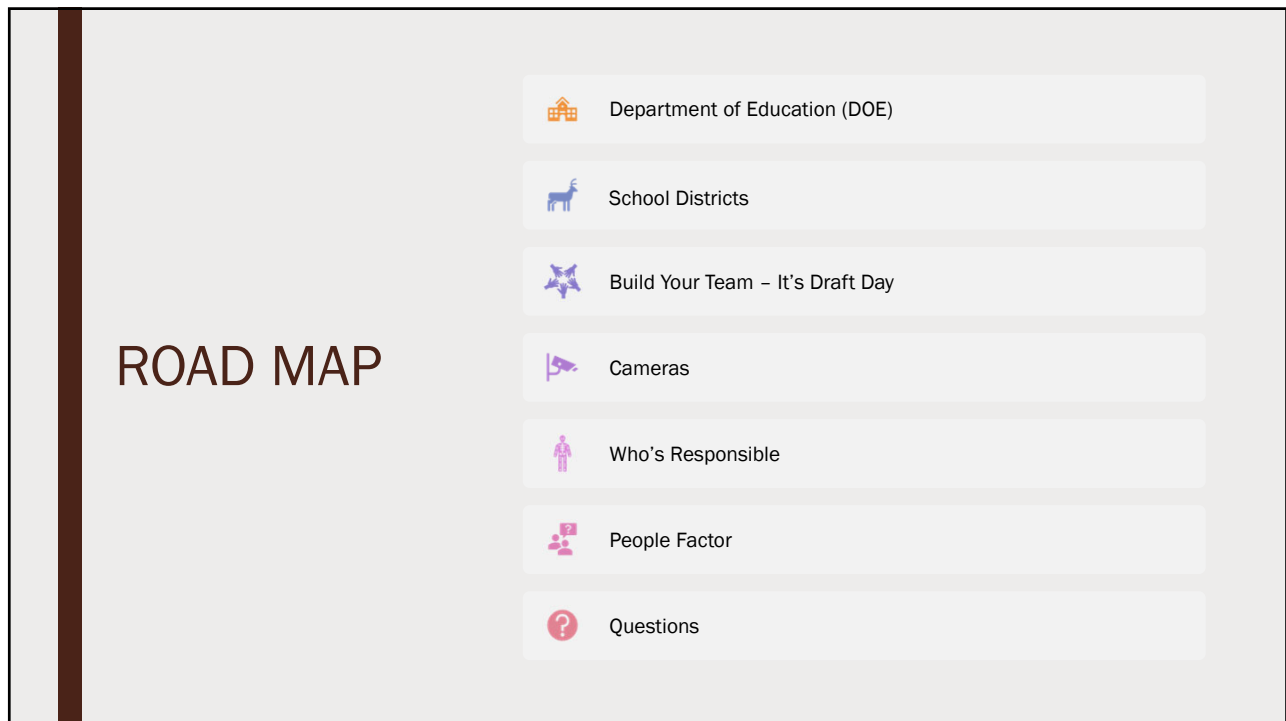


1



2

## Department of Education (DOE)

- Apply with the School District & submit an application for the required new bus driver class
- Complete 20 hours of new bus driver class
- Pass the DOE test
- Obtain a DOE physical
- Pass the necessary medical exams
- Pass the behind-the-wheel test

- Receive a CDL and maintain it
- Successfully complete a
  - *physical performance test*
  - *drug screening*
  - *SLED background check*

What if....a student falls down the steps while exiting the bus and the student sustains a broken femur and broken arm? It's found that the bus driver cannot read and he failed to receive 5 District Choice credits during his annual in-service training. Is there a potential issue that will affect the DOE and the District?

3

## Modules & Responsibilities

- Modules
  - *Driver Responsibilities*
  - *Basic Operations*
  - *The Air Brake System*
  - *School Bus Driving Procedures*
  - *Accidents & Other Emergencies*
  - *The People Factor*
  - *Transporting Students with Special Needs*
- Carrying insurance to cover roadway accidents
- Defend lawsuits but on behalf of DOE and NOT the District or District employees
- Provide initial training and certifications
- Performs maintenance on buses, at the request of District employees

4

# School Districts

- After a bus driver applies and completes all required DOE training, the District steps in to continue training a bus driver
- In-service annual training (When- once a year or at the beginning of every semester)
  - *Bus Drivers Handbook, specifically detailing rules and procedures for them*
  - *Sign-in sheets*
  - *Q&As*
  - *Worksheets*
- 5/10 hours of District Choice
  - *Supervising students*
  - *Handling student misconduct*
  - *Interacting with special education students (CPI)*
    - Bus Drivers
    - Teacher's Aides
    - Shadows
    - Bus Monitors
  - *Social Media*
  - *Sexual Harassment*
  - *Documentation*

5

## Procedures to Follow In "Any" Bus Accident

This information is for all Principals, Transportation Directors and Bus Drivers. (A copy of this should be with bus drivers at all times.)

The following steps are listed in order of importance.

1. Call [REDACTED] School Bus Maintenance Shop, (collect if necessary) and report the accident. They will notify the highway patrol and ambulance if necessary. Notify school officials at this time.
2. Keep the students on the bus. If the bus is not in a safe place, take the students out and have them stand together, off the road. They should be supervised by the driver or other officials at this time. The bus may be moved with the permission of the highway patrol or shop officials if it is in a dangerous position.
3. Get a list of all students on the bus, whether they are hurt or not. Release children only after you have their name and only to a parent or legal guardian.
4. Give name, address, driver's license number, etc., to the investigating officer. Do not talk to anyone other than the highway patrol, shop and school official. Innocent comments may be used against you later.


**Note:** Bus drivers will report any accident to the County Supervisor of Transportation and Area Transportation Director. Under no circumstances is a driver to leave the scene of an accident until it has been investigated by the proper authorities.

6


### What to do When Passengers Misbehave

- Remember to treat each child the way you would want to be treated when it comes to discipline. I encourage you to use a written warning to let parents know when there are minor problems. I think we all would appreciate this courtesy if it were our child.
- If the violation is serious enough the child should be written up and the form turned into the school the child attends. This should be done as soon as possible.
- If the situation is serious enough you feel you need help, either return to the nearest school or stop and call for assistance. **DO NOT PUT A CHILD OFF YOUR BUS UNLESS YOU CLEAR IT WITH AN ADMINISTRATOR.**
- Never attempt to discipline a student while the bus is in motion.
- Never strike a student.
- Never place your hands on a student unless you feel the safety of another student or yourself is threatened.
- Never argue with a student. You do not have to.
- Never play favorites and allow some students to get away with violations that others were punished for especially if the child is yours.
- Please make every effort to make the ride on our buses a pleasant one. You are the first and last person a student sees who is associated with the school. You can start and end their day on a positive note or just the opposite. How would you want your child treated?
- Please remember that any rule that applies to the student also applies to the driver.


## Emerging Areas of Emphasis


 Sexual Misconduct


*Sexual harassment  
Inappropriate touching  
Sexual assault*

 Documentation


*District Level  
School Level  
Departments*


 Student supervision

 Bus driver's role on a bus

 Incident Protocol

*Reporting Incidents  
Physical Restraint*

 Camera usage, inspection, and maintenance

 Document retention – hardcopy or electronic

## Build Your Team

- A bus driver is the first and last person to interact with students, but other people in the District must assist and help a bus driver

- Superintendent
- Assistant Superintendents
- Principals
- Assistant Principals
- Teachers
- Teacher's Aides
- Shadows
- Bus Monitors
- Other Bus Drivers
- Parents



9

## CAMERAS



- School Districts must receive permission from DOE to install cameras.
- After installing cameras, School Districts will assume the responsibility for inspecting and maintaining the cameras.
- Regular inspection and maintenance must be routinely conducted.
  - Cameras not working
  - Cameras misplaced or out of focus
- School District cameras OR student cell phones.
  - Family Educational Rights and Privacy Act (FERPA)
- The School District must know and provide knowledge of its retention policy to all employees.
- The recording will be requested during a lawsuit.

10



YOU GET A  
COMPLAINT. YOU GET  
A COMPLAINT. YOU  
GET A COMPLAINT.

11

## Complaint...



- Bus Driver Lonnese drops off all of the students. She does not conduct a final check of her bus but parks, exits the bus, and locks the door. Unbeknownst to her, Terrie fell asleep on the bus and was left on the bus for six hours. Who will be served a Complaint?

12

## Some More...

- Donna is on the bus and tells Bus Driver Andrea that she needs to use the restroom. Andrea stops the bus. Donna exits the bus and Donna uses the restroom on the side of the road. Will this result in a lawsuit?
- Bus Driver Alex is monitoring the road, when little Herman's backpacks gets caught on the emergency door latch, opening the door. Herman falls out of the bus. Seconds later, the children on the bus tell Alex. Alex stops the bus, quickly exits the bus, checks on Herman, and reports the incident. Do little Herman's parents have reason to file a lawsuit?

13

## It Continues...




- Patrice is allegedly hit on the bus by a bus driver and shadow. Both employees work for the District. The bus driver has completed the necessary training with DOE. The bus recording is requested. A portion of the bus recording is found and provided. Recordings from 60 days before the incident cannot be pulled, as they have been recorded over. Who will be named in a lawsuit?

14

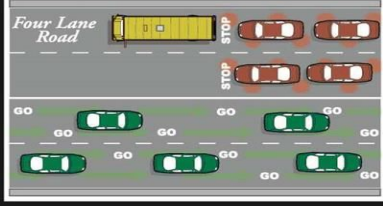
## SHOULD I STOP?

### SCHOOL BUS SAFETY

*Do You Know When To Stop For A School Bus?*



*Two Lane Road*



*Four Lane Road*

Motorists must always stop when they are traveling behind a bus with flashing amber or red lights. When they are approaching a stopped school bus with flashing red lights from the opposite direction, drivers must stop if they are on a two-lane road.

If motorists are on a four-lane (or more) highway or private road and meet a stopped school bus, they do not have to stop. However, drivers should slow down and proceed with caution.

South Carolina Highway Patrol

15

## Incident Protocol:



- Completely pull the bus off of the road
- Call the Transportation supervisor or Asst. supervisor
- Call 911, if necessary
- The Transportation supervisor may call the student's guardian (the school district should notify a guardian)
- Remove the students from the bus, if the incident has not been contained, as a bus driver needs to use her/her discretion. If the students are removed, make sure the students are safely away from oncoming traffic
- After the situation has been contained, and if, the Transportation supervisor has arrived on the scene and the student's guardian is on the scene, allow the student to leave with his/her guardian
- Cooperate with law enforcement – police report
- Complete your own incident report
- Conduct an investigation – pull the recording; witness interviews and statements
- Reprimand, as necessary – suspension or termination

16





## Incident Report

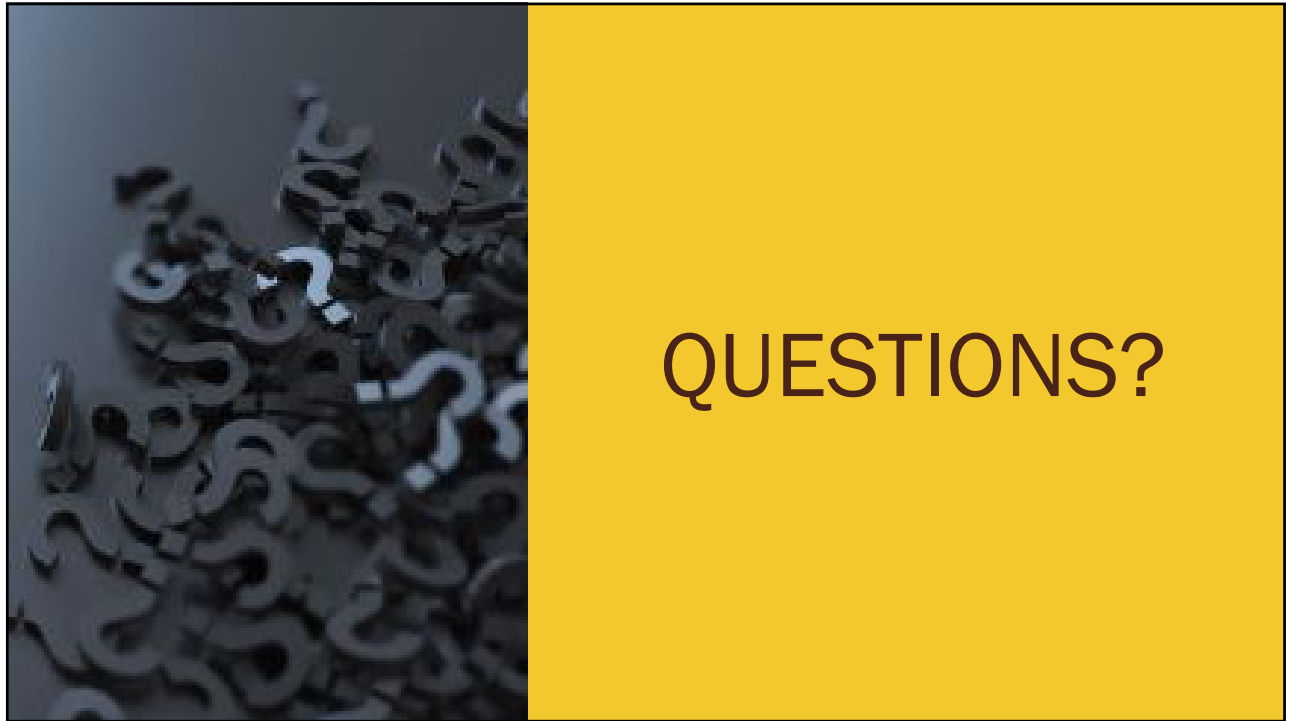
- Tom is DeShawn's bus driver. Before DeShawn exited the bus, in the morning, he reported to Tom that other students physically assaulted him and were taunting him. Tom told DeShawn to report the incident to the SRO. DeShawn reported the incident to the SRO & was told to report the incident to Principal of Old Town Road School. During the afternoon bus ride home, DeShawn is choked by one student, and several other students begin to hit DeShawn. Tom hears the commotion, provides a verbal order for the students to stop, gets to a bus stop, and breaks up the fight. One student runs, exits the bus, and gets her Aunt. The Aunt gets on the bus, threatens Tom, and threatens the other students on the bus. How would you investigate this incident?
- LaToya is a seasoned bus driver with over 20 years experience. She runs a tight ship and has an excellent reputation as a school employee. During her afternoon route, she sees Don standing in the aisle by Naomi, and Naomi is crying. LaToya stops at a bus stop, speaks to Don and Naomi, and checks Naomi. Don confesses to hitting Naomi in the face and arm. Don and Naomi are separated on the bus. LaToya calls her supervisor to report the incident. Naomi gets off at her normal stop. LaToya completes her route, fills out an Incident Report, and suspends Don from the bus for two (2) days.
  - *Is there anything else that LaToya should have done?*
  - *What would be your next steps?*

17

## People Factor

- Rev. James Davis
- <https://www.msn.com/en-us/news/good-news/community-champion-upstate-bus-driver-inspires-students-fights-against-school-consolidation/ar-BBTfyFA>
- He decides to engage students:
  - *Motto*
    - "You ride bus eight. Be good, be great and you will graduate."
  - *Provides wisdom*
  - *Secret handshakes*
  - *Mentorship*
    - "I'm going to stick to you like white on rice and black on a frying pan."
    - "Reverend Davis, he's not like any other teacher. He's not like anybody."

18



19