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Appendix F
St Johns County School District
Transportation Department Safe Operator Plan

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SECTION I - INTRODUCTION

The mission of the St. Johns County School District Transportation Department is to provide safe, efficient, effective, and professional transportation services to the children of St. Johns County School District. ~~As a service provider, the~~ **Transportation** department aspires to create a calm, respectful, welcoming, and supportive environment for every child.

The objectives of the Safe Operator Plan are as follows:

1. **Intent:** The Safe Operator Plan is intended to establish and sustain an environment and organizational climate in which extraordinary safe bus operations and exceptional professional services are paramount. The plan is intended to address achievements, accidents, incidents, and behaviors in a consistent, objective, and fair manner.
2. **Risk:** The foundation of the safe operator plan is risk management and ~~more specifically risk based decision making and~~ risk mitigation. The plan recognizes the increasingly dynamic environment in which school bus operators operate buses in St Johns County in support of children. It is not possible to eliminate all known and unknown risks. Nor is it possible to control all the risk factors associated with student transportation operations. However, through effective risk management, the transportation team can visualize the situation, recognize individual and collective risk behaviors and trends, and positively affect conditions and behaviors to mitigate risks and operate buses safely. Based on individual operator's history and experiences, the plan will identify individual and collective risk behaviors, probabilities of occurrences, consequences of occurrences, and methods to mitigate risks.
3. **Statutes and Guidelines:** Ensure compliance with Florida statutes and DOE Guidelines. The statutes establish requirements for hiring guidelines, training, and monitoring of school bus operators during employment.
4. **Hiring Actions:** Establish hiring guidelines for school bus operators, Transportation Department mechanics and office employees to ensure only qualified applicants are accepted.
5. **Achievements and Challenges:** Adjudicate achievements and challenges via remedial training, disciplinary/corrective actions, recognition, and rewards in accordance with the guidelines and criteria established in this Safe Operator Plan.

6. **Remedial Training:** Recommend tailored, comprehensive or remedial training for operators as appropriate.

The provisions of this plan do not replace the procedures in place through the established bargaining process between the St. Johns School District and the St. Johns Education Support Professional Organization. The provisions of the plan also do not replace established St. Johns County School Board employment practices or policies.

The provisions of this plan are not necessarily binding. There are circumstances which warrant actions beyond the scope of this plan.

SECTION II - APPLICANT ELIGIBILITY

The Transportation Department will review the driving history of all applicants for a school bus operator position (DHSMV Transcript of Driver Records) with the Florida Department of Highway Safety and Motor Vehicles (DHSMV). The Fleet Operations Coordinator will review the records twice per year as appropriate. Further, the Fleet Operations Coordinator reviews the *Change Report* from DHSMV every Wednesday. Determinations on applicant eligibility will be made in accordance with federal, state, and local laws, federal and state administrative code, and school board rules.

The Transportation Department will screen each applicant's Transcript of Driver's Record in accordance with the guidelines and criteria established by the document. The Transportation Department will review the entire driving record with particular emphasis placed on entries for five (5) years preceding the date of the records check. Although this plan is applicable to all current and prospective employees, the Transportation Department will not terminate employment of an employee based on their driving record prior to the original effective date of the plan. The Transportation Department will review the Federal Motor Carrier Safety Administration Drug and Alcohol Clearinghouse to determine eligibility for employment.

SECTION III - EMPLOYMENT AND TRAINING PROCEDURES

St. Johns County School District Licensing Requirements:

1. Completion of five (5) years of licensed driving experience
2. Completion of St. Johns School District employment application form
3. Submission of fingerprints for background checks
4. Completion of physical examination for school bus operators and pre-employment drug screening. Federal Motor Carrier Safety Administration Title 49 CFR Parts 40 and 382, require pre-employment drug screening and while employed, random drug and alcohol testing.

5. Completion of the school bus operator dexterity test
6. Completion of testing to possess a temporary commercial driver license (CDL) with a passenger (P) and school bus (S) endorsements
7. Be physically capable of operating a school bus
8. Successfully complete forty (40) hours of preservice training:
 - a) A minimum of twenty (20) hours of classroom
 - b) A minimum of eight (8) hours of behind-the-wheel training
 - c) A minimum of eight (8) hours riding on an established route with a licensed Operator operating a bus with students on board
 - d) A minimum of sixteen (16) hours driving on an established route with students on board and a licensed Operator riding as an observer/trainer
 - e) A minimum of one (1) successful driving orientation into **various** the bus loops of every school in the district
 - f) Operators will receive appropriate operator training after successful CDL test completion and prior to operating a seventy-seven (77) passenger school bus with children aboard.
 - g) Successfully complete the CDL examination administered by a state certified examiner
 - h) Obtain the permanent commercial driver's license (CDL) with passenger (P) and school bus (S) endorsements and provide a copy to the Transportation Department. The Transportation Department will maintain a file on each operator to reflect driving record screening, training, completion of medical examination and permanent license documentation.

Disclosure Note: Prospective operators in training must notify the Fleet Operations Coordinator or Director of Transportation of any suspension of license, moving violation, or accident which occurs during the pre-employment training period. Notification must occur within twelve (12) hours of the suspension, violation, or accident.

SECTION IV- CURRENT EMPLOYEE REQUIREMENTS

All Transportation Department employees will comply with the provisions of the Safe Operator Plan. The employees described in the paragraph below are referred to and considered "covered employees" under the Safe Operator Plan. Based upon points assessed (Appendix A) by the Safe Operator Committee, operators will receive appropriate disciplinary actions. Appendix B provides the guidelines for disciplinary actions.

Florida Department of Education Requirements:

The Transportation Department will accomplish a complete check of driving records of all Bus Operators before the start of the school year in August and again in January of each year. The driving history of all covered employees is reviewed through a check of driving records with the Florida Department of Highway Safety and Motor Vehicles (DHSMV) to verify a satisfactory driving history. The Transportation Department will obtain a copy of each applicant's DHSMV Transcript of Operator Record from the Florida Department of Education School Bus Operator Records Check System (which accesses the driving records system maintained by DHSMV). The Fleet Operations Coordinator or designated representative will review the driving records.

1. The Transportation Department will also obtain a weekly update of new activity posted to bus operators' driving records via the Weekly Exception Report from the Florida Department of Education School Bus Driver.
2. Records Check System. The Fleet Operations Coordinator will review the record.
3. If the Weekly Exception Report indicates an operator's license is suspended, revoked, or canceled, the Director of Transportation will take immediate action to prohibit the operator from operating a school bus or any other School Board owned/leased vehicle.
4. The Transportation Department will participate in and administer the Random Drug and Alcohol Testing Program. All School District employees with a CDL used in the context of their employment, are subject to the requirements of the program.
5. All school bus operators are required to complete a drug and alcohol test following any incident or accident, on or off school board property, at the direction of the Fleet Operations Coordinator.

Employee Responsibilities:

1. **Driver's License:** All employees covered under the Safe Operator Plan are required to **always** possess the appropriate Commercial Driver License (CDL) ~~at all times~~ while employed with St. Johns County School District. Covered employees will ensure information on their driver's license is **always** kept current ~~at all times~~. Knowingly operating a school bus with a suspended or revoked license is grounds for dismissal by the School Board.

2. Reporting of Vehicle Accidents:

a) **School Bus or Other School Board Owned/Leased Vehicles:**

Covered employees will immediately report any accident involving a school bus or other School Board owned/leased vehicle to a Transportation Department supervisor or dispatcher. If the accident occurs after normal working hours, the employee will immediately notify a Transportation Department supervisor using the emergency numbers on the Emergency Blue Card.

b) **Other Vehicles Not Owned or Leased by the School Board:**

Covered employees are responsible to report any accident in which the employee was the vehicle operator, regardless of ownership or fault. Covered employees will report accidents to the Fleet Operations Coordinator or Director of Transportation on the first duty day after the accident.

3. **Reporting of Citation for a Moving Violation:** Covered employees will report the receipt of any citation for a moving violation to the Fleet Operations Coordinator or Director of Transportation. This requirement is a St. Johns School District and Federal Government requirement, statute 6A-3.017. If operating a School Board owned/leased vehicle, covered employees must report the citation immediately. If the citation is received while operating a privately owned vehicle, the covered employee must report the citation on the first duty day after the receipt of the citation.

4. **Disposition of Citations for Moving Violations:** Covered employees who receive a citation for a moving violation will ensure they comply with the requirements for disposition of the citation. Generally, persons have three (3) options available to them:

1. Pay the fine
2. Pay the fine and request attendance in a safe driving course
3. Use of the Traffic Court System

Points: Points assessed remain on a CDL holder's license for life. Attending schools or defensive driving courses will not remove the assessed points.

Violations: Violations noted as "adjudication withheld" may result in assessment of Safe Operator Points by the Safe Operator Committee.

Compliance: Failure to comply with deposition requirements within specified time limits will result in the suspension of the driver's license by the Florida Department of Highway Safety and Motor Vehicles. It is of the utmost importance that covered employees act promptly to resolve matters pertaining to a citation for a moving violation.

Safe Operator Points:

1. The Safe Operator Committee will assess Safe Operator Points for all at-fault/preventable vehicle accidents, incidents, and achievements involving employees covered under this Safe Operator Plan.
2. The Safe Operator Committee will assess Safe Operator Points for all moving violations appearing on a covered employee's Transcript of Driver Record, as obtained through the Florida Department of Education School Bus Driver Records Check System (see Appendix A).
3. The Fleet Operations Coordinator will assess Safe Operator Points for other violations though these violations may not appear on the Transcript of Driver Record.
4. The Safe Operator Committee will assess Safe Operator Points only once for each accident, incident, or achievement. If the Safe Operator Committee assesses Safe Operator Points for an accident involving a school bus or other School Board owned/leased vehicles, the committee will not assess Safe Operator Points ~~at a later date~~ when a moving violation citation received in connection with the accident is posted to the employee's Transcript of Driver Record.
5. The Safe Operator Committee will assess Safe Operator Points for Operators who render exceptional professional services and safe operation of school busses as appropriate.

Serious Offenses:

Serious offenses are defined as **an** offense that involve gross or simple negligence possessing high probability and high consequence of associated risks. Serious offenses are often caused by reckless behaviors. Serious offenses violate the key tenets of safe school bus operations. Serious offenses are listed in Appendix A under items IG of the safe operator plan. For serious offenses, the points listed in the guide are minimum required points.

Appeal of Safe Operator Points: Employees may appeal the points assessed by any Safe Operator Committee to the Fleet Operations Coordinator. The Fleet Operations Coordinator will refer appeals to an upcoming Safe Operator Committee after rotating members as prescribed.

See Section III for confirming employment training, license checks, and medical requirements. Section IV discusses Safe Operator Points and Procedures.

Suspension, Revocation, Cancellation of Driver's License

1. **CDL:** All covered employees are required to **always** possess the appropriate Commercial Driver License (CDL) B with endorsements ~~at all times~~ while employed with the St. Johns County School District and to maintain their license in good standing. Any operator who receives notification of a driver's license suspension, revocation, or cancellation is required to notify a Fleet Operations Coordinator, or dispatcher immediately during normal working hours. After normal working hours, or any other time the Transportation Department offices are closed, the employee will immediately notify the Fleet Operations Coordinator or Director of Transportation using the emergency numbers on the Emergency Blue Card.
2. **Operator Conference:** The Director of Transportation, or designee, will hold a conference with the operator to determine the circumstances of the license suspension, revocation, or cancellation. If it is determined an operator knowingly operated a school bus or other School Board owned/leased vehicle with a suspended, revoked, or canceled driver's license, said driver is subject to dismissal by the School Board.
3. **Terms of Dismissal:** Any operator who fails to affect the reinstatements of their suspended/revoked/canceled driver's license within ten (10) working days is subject to dismissal by the School Board.
4. **Repeat Offenses:** The procedures detailed above will apply only to the first time a school bus operator's license is suspended/revoked/canceled. Additional occurrences can result in disciplinary actions in accordance with guidelines in Appendix B.
5. **Notice of Suspension of the Driver's License due to Cancellation of Required Insurance:** The Florida Department of Highway Safety and Motor Vehicles (DHSMV) will suspend the driver's license of any individual who fails to maintain required insurance on a vehicle registered in their name. When DHSMV receives notification from an insurance company of cancellation of an insurance policy, they will automatically mail a notice to the driver, advising them of the pending suspension of their driver's license, unless corrective action is taken. Employees covered under this Safe Operator Plan cannot operate a school board owned/leased vehicle if their license was suspended. Employees covered under this Safe Operator Plan have the responsibility to maintain a valid driver's license, in good standing, at all times. Covered employees who receive notice from DHSMV of pending suspension of their driver's license due to cancellation of required insurance are responsible to make sure corrective action is taken to avoid such suspension and advise the Fleet Operations Coordinator or Director of Transportation. Employees must ensure insurance requirements are fulfilled and provide proof of compliance to DHSMV.

Bus Operator Validation Program

After the first year of driving and after each five (5) years of school bus operation, each operator will undergo a minimum of two (2) hours of refresher training and recertification which will include:

1. Conducting a successful school bus stop including a simulated student crossing of a road.
2. Conducting a successful railroad crossing.
3. Completing a successful parallel parking exercise.
4. Completing a successful alley docking parking exercise.
5. Explaining the use of the school bus two-way radio system to include all call groups and the emergency function.
6. Explaining proper reactions to the myriad of serious and routine incidents involving a school bus

SECTION V - SAFE OPERATOR COMMITTEE

Objectives of the Transportation Safe Operator Committee:

1. Review all vehicle accidents (preventable and non-preventable) involving covered employees operating a school bus or other school board owned/leased vehicle.
2. Provide a forum for covered employees to present the facts and circumstances surrounding an accident, incident, or behavior brought before the committee.
3. Recommend assessment of Safe Operator Points and remedial/corrective measures to adjudicate accidents, incidents, or behavior as appropriate.
4. Analyze accident trends and make recommendations to prevent accidents.
5. Review the Safe Operator Plan and make recommendations for revisions.
6. Identify individual operator and department wide trends in risk behavior to include probability of occurrences and severity of consequences in accordance with risk management principles
7. Assist leaders, supervisors, and operators in completing individualized risk assessments at a minimum, semiannually, and as required.

8. Assess points for exceptional professional services and safe operation of school busses.

Committee Membership:

The Safe Operator Committee will consist of the following representatives:

1. Fleet Operations Coordinator(s) (~~Chairperson~~, voting, **Alternate Committee Chairperson**)
2. Fleet Maintenance Manager or designee (~~Alternate Committee Chairperson~~, voting)
3. Lead Operator (rotating schedule, voting)
4. ~~One member of the following: Department~~ **Safety & Training Coordinator Chairperson**, ~~CDL Trainer, or CDL Examiner (rotating schedule, voting)~~
5. Routing Supervisor or designee (voting)
6. St. Johns Education Support Professional Association Representative (SJESPA) (Optional at their discretion, voting)
7. District Risk Manager **or designee** (voting)

Term of Office: Reappoint as prescribed above or as necessary.

Meeting Schedule: At a minimum, the committee will meet ~~twice~~ monthly **or more often when required**. The Fleet Operations Coordinator will schedule additional meetings as required.

Meeting Procedures: ~~The Fleet Operations~~ **Safety & Training** Coordinator will act as chairperson of the Safe Operator Committee. In the absence of the ~~Fleet Operations~~ **Safety & Training** Coordinator, the ~~Fleet Maintenance Manager~~ **Operations Coordinator** will serve as chairperson. The Safe Operator Committee will review the circumstances of all ticketed and non-ticketed accidents/incidents and violations involving an employee operating a school bus or other School Board owned/leased vehicle. Additionally, other accidents/incidents may result in assessment of Safe Operator Points even if the Law Enforcement report does not cite the operator; Examples include hitting a mailbox, light pole, or other comparable incidents. The committee will assess Safe Operator Points for all preventable/at fault accidents and exceptional professional services and extraordinary safe operating which occurred while operating a school bus or other School Board owned/leased vehicle using the point schedule set forth in Appendix A of this document. Affected employees will receive written notification of Safe Operator Committee actions within ten (10) working days after the date of the meeting at which the action was taken.

Attendance at the Safe Operator Committee: All Transportation employees who are referred to the Safe Operator Committee for matters involving the Transportation Department, are required to appear in person before the committee. The intent for employees appearing before the committee is to ensure due diligence with determining the facts, circumstances and matters of consideration and mitigation regarding referred matters. Employees with previously scheduled appointments that conflict with appearance before the committee are required to speak with the Fleet Operations Coordinator, to make alternative arrangements.

Appeal of Safe Operator Actions: All covered employees have the right to appeal Safe Operator Points assessed by the Safe Operator Committee. Appeals are to be directed to the Fleet Operations Coordinator for review at the next Safe Operator Committee meeting. For employees within the bargaining unit, established procedures within the negotiated agreement between the District School Board of St. Johns County and the St. Johns Support Association are applicable for appeals. For other employees, St. Johns School Board general employment practices and procedures are applicable for appeals.

Confidentiality: It is imperative that members of the Safe Operator Committee exercise confidentiality regarding specific personnel details pertaining to accidents/incidents/achievements adjudicated by the committee. Outside discussion about trends, incidents, accidents, achievements, and observations are appropriate if details regarding the individual(s) involved are not discussed.

SECTION VI – TRANSPORTATION DEPARTMENT AWARDS

Transportation Employees of the Month: The Transportation Department will present awards monthly for the Transportation Employee of the Month. Awards are presented the month following the recognized service. Transportation will recognize three (3) employees each month: one (1) employee from Region 1, one (1) employee from Region 2, and one (1) Rookie department wide. The awards recognize personnel who achieved exceptional professional services for the children of St Johns County. Each awardee will receive a distinctive uniform shirt for wear and a professional detailing of their assigned bus. For new employees not yet assigned to a bus, Transportation will issue a voucher for detailing their bus at a later date. For operations and maintenance personnel recognized as employee of the month, Transportation will have one bus or designated department vehicle professionally detailed.

Support Employee of the Quarter: At the end of each quarter of the calendar, the Transportation Department will make one award for the Support Employee of the Quarter. The award recognizes excellence in the maintenance of the district school buses during the most recent quarter.

Lead Operator of the Quarter: At the end of each quarter of the calendar, the Transportation Department will make one award for Lead Operator of the Quarter. The award recognizes performance excellence in service to the department during the most recent quarter.

Route Operator of the Year: In May, at the end of each school year, the Transportation Department will recognize one (1) employee from Region 1, one (1) employee from Region 2 for Route Operator of the Year. The award recognizes exceedingly safe operation of a general education school bus and exceptional service to student riders.

ESE Operator of the Year: In May, at the end of each school year, the Transportation Department will make one award for ESE Operator of the Year. The award recognizes exceedingly safe operation of an ESE school bus and exceptional service to ESE student riders.

ESE Attendant of the Year: In May, at the end of each school year, the Transportation Department will make one award for ESE Attendant of the Year. The award recognizes extraordinary care for the welfare and wellbeing of ESE student riders.

Support Employee of the Year: In May, at the end of each school year, the Transportation Department will make one award for Support Employee of the Year. The award recognizes excellence in the maintenance of the district school buses.

Trainer of the Year: In May, at the end of each school year, the Transportation Department will make one award for Trainer of the Year. The award recognizes exceedingly high standards in training and examining school bus operators and attendants.

~~**Support Related Employee of the Year:** In October of each school year, the Transportation Department will nominate one employee for consideration for the St Johns County School District Support Related Employee of the Year. Nomination for the award recognizes the employee who best demonstrates the pillars of character while in the service of children.~~

~~Every employee of the year award recipient will receive a distinctive uniform shirt, and complete professional detailing of their assigned bus or designated department vehicle.~~

SECTION VII - DISTRIBUTION OF THE SAFE OPERATOR PLAN

Each year, the Transportation Department will distribute the Safe Operator Plan, **which is contained in the employee handbook** to all Transportation employees at the beginning of the school year (annual rehearsal), or upon initial employment (upon successful completion of the operator/attendant training class), or after any changes in the plan were approved by the Safe Operator Committee.

APPENDIX A – Assessment of Safe Operator Points

The Safe Operator Committee will assess Safe Operator Points for all at-fault/preventable vehicle accidents, incidents, and achievements involving employees covered under this Safe Operator Plan, operating a school bus or other School Board owned/leased vehicles as set forth in Section V (Safe Operator Committee) and in accordance with the guidelines and criteria established by this document.

The Safe Operator Committee will assess Safe Operator Points for all moving violations appearing on a covered employee's Transcript of Driver Record, as obtained through the Florida Department of Education School Bus Driver Records Check System.

The Safe Operator Committee will assess Safe Operator Points for other violations though these violations may not appear on the Transcript of Driver Record.

The Safe Operator Committee will assess Safe Operator Points only once for each moving violation or vehicle accident. If the Safe Operator Committee assesses Safe Operator Points for an accident involving a school bus or other School Board owned/leased vehicles, the committee will not assess Safe Operator Points at a later date when a moving violation citation received in connection with the accident is posted to the employee's Transcript of Driver Record.

The Safe Operator Committee will assess Safe Operator Points for Operators who render exceptional professional services and safe operation of school busses as appropriate.

Former Transportation Department School Bus Operators: Former school bus operators of the Transportation Department, St. Johns County School District returning within six (6) months (180 days) of their resignation date will retain points accumulated

through the Safe Operator Committee/Plan prior to their resignation. Personnel returning after six months (180 days) will restart at zero (0) points.

Double Jeopardy: The Safe Operator Committee will assess Safe Operator Points only once for each moving violation or vehicle accident. If the Safe Operator Committee assesses Safe Operator Points for a vehicle accident, the committee will not assess additional Safe Operator Points for a moving violation citation(s) received in connection with the accident.

The Safe Operator Committee will not assess points for a specific incidents, accidents, or behavior addressed by Human Resources per the progressive discipline standards.

Item	Offense	Safe Operator Points Range
†	OPERATING VIOLATIONS	
IA	Speed	
IA1	Up to 5 mph over the posted speed limit within a school zone	0 – 10
IA2	5 mph or more over the posted speed limit within a school zone	10 – 15
IA3	Up to 5 mph over the posted speed limit in a residential area with a posted speed limit of 30 mph or less	0 – 5
IA4	5 mph or more over the posted speed limit in a residential area with a posted speed limit of 30 mph or less	5 – 15
IA5	Up to 10 mph over the posted speed limit in an area with a posted speed limit greater than 30 mph	5 – 15
IA6	11 mph or more over the posted speed limit in an area with a posted speed limit greater than 30 mph	10 – 15
IA7	Driving too fast for conditions (weather, traffic, construction, etc.)	5 – 15
IB	Following too closely	
IB18	1 st offense	0 - 5
IB29	2 nd offense	6 - 10
IB310	3 rd offense	11 - 15
IC	Stop	
IC11	Failing to stop at a stop sign	5 - 15
IC12	Failing to come to a complete stop at a	5 - 15

	stop sign	
IG13	Failing to stop for a school bus with red student lights activated	8 - 15
IG14	Failing to stop for a red traffic signal	5 - 15
IG15	Failing to prepare to stop for a school bus with amber student lights activated	0 - 2
IG16	Failing to stop at the direction of emergency services personnel (police, fire, etc.)	8 - 15
IG17	Failing to stop at the direction of construction flagman	2 - 8
IG18	Failing to yield to pedestrians in the crosswalk	10 - 15
ID	Yield	
ID19	Failing to yield to an emergency vehicle	5 - 15
ID20	Failing to yield to a bicyclist	5 - 10
ID321	Failing to yield to an obstruction in the roadway in the direction of travel	0 - 5
ID422	Failing to yield at a yield sign to merge into traffic	0 - 10
IE	Passing	
IE123	Passing a school bus that is actively loading or discharging student riders	10 - 15
IE224	Passing another school bus in an unsafe manner	2 - 10
IE3-25	Passing another vehicle in an unsafe manner	2 - 10
IE4-26	Passing in a no passing zone	5 - 15
IF	Railroad Crossings	
IF2-27	Driving around or through a railroad crossing gate or barrier	15 - 21
IF3-28	Stopping too close to a railroad track resulting in a school bus being over the railroad track or within fifteen (15) feet of the outer most rail	0 - 15
IF4-29	Crossing over a railroad track in any	2 - 8

	lane other than the right lane unless specified otherwise in the railroad crossing matrix		
IF5-30	Failing to follow a crossing control device or the direction of a law enforcement official at a railroad crossing	5 - 15	
IF6a-31	Failure to Secure the bus: Set parking brake, transmission in neutral, foot on brake	15 - 21	
IF6b-32	Failure to silence music/radio	2 - 4	
IF6c-33	Restrict talking/student noise	2 - 4	
IF6d-34	Use of four-way signal in a timely fashion before tracks	3 - 8	
IF6e-35	Visual check of railroad tracks in both directions	3 - 8	
IG	Serious Offenses	Minimum Reckless/Willful	Minimum Careless
IG1-36	Reckless Driving	21	21
IG2-37	Driving while impaired due to unlawful use of alcohol, drugs (illegal or prescribed), or other inhibiting substances	21	21
IG3-38	Fleeing or attempting to flee law enforcement	21	21
IG5-39	Using a cell phone or electronic device while underway as the operator of a school bus to include but not limited to the following: 1. Texting 2. Web Surfing 3. Using social media 5. Videos, 6. Talking (hands on or hands free)	21	21
IG6-40	Failure to submit to a drug and alcohol test (random or directed)	21	21
IG7-41	Endangering the safety of children	21	15
IG8-42	Striking or making contact with a pedestrian or bicyclist while operating a school bus	21	15
IG9-43	Failing to shut off a bus while loading/unloading students at a school or other similar location	21	15
IG10-44	Failure to complete AND/OR properly document a pre-trip	21	15

	inspection of a school bus		
IG11-45	Failing to conduct a between trip inspection of a school bus resulting in a child left behind on a school bus	21	15
IG12-46	Failing to set the parking brake, place the transmission in neutral, and apply the service brake at a railroad crossing or bus stop	21	15
IG13-47	Operating a school bus without wearing the operator's seatbelt	21	15
IG14-48	Leaving the scene of an accident before emergency responders to include law enforcement and/or Transportation officials arrive	21	15
	CDL Related		
IH1-49	Failing to report and/or report a moving violation or accident (personal motor vehicle)	3 - 6	
IH2-50	Failing to report a moving violation or accident (school bus or school board vehicle)	5 - 10	
IH3-51	Failing to maintain a current dexterity test (within 13 months)	3 - 8	
IH4-52	Failing to maintain a current CDL License with P & S Endorsements	3 - 8	
IH5-53	Failing to maintain a current physical within 13-month period completed by a DOT certified physician	3 - 8	
I	Accident or Incident Related		
I1-54	Allowing students to leave the scene of an accident before law enforcement clears the accident	3 - 6	
I2-55	Releasing student riders to a parent/guardian without authorization and/or identification check	3 - 6	
I3-56	Failure to report an incident or accident with a school bus to base in a timely manner and/or fleet maintenance manager	5 - 10	
I4-57	Failure to report an incident or accident with a school bus to base and/or the fleet maintenance manager	10 - 15	

II5-58	Operating a school bus damaged in an accident or incident without an in/out of service determination by the fleet maintenance manager or designated maintenance subject matter expert	5 - 10
II6-60	Operating an out of service school bus with children aboard	5 - 15
II7-61	Failing to lock down a school bus as required	3 - 8
IJ	Communications	
IJ2-62	Communicating with children in an unprofessional, inappropriate, and/or uncaring manner (Pillars of Character)	4 - 10
IJ3	Communicating with a fellow employee, school staff, or administrator in an unprofessional and/or inappropriate manner	4 - 10
IJ4	Communicating with a parent/guardian in an unprofessional and/or inappropriate manner	4 - 10
IJ5-62	Inappropriate communication on the 800 MHz radio system	4 - 8
IJ6	Unnecessary communication on the 800 MHz radio system which interferes with higher priority communications	2 - 6
IJ7	Failure to communicate with dispatch as required	2 - 8
IJ8	Willful disobedience of direction provided by dispatcher	10 - 15
IK	Fuel	
IK1-63	Running a school bus out of fuel	5 - 15
IK2-64	Running a school bus low on fuel (less than ¼ tank)	3 - 8
IK3-65	Failing to remain with a school bus during refueling	2 - 6
IK4-66	Remaining aboard a school bus during refueling	2 - 6
IK5-67	Fueling a school bus without authorization	2 - 4
IK6-68	Unsafe operation at or near a fuel point	2 - 6
IL	Spare Buses	
IL1	Failing to clean a spare bus before	2 - 6

	turning bus in	
IL2-69	Failing to refuel a spare bus before turning bus in	2 - 6
IL3-70	Failing to properly display 8"x10" white erase magnet for sub bus over student number adjacent to passenger door	0 - 2
IM	Pre-Trip Inspection	
IM1-71	Failure to personally complete a pre-trip inspection	Refer to serious offenses (IG)
IM2-72	Failure to document a pre-trip inspection	Refer to serious offenses (IG)
IM3-73	Failure to personally complete a pre-trip inspection to standard	3 - 8
IM4-74	Failure to maintain pre-trip inspection report on designated clipboard on the bulkhead of the bus	3 - 8
IN	Student Rider Related	
IN1-75	Failure to complete a post trip check of a school bus following each tier or trip	5 - 15
IN2-76	Failing to attend to a student aboard the bus due to a personal related distraction	5 - 15
IN3-77	Allowing a student rider to access the underside storage compartment of a school bus	5 - 10
IN4-78	Leaving a child behind at a school bus stop in the AM regardless of circumstances	5 - 15
IN5-79	Allowing an unauthorized student to ride a school bus in the PM	0 - 4
IN6-80	Failing to be present at bus while students are aboard or boarding	5 - 10
IN7-81	Failing to act attentively towards students aboard a school bus	2 - 4
IN8-82	Leaving children unattended aboard a school bus	5 - 15
IN9-83	Allowing student riders to sit in the Operator's seat of a school bus	5 - 15
IN10-84	Failing to complete a post trip inspection/child check following the discharge of passengers from a school bus	6 - 10
IN11-85	Operating a school bus with children standing	3 - 8

IN12-86	Operating a school bus with children seated on the floor	5 - 10
IN13-87	Operating a school bus with more than three (3) children to a seat without available restraints	3 - 8
IN14-88	Operating a school bus with children's hands or arms extended from the bus	2 - 6
IO	Kindergarteners/VPK	
IO1	Failing to load kindergarteners first at dismissal at the school	0 - 4
IO2-89	Failing to seat kindergarteners in the kindergarten zone in the front of the bus	2 - 4
IO3-90	Allowing a kindergartener to sit with their sibling outside the designated kindergarten zone of the bus	2 - 4
IO4	Failing to mark the kindergarten zone with Stop Sign magnets on the bulkhead of each seat	0 - 2
IO5-91	Failing to ensure kindergarteners are properly seated and wearing their seatbelts	3 - 6
IO6-92	Allowing a kindergartener who is not a bus rider to ride a bus	2 - 4
IO7-93	Allowing a kindergartener to ride the wrong bus	5 - 10
IO8-94	Discharging a kindergartener at the wrong stop	5 - 10
IO9-95	Discharging a kindergartener without a parent/guardian present without prior approval	5 - 10
IO10-96	Failing to secure a VPK student rider with a safety vest or child car seat	5 - 15
IP	Operator Duties	
IP1	Acting in an impatient manner	2 - 8
IP2	Dirty and unsanitary school bus interior	3 - 8
IP3	Dirty school bus exterior	2 - 4
IP4	Removing or failing to display operator recruiting plate	0 - 2
IP5	Failing to wear proper footwear while operating a school bus (closed toe, firmly secured to the foot)	2 - 6

IP6	Failing to wear the prescribed uniform in a clean, neat, professional manner	2-6
IP7-97	Excessive idling (greater than 5 minutes)	0 - 6
IP8	Using tobacco on a school bus	10-15
IP9	Using tobacco on school board property	5-10
IP10-98	Operating a school bus off route without approval	2 - 8
IP11	Storing or displaying items in and around the operator's compartment of a school bus in violation of statutes and specifications	0-4
IP12	Failing to maintain a current and accurate route sheet	0-4
IP13	Tampering with a video or audio recording device on a school bus	10-15
IP14	Tampering or manipulating the child safety check system on a school bus	10-15
IP15	Altering or attempting to alter a safety device aboard a school bus	10-15
IP16	Operating a school bus with inoperable student seatbelts	2-6
IP17	Failing to submit a school bus for 28-day inspection as required	5-10
IP18	Failing to report to duty on time without advanced communication	2-6
IP19	Failing to report for duty without advanced communication	2-6
IP20	Failing to close windows on a school bus overnight	2-4
IP21-99	Operating a school bus with an inoperative safety device (lights, crossing arm, etc.)	4 - 8
IP22-100	Failing to conduct a field trip safety and administrative brief to student riders, staff, and chaperones	2 - 4
IP23	Failing to submit field trip paperwork in a timely manner	0-4
IP24	Failing to complete FTE count to standard	0-4
IP25	Failing to turn in FTE count to base as required	0-4
IP26	Unauthorized entry into a garage area	0-4
IP27	Parking a school bus in an	4-6

	unauthorized area	
IP28	Failing to submit timecards on time	0-4
IP29	Failing to submit training paperwork on time	0-4
IP30	Failing to submit paperwork on time to affirm review of mandatory district videos	0-4
IP31	Avoidably late to a school or school bus stop (10 minutes or more)	2-6
IP32a	Tardiness—1 st offense	0-4
IP32b	Tardiness—2 nd offense	2-6
IP32c	Tardiness—3 rd offense	4-8
IP33	Leaving a school bus unattended while running	5-10
IP34	Leaving a school bus unattended with keys in the ignition	3-6
IQ	Loading and Discharging	
IQ1-101	Failing to execute a right-side loading or discharging of student riders to standard	2-8
IQ2-102	Failing to execute a left side loading or discharging of student riders to standard	2-8
IQ3-103	Failing to employ amber and red student lights to standard	2-8
IQ4-104	Failing to follow DOE Guidelines as applicable for 50/200	2-8
IQ5-105	Failing to shut down the engine of a school bus when loading or unloading students at a school or other location other than a bus stop	15-21
IQ6-106	Making an unauthorized stop to load or discharge students	4-8
107	Leaving a school bus unattended with keys in the ignition or while running	
IR	Moving	
IR1a-108	Improper backing 1 st Offense	2-6
IR1b-108a	Improper backing 2 nd Offense	4-8
IR1c-108b	Improper backing 3 rd offense	6-12
IR2-109	Unauthorized backup turn-around	2-8
IR3a	Careless driving 1 st Offense	2-8
IR3b	Careless driving 2 nd Offense	5-10
IR5-110	Unauthorized backing of a school bus	2-8

	in a bus loop	
IR6-111	Passing another school bus without following proper procedures	2 - 8
IR7-112	Unsafe operation of a school bus in a bus loop	2 - 8
IR8-113	Passing or overtaking a pedestrian or bicyclist in an unsafe manner	2 - 8
IR9	Damaging private or school board property	---
IR9a	<\$1,000	2
IR9b	\$1,000 to \$5,000	4
IR9c	>\$5,000	6
IR10-114	Operating a school bus with student door open	5 - 10
IR11-115	Operating a school bus on I-95 with students aboard during normal route times between CR 210 and SR 16	2 - 8
IR12-116	Unauthorized left turn across four lanes of traffic	5 - 15
IR13-117	Unauthorized U-turn with a school bus	5 - 15
IT	Training Related	
IT1	Failure to complete annual department training as scheduled	2-8
IT2	Failure to complete department rehearsal as scheduled and/or to standard	2-10
IT3	Failure to complete remedial training as scheduled to standard	2-8
IT4	Failure to complete school-district mandated training as scheduled to standard	2-8
IT5	Reporting late for any training	0-4
IX	ESE Related	
IX1-118	Failure to properly load and secure a wheelchair and/or the rider for transport	7 - 21
IX2-119	Failure to properly secure a rider in safety vest and/or devices – all types	5 - 15
IX3-120	Improperly loading a rider in an integrated and/or non-integrated seat	5 - 15
IX4-121	Allowing other personnel (other than Transportation Department Staff) to operate wheelchair door and lift	2 - 8

Superior Professional Services and Extraordinary Safe Bus Operations

In keeping with the objectives of the Safe Operator Plan, the Safe Operator Committee will review reports and observations regarding school bus operators demonstrating exceptional professional services and extraordinary safe bus operations. Given the myriad of possibilities, the plan does not specify nor limit the types of professional services or safe school bus operations for consideration, nor the positive points associated with such services or operations. The committee will consider all reports and observations and make determinations as appropriate. The Safe Operator Committee will consider all reports containing basic decision-making information (who, what, when, where, and why).

Other Accidents or Incidents

Other accident or incidents (whether ticketed or not) not listed above: the Safe Operator Committee reserves the right to assess points for or other accidents, incidents, or behavior not addressed above.

Safe Operator Points Assessment Schedule – Driver License – Suspensions Cancellations, and Revocations

1. Applications for a position as a school bus operator:

- | | |
|--|-----|
| a) License suspended or canceled for any reason other than points PIP (insurance) cancellation or financial responsibility (FR) judgment | -3 |
| b) License suspended for PIP (insurance) cancellation or financial responsibility (FR) judgment | -5 |
| c) License revoked (any reason) points | -20 |
| d) Knowingly driving while license suspended/revoked/canceled points | -20 |

2. Current employees covered under this Safe Operator Plan:

- | | |
|--|-----|
| a) License suspended or canceled for any reason other than points PIP (insurance) cancellation of financial responsibility (FR) judgment | -4 |
| b) License suspended for PIP (insurance) cancellation or points financial responsibility (FR) judgment | -5 |
| c) License revoked (any reason) points | -20 |
| d) Knowingly driving while license suspended/revoked/canceled points | -20 |

APPENDIX B - Disciplinary Action Guide

Current employees who are assessed Safe Operator Points assigned in accordance with the guidelines and criteria established in this document are recommended for disciplinary action using this guide. However, this guide is not binding, and other disciplinary actions are allowable based on specific circumstances.

Safe operator points are included for field trip participation as outlined in the negotiated field trip Memorandum of Understanding.

SAFE OPERATOR POINTS DISCIPLINARY ACTION GUIDE

Points Assessed	Time Period	Potential Disciplinary Actions
-1 to -5	One year	Documented verbal warning Remedial Training
-6 to -10	One year	Letter of Improvement Remedial training
-11 to -15	One year	Letter of Reprimand Remedial training
-16 to -20	One year	Referred to Human Resources Final Letter of Reprimand Remedial training
More than -20 points	One year	Dismissal
More than -30 points	Two years	Dismissal