

CAPITAN MUNICIPAL SCHOOLS



TRANSPORTATION DEPARTMENT HANDBOOK

2022-2023

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PREAMBLE

This Capitan Municipal Schools Policy and Operations handbook has been developed in accordance with the New Mexico State Public Education Department rules and regulations (6.41.4 NMAC) and the Capitan Municipal Schools Board Policy.

The purpose of this policy is to provide school bus drivers, transportation personnel, school officials and parents, with rules, regulations, and operating procedures of Capitan Schools Transportation with the intent to foster transparency and the communication process.

All policies and standards contained herein are subject to change. In the event a State or Federal mandate is more extreme than the standards contained herein, the State or Federal policy will take prevalence.

MISSION STATEMENT

The mission of the Capitan Municipal Schools Transportation Department is to provide safe, efficient, and reliable transportation for children, staff, and the community.

TRANSPORTATION STAFF

Superintendent:	J. Vance Lee
Chief Financial Officer:	Jamie Shepperd
Transportation Supervisor:	Shane Shepperd
Business Support Specialist:	Angela Corliss
Bus Drive #1:	Angela Corliss
Bus Driver #2:	Diane Latham
Bus Driver #3:	Paul Miller
Bus Driver #4:	Christina Reynolds
Bus Driver #5:	Jennifer DeSalvo
Bus Driver #6:	Kurt DeSalvo
Bus Driver #7:	Kelly Chavez
Bus Driver #8	Barbara Kern
Activity Driver:	Paul Miller
Activity Driver:	James Weems

SECTION 1 – SCHOOL BUS DRIVER QUALIFICATIONS AND TRAINING

1.1 Job Description

There are certain duties that all school bus drivers are required to perform. These include:

- Safe and efficient operation of a school bus, transporting students to and from school as well as related activities in accordance with all statutes and regulations.
- Must conduct thorough pre---trip and post---trip inspections on school bus and special equipment. Must have interest in and empathy for children.
- Must possess comprehensive knowledge of driving safety and courtesy.
- Must know the federal, state and local school district rules, regulations, procedures and laws as they relate to the operation of a passenger vehicle.
- Must have a valid New Mexico commercial driver's license with "P" and "S" endorsements.
- Must have the ability to understand and carry out written and oral instructions.
- Must have the ability to maintain effective pupil behavior management control over children. Must be able to meet or exceed the state required physical examination.
- Must be able to meet emergency situations in accordance with operating procedures.
- Must be willing and able to submit to and pass substance abuse testing as prescribed by local school board policy.
- Must have and maintain a satisfactory driving and criminal background that reflects a professional driver, and which meets all school district, state, and federal requirements.
- Must be able to communicate well with people including clear and understandable verbal skills.
- Must have the writing and arithmetic skills to accurately complete the assigned forms and reports.
- Must be able to drive all district route buses including full size buses and to operate lift equipment and securement devices on special needs equipment.
- Must be at least twenty-one (21) years of age.
- Must attend in-service training classes and safety meetings as required by the District, State or Federal Government.
- Must be able to read and interpret schedules and forms as well as read and use a map.
- Must be physically able to climb in and out of the school bus emergency door to evacuate the bus in an emergency.
- Must possess working knowledge of how to care for students with disabilities and special transportation needs.

1.2 Primary Job Functions:

- Operation of a school bus on an assigned route transporting children to and from school, as well as related activities in a safe and timely manner will include the following functions and responsibilities:
- Maintain, read and understand route sheets including time changes and notify supervisor immediately of any deviations.
- Maintain scheduled route to established time and mileage as best possible.
- Exercise student management through correct use of communication and discipline and report discipline problems through proper district procedures.
- Maintain good work habits through timeliness and low absenteeism for daily assignment and extra trips.
- Properly care for vehicle and its component parts as prescribed by the district to minimize wear and to extend its useful life.
- Operate the bus two-way radio as trained and instructed.
- Inspect each vehicle before and after each trip using the correct procedure and completing the pre and post-trip inspection form.
- Operate the vehicle and stop to allow passengers to board and disembark using safe and responsible procedures, according to state standards.
- Operate adaptive transportation equipment to board and discharge challenged passengers using safe and responsible procedures.
- Keep the bus clean and orderly with daily cleaning after each route operated as well as check for lost items.
- Maintain a presentable appearance, which includes being properly dressed according to district standards, neat grooming, and good hygiene.
- Maintain a cooperative attitude with fellow employees, supervisors, parents, and school personnel, always promoting district goodwill.
- Must be able to control emergency situations in a proper manner and as trained and instructed.
- Must complete bus evacuation drills to district and state standards.
- Must be able and willing to complete and turn in all required documentation to the district office in a timely and accurate manner or as instructed.
- Successfully complete a driving skills evaluation, pre-trip inspection, and road skills test. Attend all required in-service training as well as any other required meetings.
- Must be able to comply with all contractual obligations as well as all local, state, and federal laws and regulations pertaining to the operation of a vehicle.

- Check the bus at the conclusion of each run to insure that no children have been left on the bus.
- Perform other duties as assigned.

1.3 Working Conditions

Conditions include operating a bus in inclement weather, heat and cold, and exposure to possible injury due to traffic accidents. There is considerable exposure to dust, traffic fumes and high noise level from both outside traffic as well as from passengers. On occasion psychological factors may include working with students with disabilities, dealing with life threatening emergencies as well as coping with children. The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties and skills required.

1.4 Driver Selection

Completion of a proper application form on which information of a personal and occupational history is requested. (This application will be kept on file during the employment of the individual.)

A check of applicant's driving record shall be made through the New Mexico Motor Vehicle Division or through the national driver register. An authorization form signed by the driver must be on file for a monthly driving record check. The transportation department will make this check.

A criminal background check in accordance with Section 22---10A---5, NMSA 1978 will be completed to determine if the applicant has a record of criminal conviction.

Satisfactory completion of a school bus driver Department of Transportation (DOT) physical examination.

Meeting Motor Vehicle Division licensing requirements for a school bus driver. (commercial driver's license examination, vehicle inspection, basic control skills and road test).

1.5 Personnel Background

No person shall be eligible to operate a school bus or a school owned activity vehicle used to transport students that has:

- Been convicted for driving a vehicle while under the influence of intoxicating liquor or drugs (DUI or DWI) within the previous ten years of application.
- Two convictions in any combination of DWI or DUI.
- Been convicted of more than three serious traffic offenses within three (3) years since the date of application. (Serious traffic offense is defined in the 6.41.4 Section 6.41.4.7 P. Serious traffic offense)

- A driver's license suspended or revoked within the previous five years for serious traffic violation.
- A conviction for any violation of the Controlled Substances Act (§30-31-1 to 30-31-25; 30-31-26 to 30-31-28, 30-31-30 to 30-31-40 NMSA 1978)
- Been convicted of any felony within the previous ten years.
- Been convicted of child abuse pursuant to Section 30-6-1 NMSA 1978.
- Been convicted of any other criminal offense in which a child was a victim as required by the offense.

All drivers shall be of good moral character and conduct themselves in such a manner as to exercise a positive influence over their passengers. The driver shall be clean and neat in appearance and shall not use undesirable language. *(6.41.4.11 School Bus Drivers, Substitutes, and Bus Assistant Responsibilities Section F)*

1.6 Physical Qualifications

- A school bus driver shall be in good physical and mental health, be able-bodied and free from communicable diseases. As evidence of his/her physical fitness and mental alertness, a school bus driver is required to have a physical examination.
- All physical examinations shall be conducted by a licensed physician approved by the district and/or the State Transportation Director.
- The physical examination form must be completed, signed and dated by the examining physician certifying that the individual is physically and mentally qualified to drive a school bus and must be on file at the district transportation office before students are transported by the driver. The examination form must be retained for a minimum of one year after expiration.
- A physical examination is required for all drivers every twenty-four (24) months from the date of their last school bus physical examination. Additional examinations may be required at another time as per the request of the school district, State Transportation Director, or the physician.
- The examination shall include, but is not limited to, all items shown on the physical examination form provided by the Department of Transportation (DOT)
- Physical requirements shall include but not be limited to the following tasks:
 - Climbing and getting on and off the bus to assist students with special needs.
 - Walking—Walk to the vehicle in parking lot, walk in aisles on board bus, and walk around for inspections.
 - Pushing—Closing door, pushing wheelchairs, opening emergency door.
 - Reaching—Opening and closing door.
 - Repetitive Motions—Turning the steering wheel, shifting the transmission.

- Sitting—Driving the vehicle, attending meetings.
- Talking—Announcing streets/stops, talking with passengers, talking on the radio.
- Seeing—Keeping aware of general traffic conditions, stopped vehicles, traffic signals, viewing color of traffic lights, inspecting vehicle, monitoring passengers.
- Hearing—Listening to traffic sounds, for emergency vehicles, passenger inquiries, monitor the radio, detect mechanical problems.
- Stooping/Stretching—Picking up and securing young or challenged passengers, securing wheelchairs, inspecting under the bus.
- Lifting—Handling and assisting students with disabilities into their seats, wheelchairs, and securement devices.

The local school district and/or the State Transportation Director have the right to require reexamination or verification by a licensed physician in a specialized field as a condition of employment. One or more of the following conditions, if by medical determination that the individual is not capable of safe and competent driving, shall disqualify a person as a school bus driver unless a waiver is obtained:

- Visual acuity (either without glasses or by correction) of less than 20/20 in one eye and 20/40 in the other eye; peripheral vision, horizontal field of less than 150. Individual shall have normal vertical balance, horizontal balance, depth perception and the ability to recognize and differentiate the colors red, green, yellow, and blue.
- A speech reception threshold corrected or uncorrected, in the better ear outside of the hearing range of 10dBHL to 20dBHL.
- Addiction by medical determination to the use of narcotics, habit forming drugs, or the excessive use of alcohol.
- Any indication of coronary or heart ailment likely to interfere with safe driving (electrocardiogram is required when other findings indicate desirability).
- Loss of foot, leg hand, arm or other defect or limitation of movement likely to interfere with safe driving.
- Any mental, nervous, organic, or functional disease likely to interfere with safe driving, such as paralysis, diabetes, abnormal blood pressure.
- Epilepsy or other episodic (paroxysmal) periods of unconsciousness unless the condition is arrested.
- Use of medication, which the examining physician determines, is likely to interfere with safe driving.
- Poor general health as determined by a physician.

1.7 Instructional Programs for School Bus Drivers

Certification for first-time drivers will be completed as outlined in the Standards for Providing

Transportation for Eligible Students Compliance Manual. (Standards for Providing Transportation 6.41.4.13)

Individual Circumstances: A driver who had previous certification and employment experience as a school bus driver in New Mexico, but who has not been employed as a school bus driver for 2 or more years, shall take an 8-hour refresher course, to include at a minimum two hours behind the wheel, observation time and classroom instruction. The driver shall complete the required 16 hours of in-service during the first year of re-employment.

Each applicant for a CDL with P & S endorsements shall:

- Be a legal resident of the United States and/or currently processing for naturalization.
- Pass a CDL school bus driver written examination covering knowledge of school bus operation administered by the Motor Vehicle Division, as well as any other tests as prescribed by the Director of the Motor Vehicle Division.
- Pass a road test administered by a State Certified Commercial Driver's License Examiner. The road test must be given in the size vehicle the person will be operating.
- Pass a CDL pre-trip examination given by a State Certified Commercial Driver's License Examiner. The test must be given in the size vehicle the person will be operating.
- Complete the minimum requirements for instructional programs from School Bus Drivers.

1.8 Substance Abuse Policy

All substance abuse/alcohol testing will be done in compliance with Federal Register 49 CFR Part 40, 49 CFR Part 382 and 49 CFR Part 391. All employees who possess a Commercial Driver's License and are required by their job description to perform in a safety sensitive position are prohibited from being under the influence of controlled substances and/or alcohol while performing their job, and shall be subject to the drug and alcohol testing programs outlined below. The Transportation Supervisor will be the contact person for all substance abuse testing and questions.

Safety Sensitive Function as defined in 49 CFR Part 382.107:

- All time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.
- All time at school or school function unless the driver has been relieved from duty by the employer.
- All time inspecting equipment as required by 392.7 and 392.8 of these subchapters or otherwise inspecting, servicing or conditioning any commercial motor vehicle at any time.
- All time spent at the driving controls of a school bus in operation.

Prohibitions:

- No employee shall possess or carry alcohol beverage or a controlled substance in a school bus.
- No employee shall report for duty or remain on duty while under the influence of alcohol or a controlled substance.
- No employee shall use alcohol or a controlled substance while performing a safety sensitive function.
- No employee shall perform in a safety sensitive function within four hours of using alcohol or a controlled substance.
- No employee required to submit to a post-accident alcohol or controlled substance test shall use alcohol for eight hours following the accident, or until the driver undergoes the required post-accident test, whichever occurs first.
- No employee shall refuse to submit to a post-accident, random, reasonable suspicion, or follow-up alcohol or controlled substance test.
 - The following constitute refusal to submit:
 - Failure to provide adequate breath for testing without a valid medical explanation by a medical doctor.
 - Failure to provide adequate urine for testing within a reasonable time without a valid medical explanation from a medical doctor.
 - Failure to sign the alcohol breath testing certification form and/or initial the logbook entry for the screening and/or confirmation test.
 - Engaging in conduct that clearly obstructs the testing process.
- No employee shall report for duty or remain on duty while using any controlled substances unless used in accordance with the prescription of a medical doctor who has advised that the substance will not adversely affect the driver's ability to safely operate a school bus. Employees shall be required to report any prescribed drug use to the transportation director.
- All testing procedures used to test for alcohol and controlled substances will be in accordance with Federal Register 49 CFR Part 40. All employees in, or applicants for, safety sensitive positions shall be tested for substance and/or alcohol use in accordance with the following: (See Section 6)
- Pre-employment testing—All applicants for safety sensitive positions shall be tested for controlled substance use prior to final consideration for hire.
- Post-accident testing—An employee who is operating a school bus involved in an accident that results in the loss of life or a moving violation for the operator shall submit to an alcohol and controlled substance test as soon practicable after the accident. When reporting the accident, the employee is required to report whether the accident resulted in the loss of life or a moving violation. It is then the responsibility of the supervisor to arrange testing.

- If the alcohol and/or substance use tests are not administered within eight hours following the accident, the district shall document the reasons the tests were not administered within that time. If the alcohol test is not administered within eight hours following the accident or the controlled substance test is not administered within 32 hours following the accident, no such tests shall be conducted. The district shall document the reasons the tests were not conducted within the required time frame.
- Drivers who are subject to this post-accident testing shall remain readily available for the test or may be deemed to have refused the tests. Drivers shall not be prohibited from leaving the scene of the accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.
- The results of alcohol or controlled substance tests administered by Federal, State or local officials having independent authority for the test may be used to satisfy this section, provided the tests comply with applicable Federal, State, or local requirements and the results of the test are obtained by the District.
- Reasonable suspicion testing—It will be the supervisor's responsibility to monitor employees in safety sensitive positions for alcohol and controlled substance use. When a supervisor has reasonable suspicion, based on the training provided, that an employee in a safety sensitive position is under the influence of alcohol or a controlled substance, the supervisor shall require reasonable suspicion testing of the employee. The required test(s) shall proceed as follows:
 - The supervisor will inform the employee of the suspicion of influence of alcohol and/or controlled substance.
 - The employee shall immediately stop performance of the safety sensitive position.
 - The supervisor will contact the testing site to arrange testing of the employee during normal working hours (8:00 AM to 5:00 PM, Monday through Friday). Outside of normal working hours, the testing facility selected or hours other than normal working hours will be used.
 - A person designated by the District shall transport the employee directly to the designated testing facility. After the appropriate testing has been completed, the employee shall be transported to his/her place of residence. The employee shall be required to use annual leave or compensatory time or shall be in an unpaid status if the employee has no such leave available, to account for any time remaining on his/her shift. Such time shall be reimbursed if the results of the reasonable suspicion test are negative.
- A Reasonable Suspicion Testing Report must be completed by the supervisor who made the determination reasonable suspicion within 24 hours of the observed behavior or before the results of the test are released, whichever is later. Such report shall be forwarded to the appropriate administrators.
- Random testing—On an annual basis, a minimum of 25% of the average number of CDL-required positions in the district will be administered random alcohol tests. Likewise, a minimum of 50% of the average number of CDL driving positions in the district shall be administered random controlled substances testing.

- The selection of drivers for the random testing shall be made using a computer-based program that will randomly select CDL drivers from the district's authorized driver list. Under this selection process each driver shall have an equal chance of being tested each time selections are made.
- The random alcohol and controlled substances tests are unannounced, and the dates and times of the testing shall be spread reasonably throughout the year. There shall be a sufficient number of these tests to meet the minimum number of tests required under the law.
- The district shall notify the supervisor of each driver selected for random testing. The supervisor shall be responsible for seeing that the driver is immediately relieved of any safety sensitive functions and immediately sent or taken to the test site.
- Return to Duty—The district must ensure that before a driver returns to duty in a safety sensitive position after engaging in prohibited conduct the driver shall undergo a return to duty test.

Follow up—Drivers who have been determined to be in need of assistance in resolving problems associated with alcohol misuse shall be subject to unannounced follow up testing as directed by the Substance Abuse Professional.

Disciplinary Action—An employee who violates any of the alcohol misuse or controlled substances use prohibitions shall be removed immediately from performing in their safety sensitive position. An employee whose test results indicate an alcohol concentration of .02% or greater but less than .04% shall be prohibited from returning to a safety sensitive position until the start of the employee's next regularly scheduled duty period but not less than 24 hours following the administration of the test. An employee whose test results indicate an alcohol concentration of .04% or greater shall not return to work until a return-to- duty test has been administered with a result of .02% or lower alcohol concentration. When test results indicate the use of alcohol or controlled substances by the employee, disciplinary action will include:

- Removal from a safety sensitive position.
- Referral to a substance abuse professional.
- Possible termination in accordance with district policy.

Supervisory personnel who administer this policy in a manner inconsistent with procedural guidelines shall be subject to disciplinary action.

1.9 Prohibitions

Any alcohol or controlled substance misuse that could affect the performance of driving a commercial motor vehicle will be prohibited. This includes but is not limited to:

- Any use on the job.
- Any use during the eight hours prior to performing a safety---sensitive function.
- Having a prohibited concentration of alcohol in the employee's system while performing a safety--- sensitive function.

- Any use of alcohol or a controlled substance within eight hours following an accident. Possession of any alcohol product or controlled substance in a commercial motor vehicle. Refusal to take a required drug/alcohol test.

SECTION 2 — REGULATIONS GOVERNING THE SCHOOL BUS OPERATOR

Administrative Regulation Governing the School Bus Operator:

2.1 Responsibilities

The school bus driver and school administrators must observe all state laws, rules and regulations, and any local board of education policies. They must also follow instructions of the school administrator in charge of transportation.

School bus drivers shall make all reports required by the State Transportation Director and the local school administration.

The School Bus Driver shall not modify a stop, time schedule or route without the approval of the school administrator in charge of transportation.

The driver shall report to school officials any complaints, which parents and/or students may make regarding transportation service, which they are not in a position to rectify. They may also make recommendations to school administrators for improvement of the school transportation program. All hazards, whether potential or existing, on the route and all causes for failure to operate on schedule should also be reported.

Any school bus driver knowingly or willfully violates any transportation regulations shall be subject to discharge or suspension. The safety of students, efficient operation, and maximum realization of educational values demand that these regulations be carried out.

The driver shall not transport any students who are not school students assigned to their bus or a school employee while making regular routes. School employees or unassigned students must have prior written approval of the local superintendent or designee.

Only upon request of the transportation supervisor of a school-owned operation and with explicit written permission of the local Board of Education and the district's liability insurance carrier and with adequate seating available may a driver transport his/her non-school-enrolled children.

The driver shall not permit any unauthorized person to occupy the driver's seat or tamper with the vehicle in any way.

No advertisements or announcements of any description shall be exhibited either on the interior or exterior of the bus. However, safety regulations may be posted in compliance with these regulations.

A school bus shall not be used for hauling anything that would make it objectionable for school use or unsafe for passengers.

The school bus driver shall report all accidents involving his/her school bus in accordance with accident reporting procedures.

The driver shall have a minimum of eight hours' rest prior to driving the School Bus.

Drivers will be allowed to have one (1) of their own children ride their bus.

Drivers will not be able to bring more children and put them on a bus with another driver unless your child attends the school that bus serves. The one child riding on your bus must be at least eighteen (18) months old and you must furnish an approved car seat.

Regular route drivers and special needs drivers/aides will be allowed to have a cell phone on out of town or after hour trips but must follow the following guidelines:

- Cell phones or other portable electronic devices, even those equipped with hands free devices cannot be used while driving.
- Cell phones or other portable electronic devices even those equipped with hands free devices cannot be used while in drivers' seat.

Activity Drivers will be allowed to have a cell phone on out of town or after hour trips but must follow the following guidelines:

- Cell phones or other portable electronic devices, even those equipped with hands free devices cannot be used while driving.
- Cell phones or other portable electronic devices even those equipped with hands free devices cannot be used while in driver's seat.

2.2 Pupil Management

It is the duty of the school bus driver to enforce all regulations governing the conduct of students from the time the students enter the bus in the morning until they alight from it at the school building, and from the time they enter the bus at the school building until they alight at their regular assigned stop. A school bus driver should not knowingly permit a student off the bus at any point other than at their regular assigned stop without the permission of proper school authorities.

Drivers are required to assign seats to all passengers.

The driver shall report all serious discipline cases to the proper administrator in accordance with the local school district policy. The school bus driver is in full charge of all passengers when they are riding the bus. All state and local disciplinary regulations shall be observed.

The driver should not attempt to correct a student while the bus is in motion and a student shall not be put off a bus while in-route for misconduct. The driver shall not administer corporal punishment, nor should the driver physically harm a student for disciplinary reasons.

The driver shall not permit any passengers to occupy any area in front of the passenger seating area while the bus is in motion. No one will be seated on the heater control area to the left of the driver, and the driver will not carry on a conversation with students while driving. All students will be seated when the bus is in motion. Standees are not permitted.

2.3 Emergency Resuscitation

Emergency resuscitation will be given to any student requiring it, regardless of a Do Not Resuscitate order. The exception will be an approved court order received by the district, instructing otherwise.

SECTION 3 – PROCEDURAL REGULATIONS GOVERNING THE OPERATION OF THE SCHOOL BUS

3.1 Pre-trip and Post-Trip Inspection

School buses shall be checked before placing bus into service and following each trip or tour of duty. All faulty or improperly functioning equipment shall be reported in writing, on a request of maintenance form and signed by the driver. The driver shall not operate any vehicle/bus that does not meet the pre-trip inspection requirements. (6.41.4 Section 6.41.4.11 C #4)

The driver shall make an operating brake test at a designated location before each trip or when departing from the storage location.

3.2 Vehicle Operation

The speed limit for a School Bus on any roadway will be the posted speed. In residential areas, the maximum speed will be 20 mph and in school zones, 10 mph. Weather, road, traffic, light conditions, district/company policy, and/or the posted speed limit may require that the vehicle be driven at a slower rate of speed.

Speeding Citation Infractions in a School Bus:

- First speeding citation: Three (3) day suspension without pay and a written reprimand.
- Second speeding citation: May result in the recommendation for immediate (within three (3) year period) termination.
- Any documented report from a citizen or verification from a school employee will result in a written reprimand for the employee file.
- A second report will result in a three (3) day suspension without pay and a written reprimand. The third report could result in recommendation for immediate termination.

The school bus shall not be filled with fuel while the motor is running and/or while students are on the bus.

School Bus Alternating Flashers Shall Not Be Used:

- When the school bus is completely off the traveled portion of the roadway or on school grounds to load or unload students.
- When a school bus is being utilized as a private vehicle or for charter service and the school bus lettering is required to be covered.
- At railroad crossings, traffic lights, or at any other time the bus is required to stop, except to load or unload students on the travel portion of the roadway.

Directional Signals in the Hazard Mode:

- The Hazard mode warning lights may be used when necessary to stop on the shoulder or the traveled portion of the roadway if the bus is temporarily disabled, or if any emergency situation exists and it is necessary to stop on the roadway.

- It is recommended that the hazard mode warning lights be used when stopped at a railroad crossing in the traffic or pull-off lane.

Lighted Headlamps: It is permissible for lighted headlamps (low beam) to be displayed during daylight hours when transporting students.

SECTION 4 – SPECIAL PROCEDURES IN THE OPERATION OF THE SCHOOL BUS

4.1 Accidents

In case of any accident involving a school transportation vehicle, the following procedures shall be observed: STOP the bus immediately:

- Protect accident scene so that it does not become worse.
- Remain at the scene of the accident. Do not move the vehicle.
- Render reasonable assistance to any person injured in the accident. Notify police and the appropriate local school administrator.
- If it is necessary to evacuate students, make certain that all students are in a safe location away from traffic and that they are not permitted to leave the scene of the accident on their own.
- Flags, Flares, and/or reflectors should be placed appropriately to warn traffic.

If a school bus is involved in an accident, which results in serious injury or hospitalization of any student passenger, bus driver, pedestrian, or other vehicle occupant, the local administrator shall notify the Public Education Department Transportation Division office as soon as possible by telephone.

If a school bus is involved in an accident in which a possible mechanical failure on the school bus is a contributing factor, the local school administrator will notify the Public Education Department Transportation Division office as soon as possible. The possible defective part(s) should be protected until the School Transportation Division office provides directions.

If a school bus is involved in an accident which results in the death of a student passenger, bus driver, pedestrian, or other vehicle occupant, the Public Education Department Transportation Division office shall be notified immediately, by telephone.

Information such as names, license numbers, registration numbers, location, time, road and weather conditions, and a listing of all student passengers (including their seating location) should be obtained. Make no admission of liability or assume responsibility for the accident.

Provisions for transporting students to their homes or to school should be made through the use of another school bus.

In accidents involving a school transportation vehicle, the driver is required to fill out a school bus accident report form and send it to the Public Education Department Transportation Division of the State Department of Education within five days. All school bus accidents must be reported, regardless of how minor, including on---board accidents and accidents involving students approaching or leaving the school bus as observed by the driver.

In addition to the school bus accident report and pursuant to §66-7-207 NMSA 1978, the driver of a vehicle involved in an accident resulting in bodily injury to or death of any person or total

property damage to an apparent extent of one hundred dollars (\$100.) or more shall, within five days after such accident, forward a written report of such accident to the division.

In accident cases involving serious injury or death, a complete investigation will be conducted by the Public Education Department Transportation Division, and the vehicle will be impounded until the investigation is complete. If a pupil passenger is killed within the school bus, the United States Department of Transportation may also conduct an investigation.

4.2 Accident Adjudication & Disciplinary Actions

Accidents involving a School Bus, in compliance with the State of New Mexico will be adjudicated at the local district level. The Capitan Schools will have an accident review board to adjudicate the accident comprised of the following: Superintendent of Schools, The Transportation Supervisor, and two (2) of the driver's peers. The review board will determine the Preventable or Non-Preventable adjudication of each accident.

If the accident is adjudicated to be a preventable accident it will be judged by the School Board on a scale from 1 to 5 (5 being the worst), and the following discipline measures will be implemented:

- First preventable accident grading and disciplinary actions scale: Verbal and written reprimand.
- One (1) day suspension without pay and written reprimand. Three (3) day suspension without pay and written reprimand Five (5) day suspension without pay and written reprimand.
- A grading of 4—5 may also result in the recommendation for immediate termination.
- Disciplinary actions on all grades may also include a requirement for attendance at all or part of the Driver Training Program, to be decided by the Supervisor and/or driver review board.
- The 1 to 5 grades will be determined by the board. Information used to grade an accident will include, but is not limited to:
 - Driving Environment Cause
 - Law Enforcement Action Driver Negligence
 - Other Contributing Factors

If a driver is involved in a second preventable accident within a three (3) year period, it may result in a recommendation for immediate termination.

4.3 Emergencies

Plan of Action for Emergencies

Each school bus driver will have a plan of action in case of an emergency. This plan should include both breakdowns and accidents and should incorporate procedures for evacuating the

bus, using the emergency door and other exits. Practice evacuation drills, on school property, will help to avoid panic in case an emergency does arise and must be done at least twice per year.

Instructions for Conducting Emergency Exit Drills

Due to the increased number of students being transported in present day traffic and the ever-increasing number of accidents on the highways, there is a definite need to instruct students on how to vacate a school bus in case of an emergency. In an emergency, students may jam the emergency doorway all trying to get out of the door at the same time. To avoid a situation of this type, schools should organize and conduct emergency exit drills for all students who ride school buses.

Types of Drills

Everyone exits through the rear emergency door. Everyone exits through the front service door. Front half exits through the front door and rear half exits through the rear door.

There is a possible danger in drills that when a child jumps from the rear emergency door he/she may sprain an ankle or break a leg. Gym mats or resilient pads should be used if these exercises are practiced along with adult assistance at the emergency door. Districts may submit alternative instructional plans to the State Transportation Director for approval. Examples are used of simulated classroom or video instruction.

Important Factors Pertaining to School Bus Evacuation Drills

Safety of students is of the utmost importance and must be considered first.

All drills should be supervised by the local school principal or by persons authorized by the district administration to act in a supervisory capacity.

The bus driver is responsible for the safety of the students; however, in an emergency, the driver might be incapacitated so that he/she would not be able to direct the student emergency evacuation. School patrol members, appointed students, or adult monitors should, therefore, direct these drills, and it is important to have regular substitutes available.

Student qualifications:

- More mature student.
- Good citizen.
- Live near end of bus route.
- Student should know how to:
 - turn off ignition switch
 - set emergency brake
 - summon help when and where needed
 - kick out windows
 - open and close doors

- account for all students passing his/her station
- help small students off the bus
- perform other assignments.

Written consent from parents should be obtained before assigning a student as an emergency evacuation drill leader.

Emergency drills for school buses should be organized in a manner similar to the fire drills held regularly in schools. School bus drills should be held more often during the fall and spring months, preferably when the bus arrives at the school building with the students.

School bus drills should be held on school property and not on the bus route. The type of bus drills held should be varied.

The driver should stay in the bus during emergency evacuation drills. Be sure that the emergency brake is set, ignition is off, and the transmission is in neutral.

Do not permit students to take lunch boxes, books, etc., with them when they leave the bus.

Getting the student off the bus safely in the shortest time possible and in an orderly fashion is the objective of a school bus evacuation drill.

The student should move a distance of at least 100 feet away from the bus in an emergency drill and remain there in a group until given further directions. The driver, aide or sponsor shall stay with the student.

All students should be given an opportunity to participate, including those students who only ride a bus on special trips.

Each student should be instructed in the proper safety precautions while riding the bus and in the drill procedure. Assembly, classroom activities, or video presentations can accomplish this.

Students should be instructed in how and where to get help. Instructions and telephone numbers should be posted or carried in the school buses.

Reasons for Actual Emergency Evacuation

Fire or danger of fire. A bus will be stopped and evacuated immediately if the engine or any other portion of the bus is on fire. Passengers should move a distance of 100 feet or more away from the bus and remain there until the driver of the bus has determined that no danger remains. A bus that is located near an existing fire and unable to move or is near the presence of gasoline or other combustible material should be considered in "danger of fire," and students should be evacuated immediately.

Unsafe position. If a bus is stopped due to an accident, mechanical failure, road conditions, or human failure, the driver must determine immediately whether it is safer for passengers to remain in the bus or to evacuate.

Reasons for required evacuation:

- The bus stops in the path of any train or adjacent to any railroad tracks.
- The stopping position of the bus is subject to change and thus increases the danger to passengers. For example, if a bus should come to rest near a body of water or precipice where it could still move and go into the water or over a cliff, it should be evacuated. The driver should be certain that the evacuation is carried out in a manner that affords maximum safety for the students.
- The stopping position of the bus is such that there is danger of collision. In normal traffic conditions, the bus should be visible for a distance of 300 feet or more in all directions. A position just over a hill or around a curve, where such visibility is limited, should be considered reason for evacuation.

Procedures When Approached by Authorized Emergency Vehicles

The following procedure is developed to eliminate possible accidents involving school busses and emergency vehicles. In order to protect all parties concerned, it is necessary for everyone to exercise due caution. Children generally become very excited when emergency vehicles approach and many do things they normally would not do.

When a school bus driver observes an emergency vehicle approaching, with emergency equipment in operation, the following action should be taken:

- As required by §66-7-332 NMSA 1978, when the school bus is in motion the driver should yield the right of way and immediately drive to a position parallel to, and as close as possible to, the right hand edge or curb of the roadway, clear of any intersection and shall stop and remain in such position until the emergency vehicle has safely passed, except when otherwise directed by a police officer.
- In the case of a school bus operating on a narrow road, the driver must make sure he does not pull off in an area that would constitute a hazard to his vehicle or passengers, such as an unstable shoulder.
- In the case of a volunteer fire department, if the bus is in a safe spot, it should remain there until the driver is reasonably sure that all volunteer vehicles have passed before pulling back into the roadway.

If a school bus is stopped in the roadway, pursuant to §66-7-347 NMSA 1978, to load or unload pupils, the following procedure should be used:

- If stopped in the roadway with school bus flashers in operation to unload pupils and they have not started to depart from the bus, the service door should be kept closed, the school bus flashers turned off and the emergency equipment waved by. If pupils are already out of the bus, keep the flashers in operation until they have safely crossed the roadway. The emergency vehicles should not pass the stopped bus until safe to do so.
- If the bus is stopped to load pupils and the flashers are in operation and pupils have started to cross the road or highway, leave the flashers on and get pupils loaded as quickly as possible. When you are sure that there are no pupils running toward the bus, turn off

flashers and wave by the emergency equipment. In your instructions to pupils on safe loading and unloading, you should caution them about emergency vehicles and to stay on the edge of the roadway so they can pass safely.

At no time should the driver leave the seat of the bus.

4.4 School Buses Operating on Interstate

Highways

The design of the Interstate System precludes access to such highways at all points other than interchanges. In order that school buses operate in conformance with these requirements, the following procedures shall be followed in all cases:

- The bus shall not make any stop except in an emergency nor shall any pupil board or alight from a school bus while said bus is on the Interstate Highway. All loading or unloading shall be done at points off the Interstate System, either at an interchange or on a service or frontage road.
- No school bus shall cross over to the opposite roadway or make any other similar maneuver excepting at interchanges and shall do so in the manner consistent with the proper procedure at any given interchange.
- School buses using portions of the Interstate Highway System must operate as "express" buses between two given points.

SECTION 5: Transportation as an IEP "Related Service"

5.1 Travel Time Policy

All students shall be transported in a timely manner. Special needs students being transported within their attendance area shall have a travel time comparable to that of their peers. Students being transported outside of their attendance area shall have as minimal a travel time as possible depending on available equipment and the attendance location.

5.2 Transportation of Special Personnel

Transportation of Special Personnel, (i.e., medical/nursing assistants), shall be authorized by the Special Ed. Director. The need for such shall be justified in writing by qualified medical personnel and will be deemed necessary in the student's IEP.

5.3 Transportation of Animals to Accompany Students w/Disabilities

The Special Ed. Director shall authorize the transportation of a canine companion. The need for such shall be justified in writing by qualified medical personnel and will be deemed necessary in the student's IEP. School personnel shall determine that all passengers who will be affected by the transportation of the companion animal are free from all allergies or fear of such animal. Should this occur, alternate means of transportation will be reviewed by the IEP committee. If a companion animal is approved for transportation, the student's parent/guardian must provide the following documentation:

- The owner's ID card or the special plate on the dog's collar. Current veterinary vaccination verification.
- A release from responsibility for any injury or damage caused by the animal.
- The documentation must be renewed annually and will be due at the start of the school year.

5.4 Transportation of Medication

All medication must be given to the driver by the parent for transportation to the schools. Students will not be allowed to transport their own medications and will only be administered by qualified school staff. All orders for the administration of medication will be in writing from the student's doctor and the information will be included in the IEP.

5.5 Transportation for Students Eligible Under Section 504 of the Rehabilitation Act:

Students who qualify for transportation under Section 504 of the Rehabilitation Act of 1973 will be required to provide medical documentation supporting their need for transportation. A transportation form must be completed and turned into the Special Ed. Office prior to the start of transportation.

SECTION 6: REVOCATION OF PRIVILEGE

6.1 Student Safety

Student transportation is a privilege extended to students who qualify for transportation pursuant to State and Local Board of Education regulations. Students who do not obey state and local regulations governing student transportation may have their privileges revoked by the Capitan Municipal School District. Student transportation is a privilege to students who are eligible for transportation pursuant to §22-16-2 and 22-16-4 NMSA 1978. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the school district.

- A. It is the goal of the Transportation Department to ensure the Safety of every student. In some case it may be necessary to revoke transportation privileges of students that fail to comply the safe riding policies. In these cases, the Transportation Department will give every opportunity to the parent/guardian to discipline their student(s) prior to revoking a student's transportation privileges. Therefore, communication will be critical and notification attempts will be made prior to revocation of transportation privileges.
- B. The driver is in full charge of students when they are riding the bus. The driver shall report in writing discipline cases to the Supervisor of Transportation and the School Principal as stated in the Capitan Student Handbook, the Capitan Student Handbook discipline matrix will be followed.

Note: Revocation of transportation privileges does not imply suspension/revocation from school. The parent/guardian will be responsible for transporting the student to and from school. Special consideration will apply regarding students with Individualized Service.

6.2 Audio/Video Policy

Audio/Video Policy - For the protection of Students and Employees All "to and from" buses have audio and video recorders. This will serve as notice to students/parents and employees that the Capitan School District will record video and audio of students/parents/employees and all others in the buses. Due to privacy issues only authorized school personnel will be permitted to view the audio/videos. The activity buses have audio/video recorders on the driver only and outside of the bus.