

GILMER COUNTY SCHOOLS
POLICY MANUAL

POLICY #3541.24b

TITLE: Auxiliary Agencies - The Driver
State Board of Education Ref: 4334; 4335

The driver agrees to abide by all rules, regulations, and policies governing the transportation of pupils as approved by the Gilmer County Board of Education, State Board of Education, State Department of Public Safety, and the State Road Commission.

The driver further agrees to accept and perform the following duties in accordance with the instructions received from the Director of Support Services.

1. To become familiar with the "Handbook for School Bus Drivers" published by the West Virginia Department of Education, and the set of regulations approved by the Gilmer County Board of Education.
2. The driver shall report all problems, grievances, irregularities, and suggestions promptly to the Principal and Director of Support Services.
3. The school bus shall be parked, stationed and/or stored at a place designated by the Director of Support Services. The bus may not be used for the private advantage of the driver.
4. The school bus shall be used only for transportation of public school students and/or employees of the Gilmer County Board of Education except as otherwise ordered by the Board of Education.

The driver shall perform the following preventive maintenance operations and care of the school bus to which he is assigned in accordance with the instructions received from the Director of Support Services.

1. Sweeping and dusting the insides of the bus after each run, if necessary.
2. Check oil level, radiator, tires, emergency door, lug nuts, gasoline, mirror, foot brake, and parking brake before each run.
3. Bring his own bus to the School Bus Garage for the purpose of having it greased and inspected. (The times will be designated. Any change must be approved by the Director of Support Services.)
4. Bring his own bus to the garage for any needed repairs or attention.
5. Check the interior and exterior of the bus after each run to determine any damage.

6. Wash and clean the exterior of the bus whenever necessary. The lettering and lights must be plainly visible at all times.
7. Check all accessible screws and bolts, exterior and interior.
8. Warm up motor before starting on each run. (This must be done in all instances. Follow procedure to conserve gasoline.)

The driver agrees to make extra curricular trips whenever asked to do so. In the event that no driver in a school area wishes to make these trips voluntarily, the Director of Support Services may schedule all drivers of the area on a rotating basis.

Drivers are to maintain contact with the Director of Support Services and Principal during the day at times when inclement weather, flood or other conditions may cause a change in the dismissal hour.

Drivers are to keep a close watch over their particular routes so they will be able to make a wise decision about whether to run or not. Whenever a driver deems his run too hazardous to be made, he is to notify the Director of Support Services.

The driver should report to his bus each day when school is closed because of weather conditions, to check the starting ability, remove snow, put on chains, etc.

Drivers are to use tire chains whenever road conditions require them.

The driver shall furnish notice to the Director of Support Services at least two weeks prior to resignation.

A school bus driver will be dismissed if known to be under the influence of alcohol while on duty. Any person having the reputation of drinking cannot qualify for school bus driving.

All traffic violations endangering school children or school property should be reported immediately to the State Police and Director of Support Services by the driver (record license numbers, time, place, etc.)

A school bus driver must never pass a funeral procession going in the same direction and upon meeting one going in the opposite direction, he shall slow down and pass in a cautious manner.

A driver should study the road over which he travels and regulate his speed accordingly. He should be very cautious about speed on curves, bridges, and all places where there are extremely steep banks, poorly banked roads, or berms which appear hazardous, and any other conditions which exist that might cause accidents.

When emergencies due to weather, breakdown or any other unforeseen causes delay the bus for twenty (20) minutes or more, the driver shall make an effort to convey this information to the school bus garage in order that a report may be transmitted as far as possible along the road where pupils may be waiting. When a question arises as to the necessity for leaving the bus to make a telephone call, the driver should use his own judgement, in any particular case, giving consideration to the weather, the degree of the delay, etc.