable).

## Alternate Transportation

- In case of suspension or termination of bus service, the parents/guardians must provide the student with transportation to and from school.

## Special Education Students

- Special Education students (whose IEP includes a transportation requirement) may be afforded alternate transportation should a student's bus privileges be revoked. Special Services personnel will be kept apprised of any service changes or interruptions.

## Review of Suspensions

- Requests for review of school bus suspensions may be made to the Parent Resource Representative and then to the Superintendent's designee.

## School Bus Disciplinary Report Distribution Procedure

- The white, canary, and pink copies will be hand delivered to the school by the driver. After appropriate action has been taken, the school administrator will distribute the white copy to the parent, retain the canary copy in the student's folder and place the pink copy in an appropriate location at the school for pick up by a transportation department representative.
- The driver will deliver the pink copy to the bus supervisor.

\*\*\*Reference the School Bus Student Management Report\*\*\*

### School Bus Student Management Report

Driver's Name: \_\_\_\_\_ Date Report Submitted: \_\_\_\_\_ Date of Incid: \_\_\_\_\_

School: \_\_\_\_\_ Bus Number: \_\_\_\_\_ Route #: \_\_\_\_\_

Student Name: \_\_\_\_\_ Circle: AM or PM

Misconduct Report

Tag Report

Special Needs Report

**Level I Offenses**

- Refusing to follow driver directions
- Loading/Unloading bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Riding the wrong bus without permission
- General horseplay
- Making loud noises
- Profanity/Obscene gestures
- Littering
- Delaying of bus services by tardiness, loitering, etc.

**Level II Offenses**

- Use of tobacco products, e-cigarettes, or vaping devices
- Throwing objects out of bus
- Profanity directed at staff
- Rude, discourteous behavior directed at staff
- Vandalism
- Harassing, threatening or intimidating another student
- Fighting
- Stealing
- Inappropriate verbal or physical conduct of a sexual nature
- Other safety violations that may interfere with the safe operation of the school bus

**Level III Offenses**

- Possession, use or transfer of weapons
- Sexual offenses (which include sexual acts that do not result in criminal offense)
- Arson
- Impeding the operation of a school bus
- Distribution, sale, purchase, use or being under the influence of alcohol or controlled substance
- Threatening to take the life of or inflict bodily harm to a school employee
- Ganging
- Bomb Threat

*\*The school administration may classify a Level I offense as a Level II offense and a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.*

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Actions Taken Prior to Report:**

( ) Warning ( ) Changed Seat ( ) Other: \_\_\_\_\_ Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To the Parent/Guardian: Good behavior on school buses is essential for the safety of all students. Complete cooperation of passengers and parents is necessary if further transportation to and from school on the bus is to be allowed.**

**Actions taken after report:**

**Level I Offenses**

- 1<sup>st</sup> report: Warning and parent contact
- 2<sup>nd</sup> report: In school punishment, parent contact and/or one (1) day suspension
- 3<sup>rd</sup> report: Suspended from bus three (3) days and parent conference
- 4<sup>th</sup> report: Suspended from bus five (5) days and parent conference
- Additional Level I report will result in administrative review and may be accelerated to a Level II Offense

**Level II Offenses**

- 1<sup>st</sup> report: Suspension from bus up to ten (10) days and parent conference
- 2<sup>nd</sup> report: Suspension from bus ten (10) days and parent conference
- 3<sup>rd</sup> report: Suspension from bus up to thirty days (30) days, possible removal and parent conference

**Level III Offenses**

- Any report – Minimum thirty (30) days suspension from bus and possible removal from bus for remainder of school year

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Principal/Designee: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

White Copy: Parent/Guardian

Canary Copy: School

Pink Copy: Bus Center

## Bus Video Surveillance

- Video recording may be used on buses and district owned facilities. The use of video recording is for, but not limited to, the following purposes:
  - Reduce disciplinary problems
  - Reduce vandalism and theft
  - Ensure that proper safety procedures are followed
  - Drivers will be monitored for training purposes
  - Protect students and employees from fraudulent or mistaken allegations
  - Provide safe transportation for students and employees.
- Recording devices are stored in a convenient location on the bus. The container is tamper-proof and locked. Drivers are not authorized to have access to the recording device. The area immediately surrounding the recording device should be kept free of personal belongings or any belongings that may hinder the operation of the device.
- Tampering or obstructing with video equipment or recordings is strictly prohibited by staff or students.
- The camera systems are on the bus to assist all personnel working with school transportation and is designed to promote a safe environment for the driver by deterring misbehavior of the students. The system will record the actions of students, drivers, and or in some cases the general public. The system will be used for driver training purposes to show correct/incorrect procedures and will provide a way for management to monitor the actions of drivers to ensure safe operation of the bus. It will also provide a means to prove that the driver was operating the bus correctly should an incident occur on or near the bus and provide management with a way to monitor the daily activity of students and drivers.
- On a regular basis, you should remind your passengers that their actions are being recorded. Even though all buses have a notification sticker on the bus, passengers must constantly be reminded. **(This is particularly important at the beginning of the school year.)**

## Video Panic Button

- The panic button is part of your pre-trip routine. Be sure the button is intact and the lights are flashing while doing your pre-trip. The lights should begin flashing approximately 30 seconds after the ignition is turned on. If the lights are not flashing or if the button is not intact, notify your supervisor before taking your bus on route.
- Use the panic button when there is an event on your bus such as a student incident or altercation. *Lightly* press the button when you need to mark the time and date of an event. This makes it easy to find the event after the fact.

# **“Your Bus”**

Bus drivers are responsible for the bus they are operating. Cleaning, fueling, maintaining and over-all care is part of your job. Any vandalism or damage shall be reported immediately. There will be one day each week certain buses will remain on the lot for inspection by the shop. The bus key is to be returned to the key board at the end of each route. Only the bus driver may start the bus for pre-trip procedures (see page 55).

## **Greenville County Schools Vehicle Damage Rule**

**To help the District maintain the utmost condition of the bus it is important that the driver report any damage (interior or exterior) to their supervisor immediately.**

- A driver must complete the South Carolina Department of Education Transportation School Bus Damage Status Report at the beginning of each school year for their assigned bus.
- The SCDOE Transportation School Bus Damage Status Report must also be completed at the end of the school year for their assigned bus.
- The bus shall be checked for damage during the pre-trip inspection. If there is damage, it should have been noted on the original status report.
- After utilizing the bus, it shall be checked during the post-trip inspection.
- If there is new damage, you need to report the damage immediately to your supervisor.
- If the bus is utilized by another driver, you must inspect the bus prior to using it to verify there is no new damage
- If damage, new or old, is found on your bus and it is not noted on the Transportation School Bus Damage Status Report, you may be disciplined depending upon the outcome of the investigation of the damage.
- If you are found to be responsible for the newly noted damage, you may be suspended and subjected to the loss of \$50.00 of your safety incentive bonus.
- If at any time during the school year you are concerned about damage to your bus, see your supervisor to review the damage status report for your bus.

## Section II

### Administrative Guidelines

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## Employee “ABC’s”

Transportation employees are employed on an at-will basis. The Superintendent or appropriate administrator may terminate at-will employees whenever determined, in their sole discretion, that doing so is in the best interest of the school district. At-will employees remain employed until either they or the district terminates their employment. The concept of contract renewal does not apply to at-will employees.

I. Employees who are out of work for over 90 calendar days will have their route assigned to another employee. Upon return, the employee (over 90 days) will be placed on a new assignment.

II. Personal Leave provided by Board Policy GBRI: – All regular, full-time employees may be absent the number of hour's equivalent to two days each fiscal year for personal reasons. Those hours will be deducted from accrued sick leave. The immediate supervisor must approve each absence in advance and may deny requests for Personal Leave, in his/her discretion, the timing of the leave adversely affects continuity of the program.

1. Two (2) drivers/aides per bus center may be out on Personal Leave on any permissible day.
2. Permissible days do NOT include (based on **student** calendar):
  - a. the day before a **student holiday** (non-school day)
  - b. the day after a **student holiday** (non-school day)
  - c. scheduled make-up school days
  - d. the first ten (10) school days
  - e. the last ten (10) school days
  - f. the Monday after the Super Bowl
  - g. the day of the Special Olympics
3. Personal Leave is granted on a first come, first serve basis with a minimum of 48-hour notice. It is recommended that Supervisors be given two (2) week notice.
4. Personal Leave days without pay will not be granted for vacations, etc...
5. Emergency exceptions may be considered by the Bus Center Manager, on an individual basis.

III. Employees are offered the opportunity to request a different route and seek additional work opportunities each May for that summer and the upcoming school year.

IV. Drivers/Aides are required to work an average of 30-32 hours per five (5) day week. Additional hours are not mandatory, unless required to meet field trip and/or additional transportation service.

V. Each Driver/Aide will receive a yearly “Employee Performance Review”.

## Personal Appearance Guidelines

- Board Policy GBU requires all employees to act and dress professionally and set a good example for students.
- As a representative of Greenville County Schools, a bus driver/aide must be neat, clean, and dressed in appropriate departmental issued shirt or vest.
- Personal grooming and attire shall be of such as not to hinder the safe performance of required responsibilities or duties.
- Flip-flops of any kind, sandals, strapless or backless shoes, moccasins, open toed, open heel, or high heels are not acceptable.
- Leggings, jeggings and workout fitting pants (no pockets) may be worn if an outer garment is long enough to meet the two (employee ID) length (vertical) above the knee.
- Outer garment must be GCS apparel.

## **Benefits**

- Drivers/aides (full time / thirty hours per week) are eligible for benefits.
- Benefits include health and dental insurance, sick leave, military leave, jury duty and participation in state retirement system.
- Drivers/aides are covered under Greenville County Schools Self-Insured Workers Compensation Program.
- New drivers, after 45 school days of employment during the regular school year, will receive \$450.00 of retention compensation.
- New aides, after 45 school days of employment during the regular school year, will receive \$250.00 of retention compensation.

## **Work Hours**

- Drivers/Aides are available between 5:00AM-6:00PM and required to report to the bus 15 minutes PRIOR TO THE DEPARTURE TIME on all routes (am/noon/pm) and extra-curricular trips in order to perform pre/post trip inspections.
- Excessive absenteeism may lead to the dismissal of an employee.
- A driver/aide that has a NO CALL-NO SHOW will receive appropriate disciplinary measures - up to and including termination of employment with Greenville County Schools. (Three (3) days no show will result in termination)

## **Extra Incentive Hour for Picking up Routes**

- Pre-planned double routes. All drivers splitting routes will be paid the extra hour. You will only be paid for one hour regardless of how many runs the route consists of.
- A driver doubles their route due to another driver's absence. When the absent driver's route is split to more than one driver, all drivers picking up stops will receive the extra hour of pay.
- A driver delivers a spare bus to a broken down bus and continues a route of a broken down bus.
- Example: 1 hour in the AM, 1 hour in the PM, 1 hour for after school/tutoring. Extra incentive hour NOT AVAILABLE for vocational/CBI. On-call subs and floaters are not eligible for the extra incentive hour as part of their assignment for the day.

## **Inclement Weather**

- Check local television/radio stations/website frequently during forecast of inclement weather.
- School district will make an announcement before 6:00 am regarding any school delays or closings.
- Drivers whose routes leave before announcements are made should use sound judgment prior to leaving their home.
- Contact the Dispatcher if you have any questions.

# Drug/Alcohol Regulations

In accordance with 49 C.F.R. Part, 40 & 382 S.C.D.O.E. Regulation 43-80, drug and/or alcohol testing of school bus drivers for Greenville County Schools will be conducted under the following guidelines:

- Employee random testing
- Reasonable suspicion
- Post-accident
- Any driver who has tested positive or refuses to submit to a drug/alcohol test will be terminated immediately and will not be considered for reemployment as a school bus driver for Greenville County Schools, and will be reported to the SC DMV for recall of their CDL license.
- Drivers may claim up to 1.0 hour for drug testing under above listed circumstances (not pre-employment testing).

\*\*\*CBD products are not regulated by the FDA and could produce a positive drug test result\*\*\*

## Bus Washing Procedure

- Buses may be washed every month.
- 1.5 hours can be claimed for bus washing per month. (See Supervisor if time is longer)
- Driver's washing another driver's bus must receive supervisor's prior approval and list the buses washed on the time sheet.
- Drivers shall not wash a bus if it will result in overtime pay.

## New Bus Issuance

1. New buses will be distributed based on seniority, driving record, route needs, and area.
2. Once a driver receives a new bus, they will go to the bottom of the list for issuance of the next new bus. The next senior driver will receive the next new bus.
3. There may be occasions in which routes dictate the issuance of a new bus. If routes are severely affected by the issuance of a bus to the senior driver, the supervisor will communicate that to the manager, and the manager will make the determination on how the bus is issued. Managers are directed to inform the director on those occasions.
4. If the senior driver has had more than two (2) preventable accidents in one (1) calendar year, they will be skipped until one (1) calendar year has passed since their last preventable accident. The driver WILL NOT go to the bottom of the list.
5. If a driver voluntarily switches routes, the new bus will stay with the old route.
6. Special Needs routes, equipment requirements, and student requirements will ALWAYS determine issuances of buses in Special Needs areas. All things being equal, Special Needs drivers will receive new buses using the same seniority criteria as outlined above.

## **Bus Driver/Aide Payroll and Time Verification Information** (see pp. 49-51)

- **GCS employees are paid twice a month. (See payroll calendar)**
- **“Clock” in and out of the bus center through the time device provided.\***
- The pay period runs from Monday through Sunday.
- Missed punches and additional time outside your regular schedule are to be recorded on the Employee Time Verification form and turned in daily to your supervisor.
- All completed field trip permits (except for multiple days) must be turned in daily to your supervisor.
- Multiple day permits should be submitted by 9:00AM each Monday.
- **Substitute drivers (on call) must be called in for a specific run and cover the route at their respective center before they are eligible for substitute pay.**
- A leave form must be immediately completed and submitted to your supervisor the next workday after being absent. The supervisor will verify the absence and submit the leave form to the Finance Secretary. If the leave form is not submitted, sick leave will not be paid on the current payroll. Sick days are not advanced and cannot be taken until earned. If you are planning an absence of more than five (5) consecutive workdays or are absent more than five (5) consecutive days, you must submit the Request for Leave of Absence form. You will also be required to submit a Return to Work form and doctor’s note provided prior to returning to your position. (See your supervisor for the appropriate process.)
- Insurance premiums and pay advance will be deducted from twenty (20) paychecks.
- Direct deposit statements are available on the Employee Portal. (Greenville County School District will not mail paycheck stub and/or checks.)
- Accurate address and personal information etc., is important and any changes must be entered by the employee through the Employee Portal. (See the HR Secretary for assistance.)
- Direct deposit is required for all employees. (See the Finance Secretary for assistance.)

**\*Recording inaccurate time or “padding” the time clock will result in serious disciplinary action up to and including termination.**

# Bus Driver Safety Incentive and Summer Compensation Plan<sup>1</sup>

## Scope

This program is twofold: first, to improve safety and attendance, and second, to address concerns of driver retention and the hiring of new drivers by providing summer compensation.

## Rules

- Drivers will start to accrue the daily rate on the first day they are assigned to a bus center.
- Drivers will accrue a minimum of \$10.00 per day for every day (AM and PM routes) they **actually** drive the bus and do not have a preventable accident. If the driver experiences a preventable accident, fifty dollars (\$50=5 days x \$10 ea. day) will be forfeited. (“An accident occurs when the bus is in motion and strikes, or is struck, by another vehicle or object (mailbox, tree, post, etc.) regardless of fault or damage(s) (\$1.00).”)
- The school year will be divided into two 90-day periods, first semester and second semester. If a driver loses compensation because of a preventable accident or incident, the driver will start accruing compensation the next day.
- Compensation for the first semester will be paid on the mid July pay date of the following summer.
- If the driver is absent for any reason, they cannot accrue any compensation for the day/s they are absent.
- Compensation for the second semester will be paid on the mid-August pay date of the following summer.
- Drivers must be employed (full time or retired) on the last day of school to be eligible for this compensation. Any days accrued during the school year will not be paid to a person who has departed employment with Greenville County Schools. (Exceptions may be considered by the Director of Transportation on an individual basis and will not constitute a future practice for all employees.)
- Returning drivers must be in attendance at the Transportation Department Summer Safety In-service to be eligible for this program.<sup>2</sup>

<sup>1</sup>Full Time Driver Eligible

<sup>2</sup>Drivers who cannot attend the Transportation Department Summer Safety In-service can appeal this rule to the Director of Transportation, in writing, within 5 days of the conference. The reason for the absence and any substantiating information to support the appeal should be included in the letter. The Director of Transportation and Assistant Superintendent for School Administrative Support will consider the appeal and make a final decision as to whether this rule will be enforced. Examples of reasons for appeal are death in the immediate family, jury duty or military duty.

# Greenville County Schools Presents



## Transportation Award For

### ***“Recognition of Excellence”***

A **“Recognition of Excellence”** will be awarded for a job performed by a school bus driver/aide above and beyond their duties.

A **Transportation Administrator** will present a **“REWARD CARD”** to the school bus driver/aide acknowledging the **“excellent”** action that was randomly observed. These random observations of **“excellence”** may include but not limited to:

- Lawful road courtesy
- Outstanding performance of both assigned and unassigned duties
- Positive role modeling for students and co-workers
- Effective student management
- Practice of defensive driving techniques in adverse situations and conditions
- Demonstration of outstanding safety skills

The **“REWARD CARD”** must be presented at the main Transportation Office (Space Drive) to receive a special gift. Award recipient will be recognized in the newsletter *Loading Zone*.

### ***“What Is Safest For My Student(s)?”***

## Attendance Appreciation Program

### **Goal:**

The goal of the Attendance Appreciation Program is to show appreciation and acknowledge exemplary attendance from bus drivers and aides.

### **Rewards:**

Local sponsors provide coupons for items such as a free drink or food item. These coupons will be dispersed to qualifying drivers and aides, as they are made available by vendors. Some attendance quarters throughout the year may have more coupons than others based on the availability of coupons; however, each qualifying driver and aide will receive equal coupons for any one given quarter.

### **Attendance Periods:**

Rewards will be dispersed at the conclusion of each 45-day grading period following the official GCS calendar. Certificates will be issued at the August in-service for those with perfect attendance for the entire previous school year.

### **Qualifications and Guidelines:**

- Rewards will be given out at the end of each 45 day period (based on school 45 day grading periods) for perfect AM and PM attendance including directly attached Voc/Fine Arts/CDC routes.
- Supervisors will submit the names of qualifying drivers and aides to the Coordinator of Routing and Scheduling on the final day of each quarter.
- An official certificate signed by the Director of Transportation will be issued to each qualifying employee at the conclusion of each school year.
- Names of quarterly qualifying drivers and aides will be printed for display at each bus center.



**Workers' Compensation  
Employee Injury Reporting Procedures  
Transportation Department**

**To assist and ease the burden of any work related injury or illness, the following procedures have been established. If you have any questions, ask your supervisor or visit the Greenville County Schools' Workers' Compensation website for more information.**

1. Report your injury/accident immediately to your supervisor. (Workers Compensation statutes dictate that an employee must report a work related injury/accident to his/her employer immediately and request medical treatment, if needed, or you may forfeit your benefits. Your supervisor is the school district's designated representative).
2. Whether you seek medical attention or not, your supervisor will ask you to complete an Employee Injury Report; which is a two page document (page 1 is for your reference); complete page 2 and return it to your supervisor.
3. If you require medical attention, please notify your supervisor, he or she will direct you to the District's Designated Medical Facility. **(Workers' Compensation law states that in order to receive medical treatment for your work related injury, you must be seen by a doctor designated by your employer.)**  
Note: According to Department of Transportation regulations, bus drivers must consent to a post-accident drug screen when required.
4. After your doctor's visit, you will be given a return to work note, please give that note to your supervisor as soon as possible or by the next business day. Notify your supervisor of any follow-up medical appointments relating to the injury/accident.
5. If the doctor releases you to return to work with restrictive, modified, or light duty, your department will accommodate these restrictions temporarily. **Restrictive, modified, or light duty accommodations are re-evaluated after each follow-up doctor's appointment. If you do not accept the restrictive, modified, or light duty accommodations, all compensation may cease as long as you refuse to return to work.**
6. If the doctor places you out of work or your department is unable to accommodate the work restrictions you would be eligible for lost-wage benefits under SC Workers' Compensation law [after a 7-calendar day waiting period]. Accrued sick leave is not used for Leave of Absence (LOA) caused by a work-related injury. The exception is during the 7-calendar day waiting period; 5 days of accrued sick leave can be used. **(For more information speak to your supervisor or contact Human Resource.)**
7. If you are given a prescription for medication - go to any Walgreens or CVS; inform the pharmacist that you are a Greenville County Schools employee filing a workers' compensation claim. Notify the pharmacist that claims are filed through EXPRESS-SCRIPTS. Provide the pharmacist with the Group # - [KVRA], BIN# - [03858], PCN# - [A4], and date of injury. Your temporary ID # is your Social Security Number.
8. Whether you required medical attention or not, your supervisor will ask you to complete a mandatory remedial safety course(s).

GCS WC Transportation Employee Reporting Procedure  
7/22/2022 (Updated)

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**Training/Employment Requirements  
(School Bus Drivers/Aides)  
2022-2023**

**I. PHYSICAL (DRIVERS)**

1. All renewal physicals will be completed during summer months (no longer use expiration date). (DOT Physical card must be for a minimum of one (1) year)
2. **Drivers' with DOT physicals expiring between June 6, 2022 - June 9, 2023 must get a new physical this summer.**
3. Physicals must be performed between June 6, 2022 - August 3, 2022. (Physicals will be good for one (1) or two (2) years.)
4. Contact WorkWell Occupational Health to schedule an appointment. (864-675-4600)  
WorkWell Occupational Health, 135 Commonwealth Dr. Ste. 120, Greenville, SC 29615
5. Drivers presently being treated for a medical condition (prescribed medications, treatment, etc.) must bring a statement from their attending physician to your scheduled DOT appointment.
6. DOT card will be issued to you by WorkWell. Check that the information is correct. Carry with your CDL license at all times.
7. Transportation employee will collect your completed physical from WorkWell.
8. **DOT PHYSICALS MUST BE RENEWED BY AUGUST 3, 2022.**

Questions: Supervisors: Nancy Benson or Deera Terry

**II. SUMMER SAFETY MEETINGS-(DRIVERS/AIDES)**

**(1 Day Only-Driver/Aide notified of day)**

**August 8, 2022 (Area 6,7,8,11)**

Roper Mt. Science Ct.

8:00 AM-1:00 PM-Safety Meeting

3:00 PM-5:00 PM-Supervisor Meeting

**August 9, 2022 (Area 1,5,9,12)**

Roper Mt. Science Ct.

8:00 AM-1:00 PM-Safety Meeting

3:00PM-5:00 PM-Supervisor Meeting

**August 10, 2022 (Area 2,3,4,10 )**

Roper Mt. Science Ct.

8:00 AM-1:00 PM-Safety Meeting

3:00 PM-5:00 PM-Supervisor Meeting

Questions: Supervisor

**III. ROUTE FAMILIARITY (DRIVERS/AIDES)**

**August 11, 12, 2022**

- Drive their assigned bus route.
- Substitute/Floaters pair with regular driver.
- 1-3 Hours
- **1 Day only (Driver notified of date at Summer Safety meetings)**

Questions: Supervisor

**IV. FALL SAFETY MEETING (DRIVERS) \*WILL BE ANNOUNCED**

**V. SPRING SAFETY MEETING (DRIVERS/AIDES) \* WILL BE ANNOUNCED**

**VI. SCDE-ASSESSMENT/RENEWAL (DRIVERS)**

Drivers will be notified by Safety Officers if they are due for recertification.

(South Carolina Department of Education administrates "procedures for suspension, revocation and refusal to issue or renew a school bus inspection certificate, school bus driver's certificate, or school bus driver / tester certificate")

Questions: Supervisors: Nancy Benson or Deera Terry

**VII. RANDOM DRUG TESTING (DRIVERS)**

All Drivers are subject to random drug/alcohol testing.

1. Supervisor will receive notification of drug testing from the Safety Training Specialists.
2. Supervisor will give the notification form to the driver when the driver's schedule will allow time to go to the test site (without pre-warning to the driver).
3. Cover sheet will contain drivers' name, and required test and time notified. (Supervisor will record time and date.) Driver must complete all testing within one hour of notification.
4. Upon completion of test, driver must return the cover sheet and show copy of chain of custody form to Supervisor.
5. Supervisor should initial the cover sheet, and return it to the Safety Training Specialist.

Questions: Supervisor

**VIII. SAFE SCHOOLS TRAINING**

Drivers/Aides will complete between beginning of school - November 16, 2022.

**IX. GCS P.P.T. ASSESMENT (AIDES)**

Aides will be notified by Special Needs office if they are due recertification.

Questions: Special Needs Supervisor

**X. "ON CALL"**

Drivers must drive a route once each quarter (four (4) times a year) in order to remain certified.

\* Dates may change.

Revised 6/8/21

School Messenger maybe inaccessible for listed student up to five (5) school days.

**Bus Assignment Authorization**

**Driver has the authority to deny student boarding if the Bus Authorization Form is not completed in its entirety or the stop on the form is not an approved stop on their route.**

**(EXISTING STOPS ONLY - NOT USED FOR MAGNET OR SPECIAL NEEDS ROUTES)**

School: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

**Existing stops should be used only if they are less than .3 mile walking distance from student's residence.**

Route Number: \_\_\_\_\_ Grade: \_\_\_\_\_

Existing Stop Only: AM Stop Desc. \_\_\_\_\_ Time: \_\_\_\_\_ Distance: \_\_\_\_\_

PM Stop Desc. \_\_\_\_\_ Time: \_\_\_\_\_ Distance: \_\_\_\_\_

Student is authorized to ride the Greenville County School bus route listed above beginning on

Date: \_\_\_\_\_  AM Regular Bus (44) until Date: \_\_\_\_\_  PM Regular Bus (44)

Name (Print): \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE PRINT ALL INFORMATION**

(Driver to give "Bus Center" copy to Supervisor)  
Four (4) Copies: (1)-Bus Center (2)-Driver (3)-Parent (4) -School

## Retraining and Disciplinary Guidelines for Preventable Accidents

**Accident/Incident** – An accident/incident occurs when the bus strikes, or is struck by, another vehicle or object, or causes damage to property (mailbox, tree, post, stuck in ditch, etc.) regardless of fault with damage or repair of \$1 or greater.

**Level 1 Accident/Incident** – Does not involve personal injury or situations that could cause personal injury. Involves property damage or bus damage. (i.e., mailboxes, signs, poles, overhangs, bushes, stuck in ditch, etc.) Minor accidents/incidents with other vehicles or objects.

**Level 2 Accidents/Incidents** – Does involve or could cause personal injury. Non-minor preventable or at-fault accidents/incidents with other vehicles or objects.

***\*The measures contained in this chart may be modified based upon individual circumstances of a situation as determined by the Transportation Department\****

Accidents/Incidents will be tracked and will accumulate for a 12 month period beginning with the 1<sup>st</sup> recorded accident/incident. Level 2 accidents/incidents could result in management review depending on severity and circumstances surrounding cause. This review could result in disciplinary actions up to and including terminations. All accidents/incidents will be immediately reviewed by the Safety and Training Department as well as the Accident/Incident Review Committee. **De-certified drivers may be offered an aide position at aide pay. HR will determine pay rates.**

Accident/Incident	Discipline	Retraining	Evaluation
<b>Level 1 Accidents/Incidents</b>			
First level 1		Refresher training with Safety Trainer	State BTW Test
Second level 1	1 day leave w/out pay	Refresher training with Safety Trainer	State BTW Test and ride along evaluation during one AM or PM route
Third level 1	3 days leave w/out pay and 45 scheduled work days decertified	New applicant class and full BTW training	State BTW Test and ride along evaluation during one AM and one PM route
<b>Level 2 Accidents/Incidents</b>			
First level 2	1 day leave w/out pay	1 SCDE Module and BTW Training - minimum 3 hrs	State BTW Test and ride along evaluation during one AM or one PM route
Second level 2	3 days leave w/out pay and 45 scheduled work days decertified	2 SCDE Modules and BTW training - minimum 5 hrs	State BTW Test and ride along evaluation during one AM or one PM route
Third level 2	5 days leave w/out pay and 1 calendar year decertified and possible termination	Minimum - New applicant class and full BTW training	State BTW Test and ride along evaluation during one AM and one PM route.
<b>Combinations of Accidents/Incidents</b>			
One level 1 / One level 2	2 days leave w/out pay	1 SCDE Module and BTW Training - minimum 3 hrs	State BTW Test and ride along evaluation during one AM or one PM route
Two level 1 / One level 2	3 days leave w/out pay and 90 scheduled work days decertified	2 SCDE Modules and BTW training - minimum 5 hrs	State BTW Test and ride along evaluation during one AM or one PM route
One level 1 / Two level 2	5 days leave w/out pay and 135 scheduled work days decertified	Minimum - New applicant class and full BTW training	State BTW Test and ride along evaluation during one AM and one PM route.

# GCS TRANSPORTATION DEPARTMENT GUIDELINES FOR TRANSPORTING DEPENDENTS

A school bus driver, in the service of Greenville County Schools may transport their dependent(s) [*dependent is defined as driver's child (ren) or under legal guardianship*] on their bus during their regular runs under the following conditions and guidelines:

**SCENARIO I - Driver services dependent's school**

Dependents will disembark from bus with other students at their school

**SCENARIO II - Driver DOES NOT service dependent's school**

Driver may place dependent directly on another bus that services the dependent's school. Secondary driver will transport dependents to their assigned school.

**THE FOLLOWING GUIDELINES MUST BE MET:**

- dependents must be an enrolled student in a Greenville County School
- driver may **not** take their bus off its assigned route
- driver may **not** make additional stops
- driver may take dependents on "regular bus runs" **only** (not allowed on field trips or other special runs)
- dependents must sit in assigned seat behind the driver
- dependents are **not** permitted to ride the bus when absent from school
- if AM half day students, dependent may **not** ride during PM runs (i.e. 2:30 pm, etc.) Exception: early dismissal
- if PM half day students, dependent may **not** ride during AM runs (i.e. 7:15 am, etc.) Exception: early dismissal
- dependents will be required to follow all Greenville County Schools Transportation Guidelines
- the privilege to transport dependent(s) may be revoked immediately if any problems arise from this transportation arrangement
- any questions on criteria for riding, must be presented to the Director of Transportation prior to transporting dependent(s)

PARENT/GUARDIAN NAME: \_\_\_\_\_

BUS CENTER: \_\_\_\_\_

ROUTE NUMBER: \_\_\_\_\_

SECONDARY DRIVER: \_\_\_\_\_  
(If applicable)

DEPENDENT'S NAME: \_\_\_\_\_

DEPENDENT'S SCHOOL: \_\_\_\_\_

DEPENDENT'S GRADE: \_\_\_\_\_ DEPENDENT'S AGE \_\_\_\_\_ SCHOOLYEAR: \_\_\_\_\_

I understand the above conditions and guidelines and agree to follow them completely. I also understand that breach of these guidelines by me will result in immediate termination of this transportation arrangement and possible further disciplinary action.

\_\_\_\_\_  
DRIVER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MANAGER SIGNATURE

\_\_\_\_\_  
SECONDARY DRIVER SIGNATURE  
(If applicable)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MANAGER SIGNATURE

*"Transporting With Care"* GREENVILLE COUNTY SCHOOLS TRANSPORTATION DEPARTMENT

7/16

# Greenville County Schools Transportation Department



## Tag Program Details

***Parents – for your student’s safety, please follow these procedures:***

1. Make sure that you have your **parent card/electronic card** (provided by your child’s school) when you go to the bus stop, (parent card provided by school/electronic card in **parent backpack app**)
2. Show your parent card to the bus driver so that they can match the number with your child’s tag.
3. If you do not have your parent card, your child will be kept safely on the bus and returned to their school.
4. Realize that the driver cannot make exceptions if you forget your parent card/electronic card, simply follow the bus back to your child’s school.

**For questions, please contact your child’s school or the Transportation Department.**

**GREENVILLE COUNTY SCHOOLS  
TRANSPORTATION PRE/POST TRIP INSPECTION PROCEDURES**

Drivers and aides are responsible for checking the following items on a daily basis.  
Pre and post trip inspection must be completed in full before and after every AM/PM route, including  
midday and field trip not connect to a "regular route".

**15 MINUTE PRE-TRIP INSPECTION**

**EXTERIOR WALK AROUND**

- Windows
- Body of the bus
- Under carriage – fresh leaks
- Mirrors
- Passenger and emergency doors
- Stop arm, crossing arm
- Radiator – No fresh leaks
- Evidence of vandalism
- Lights (operation & cleanliness)
  - Head – high/low beam
  - Warning – front/rear
  - Turn signals – right/Left,  
front/rear
  - Hazard – all signals flashing  
together
  - Strobe/clearance/brake
  - Backup – Gear in reverse/  
ignition on
- Tire – properly inflated/no damage
- Body of bus – no damage

**INTERIOR WALK THROUGH**

- Indicators/lights
- Emergency equipment
- Brakes
- Two-Way Radio
- Wipers
- Emergency exits/buzzers
- Gauges
- Horn
- Seatbelt
- Registration
- Emergency information kit
- Heaters and defrosters
- Floor, steps and handrail
- Check for students on bus
- Windows – close/clean
- Mirrors – property adjusted
- Video Panic Button – lights flashing  
and intact
- Camera lenses – no obstructions

**SPECIAL NEEDS BUSES**

- Lift
- Diastat bag
- All Special Needs equipment

**POST TRIP INSPECTION**

- Parking brake applied
- Neutral gear
- Idle/switches turned off
- Turn wheels to right
- Engine off/take key to office
- Check for students on bus
- Check tires
- Check for vandalism
- Child safety

# Job Description

**Job Title:** Bus Driver

**Qualifications:**

1. High School diploma or equivalent preferred
2. Eighteen (18) years old or over to obtain a SC bus certificate
3. Valid SC Driver's License for a minimum of six months
4. Four (4) or less points against current SC driver's license
5. Four (4) or less points in previous twelve (12) months
6. Successfully pass DOT Drug/Alcohol Testing and DOT Physical
7. Successful completion of the SC School Bus Training course and CDL program
8. Available for regular work schedule from 5:00AM-6:00PM

**Reports To:** This person directly reports to the Bus Supervisor

**Job Goal:** To transport students/passengers to and from school and school events in a safe and timely manner

**Performance Responsibilities:**

1. Transport students/passengers to and from school and school events
2. Supervise and assist students/passengers (including disabled) to get on/off the bus
3. Perform pre-trip and post-trip inspections daily
4. Discharge students/passengers at authorized stops only
5. Maintain rules governing students/passengers conduct on bus
6. Collect personal items left on the bus and submit to bus office
7. Complete and maintain accurate and timely records and reports i.e. time sheets, mechanical reports, route descriptions, seating charts, etc.
8. Attend scheduled in-service training
9. Adhere to regular service schedule for bus route
10. Maintain a clean bus, i.e. sweeping, washing front and back windows, etc.
11. Maintain positive communication with school personnel, parents, and students
12. Dress appropriately in issued polo shirts and/or vests
13. Perform other duties as assigned by supervisor

**Terms of Employment:** Nine (9) Months on the Bus Driver Salary Schedule

**Evaluation:** Performance of this job will be evaluated in accordance with Board Policy

# Job Description

**Job Title:** Floater (Bus Driver)

**Qualifications:**

1. High School diploma or equivalent preferred
2. Eighteen (18) years old or older to obtain a SC bus certificate
3. Valid SC Driver's License for a minimum of six months
4. Four (4) or less points against current SC driver's license
5. Four (4) or less points in previous twelve (12) months
6. Successfully pass DOT Drug/Alcohol Testing and DOT Physical
7. Successful completion of the written SC School Bus Training course and CDL program
8. Available for regular work schedule from 5:00AM-6:00PM
9. Six (6) months experience with Greenville County Schools as Bus Driver

**Reports To:** This person directly reports to the Bus Supervisor

**Job Goal:** To transport students/passengers to and from school and school events in a safe and timely manner

**Performance Responsibilities:**

1. Transport students/passengers to and from school and school events
2. Supervise and assist students/passengers (including disabled) to get on/off the bus
3. Perform pre-trip and post-trip inspections daily
4. Discharge students/passengers at authorized stops only
5. Maintain rules governing students/passengers conduct on bus
6. Collect personal items left on the bus and submit to the bus office
7. Complete and maintain accurate and timely records and reports i.e. time sheets, mechanical reports, route descriptions, seating charts, etc.
8. Attend scheduled in-service training
9. Adhere to regular service schedule for bus route
10. Maintain a clean bus, i.e. sweeping, washing front and back windows, etc.
11. Maintain positive communication with school personnel, parents, and students
12. Dress appropriately in issued polo shirt and/or vest
13. Floater acts as a permanent substitute on all buses as needed
14. Rides on existing buses to learn routes
15. Assists new drivers when assigned to a vacant route
16. Perform other duties as assigned

**Terms of Employment:** Nine (9) Months on the Bus Driver Salary Schedule

**Evaluation:** Performance of this job will be evaluated in accordance with Board Policy

# Job Description

**Job Title:** School Bus Aide (Special Needs)

**Qualifications:**

1. High School Diploma or equivalent preferred
2. Acceptable verbal and written communication skills
3. Ability to address the needs of students with various handicapping conditions.
4. The ability to participate in all required bus aide training and professional development
5. Physical dexterity, coordination, mobility, visual acuity and emotional health to perform the essential functions of the position including the ability to lift and restrain students of varying age levels and sizes.
6. Successfully pass all sections of the Physical Performance Test
7. Available for regular work schedule from 5:00AM-6:00PM

**Reports To:** This person directly reports to the Special Needs Bus Supervisor

**Job Goals:** Provide physical and behavioral care of Special Education students during Transport to and from school. This individual attention is precipitated by specific needs that cannot be managed from the driver's seat. Execute duties involved in safety while boarding, riding, and exiting of students/passengers.

**Performance Responsibilities:**

1. Assist the driver when requested or required
2. Assist students requiring help when loading and unloading the bus
3. Actively assist the driver when backing the bus if necessary
4. Constantly monitor students' well-being and behavior during the route
5. Respond appropriately to students' needs during the route and notify the driver if an emergency exists
6. Be familiar with the route in order to assist a substitute or new driver
7. Assist the driver in keeping the bus clean
8. Store and secure all student equipment that is to be transported
9. Secure Special needs students and/or equipment with restraints, tie downs (e.g. wheelchairs, seat belts, child safety seats, etc.) for the purpose of ensuring the safety and well-being of students
10. Provide First Aid only as trained and required by the situation
11. Sit where needed on the bus not behind the driver unless the bus is empty
12. Prepare documentation (e.g. incident reports, student count, and passenger misconduct, etc.) for the purpose of providing written support and/or conveying information
13. Assume other responsible job-related duties as assigned by the driver or supervisors

**Term of Employment:** Nine (9) months on the bus aide salary schedule

**Evaluation:** Performance of this job will be evaluated in accordance with Board Policy

## Declaration of Intent Guidelines

Declaration of Intent is the opportunity for drivers/aides to request a different route for the upcoming school year.

- Change in routes will only be considered once a year (this time frame will be in the summer).
- Should a route become available during the school year, a temporary assignment will be made for the duration of the present school year. The route will be available for permanent assignment for the following school year.
- A Declaration of Intent must be submitted by the driver/aide by (stated day in May).
- You should submit a Declaration of Intent if you would like to be considered for another route. (Your request could be for more/less hours or a specific area/school.) As drivers/aides accept different routes, the routes they leave will become available.
- You have the opportunity to decline a route if offered to you. Once a route is offered our obligation to your Declaration of Intent is fulfilled.
- Your manager or supervisor reserves the right to place you into a position based on the needs of the department.

## Basis for Assigning Available Routes

- **Declaration of Intent** ~ Submitted on time
- **Employee Performance** ~ Attendance (occurrences), punctuality, willingness to help out and attitude
- **Availability/Feasibility** ~ If the route works for all parties involved
- **Seniority** ~ If the prior qualifications are met, then seniority is taken into account
- \* **Note:** No one is guaranteed a specific bus. Buses may be moved at any time according to route and student needs.



**SEMIMONTHLY PAYROLL PERIODS  
CHECK DATES FOR 2022-2023  
SUBSTITUTES / HOURLY EMPLOYEES**

	Pay Period		Weeks in	Bus Driver	Bus Driver	Check Date
	Beginning	Ending	Pay Period*	Days in Pay Period	Other Pay	
1	6/13/2022	6/26/2022	2	0	Safety Bonus	7/15/2022
2	6/27/2022	7/10/2022	2	0		7/29/2022
3	7/11/2022	7/24/2022	2	0	Safety Bonus	8/15/2022
4	7/25/2022	8/14/2022	3	0	Advance	8/30/2022
5	8/15/2022	8/28/2022	2	10		9/15/2022
6	8/29/2022	9/18/2022	3	14		9/30/2022
7	9/19/2022	10/2/2022	2	10		10/14/2022
8	10/3/2022	10/16/2022	2	10		10/28/2022
9	10/17/2022	10/30/2022	2	9		11/15/2022
10	10/31/2022	11/13/2022	2	8		11/30/2022
11	11/14/2022	11/27/2022	2	7		12/15/2022
12	11/28/2022	12/11/2022	2	10		12/30/2022
13	12/12/2022	1/1/2023	3	5		1/13/2023
14	1/2/2023	1/15/2023	2	8	Advance	1/30/2023
15	1/16/2023	1/29/2023	2	9		2/15/2023
16	1/30/2023	2/12/2023	2	10		2/28/2023
17	2/13/2023	2/26/2023	2	9		3/15/2023
18	2/27/2023	3/12/2023	2	10		3/30/2023
19	3/13/2023	4/2/2023	3	9		4/14/2023
20	4/3/2023	4/16/2023	2	8		4/28/2023
21	4/17/2023	4/30/2023	2	10		5/15/2023
22	5/1/2023	5/14/2023	2	10		5/30/2023
23	5/15/2023	5/28/2023	2	10		6/15/2023
24	5/29/2023	6/18/2023	3	4		6/30/2023

53 180

\* Weeks in pay period are based on the approved District calendar.

Prepared by Finance 5/31/2022

# Pay Advance Guidelines 2022-2023

## Parameters:

- All new drivers/aides required to participate
- Only available at the beginning of school year
- Drivers/Aides hired during the school year will automatically be placed in the program at the beginning of the next school year Driver/Aide must start school year on “Active” status
- Driver/Aide going on “leave without pay”/workers’ compensation status during school year will have deductions adjusted accordingly
- No payroll advance deductions will be taken from the 9-15-2022 check due to the low number of driving days in the pay period.

## Advance (Drivers/Aides):

- **Drivers:**
  - \$600.00 Pay Advance on August 30, 2022 paycheck.  
(No taxes or deductions on advance)
  - \$600.00 Pay Advance on January 30, 2023 paycheck.  
(No taxes on advance) (Regular earnings: deductions/taxes as normal)  
Advance (\$1,200.00 total) is paid back through \$64.00 payroll deductions (noted on pay stub) on 19 paychecks: 9/30/2022 through 6/30/2023.
- **Aides:**
  - \$500 Pay Advance on August 30, 2022 paycheck.  
(No taxes or deductions on advance)
  - \$500 Pay Advance on January 30, 2023 paycheck.  
(No taxes on advance) (Regular earnings: deductions/taxes as normal)  
Advance (\$1,000.00 total) is paid back through \$53.00 payroll deductions (noted on pay stub) on 19 paychecks: 9/30/2022 through 6/30/2023.

## Notes:

- Pay for regular driving and scheduled work time follow existing district schedule for pay periods, time entry dates and check dates.
  - Insurance and other benefit deductions continue on current schedule – deductions taken over 20 paychecks from 9/15/2022 through 6/30/2023.
- **Important Notice:**

If a driver/aide leaves employment, changes driving status or transfers to another district position, the outstanding balance of the advance will be collected from the final paycheck. If the amount due cannot be collected from the final check, the balance will be treated as taxable wages and reported on the employee’s W2 form.

**GREENVILLE COUNTY SCHOOLS FISCAL  
YEAR 2022-2023  
BUS DRIVER / BUS FLOATER / BUS AIDE HOURLY RATE SCHEDULE (BUSDRV,  
BUSFLT, BUSAIDE)**

<b>Bus Driver (BUSDRV)</b>	
<b>Years Experience</b>	<b>Driver Rate</b>
0-3	19.00
4+	21.26

<b>Bus Aide (BUSAIDE)</b>	
<b>Years Experience</b>	<b>Aide Rate</b>
0-7	15.06
8	15.81
9+	16.56

<b>Bus Driver Floater (BUSFLT)</b>	
<b>Years Experience</b>	<b>Driver Rate</b>
0-3	20.00
4+	22.26

<b>Bus Dispatcher (BUSAIDE)</b>	
1	15.94

New drivers will be placed on the pay scale based on evaluation of prior experience.

Bus drivers designated as "floaters" will receive one dollar more per hour than bus driver rates.

Bus driver schedule was modified for FY23 reducing the range of service years in each band.

Bus aide schedule modified for FY23 collapsing years of experience 0-7.

FY 23 steps are adjusted so step movement equals a minimum of 3%.

Steps below \$15 hourly rate removed in FY 23 GF Budget Process