

OKCPS

EMPLOYEE TRANSPORTATION HANDBOOK



OKCPS VISION

By providing equitable access to a world class education, every Oklahoma City Public Schools student will graduate ready to fulfill their unique purpose in a healthy, vibrant community.

The employee handbook is provided as a convenience to the employees of Oklahoma City Public Schools Transportation Department. The handbook contains general information to be used as a guide to policies, procedures and conditions of employment with the District.

NOTHING IN THIS HANDBOOK IS INTENDED TO CREATE A CONTRACT FOR EMPLOYMENT, NOR DOES IT REPRESENT A FULL STATEMENT OF CURRENT PROGRAMS, POLICIES, AND REGULATIONS.

Employees requiring specific and authoritative information related to the topics in this handbook are directed to Board policy and administrative regulations or to the appropriate contract or Statement of understanding adopted by the Board of Education. Copies of board policy and administrative regulations are available for inspection in the office of most administrators. Questions regarding work rules in this booklet should be addressed to your immediate Supervisor or the Director of Transportation.

Employees may obtain copies of negotiated agreements and Statement of understandings from their bargaining agents.

OPERATIONS MANUAL

**Oklahoma City Public Schools
Office of Transportation Services
2500 NE 30th street
Oklahoma City, Oklahoma, 73111**

Revised JULY 2025

Our Mission:

**To provide safe, efficient, reliable and courteous transportation
in support of the educational process**

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General Information for Employees

Professional Standards

Safety-Sensitive Functions

All work in Operations involves safety-sensitive essential job functions.

Attendance and Dress Code

- All employees must be on duty, in appropriate dress, and ready to work at clock-in.
- Appropriate dress includes clothing and shoes that are safe, clean, and professional, suitable for the assigned job.

Clocking In/Out and Timesheet Changes

- No one may clock another employee in/out.
- Any changes to your timesheet must be requested in writing and made by your supervisor.

Tobacco

The use of tobacco products in any form by staff, students, and members of the public is prohibited on, in, or upon any school property including district vehicles of the Oklahoma City Public Schools. (OKCPS Board Policy C-20-R12). This includes vapes as defined in Board Policy C-20-R.

Drug & Alcohol

I understand and acknowledge that I currently hold a position and/or extra duty assignment(s) with Oklahoma City Public Schools that has been classified as Safety Sensitive, in accordance with Oklahoma Medical Marijuana and Patient Protection Act and/or the Department of Transportation (DOT), and Board Policy G-37-R3 Medical Marijuana & Safety Sensitive Positions Regulation. Any position or duty that requires an employee to possess a Commercial Driver's License (CDL) is considered safety-sensitive by federal law. The District designates the following additional positions as "safety-sensitive positions:"

- All positions that require carrying a firearm;
- All positions that involve the operation of a motor vehicle as part of their daily job function; and

All positions that involve repairing, operating, maintaining, or monitoring the performance or operation of any heavy equipment (including wheelchairs, lifts, walkers, etc), heavy machinery, or manufacturing process, the malfunction of which could result in personal injury or property damage.

Employees holding safety-sensitive positions may be subject to disciplinary action, up to and including termination of employment if they test positive for marijuana components or metabolites, even if they possess a medical marijuana license. A non-exhaustive list

of positions is attached. Please note that positions created or modified that fit the definition of safety-sensitive may be added at any time. If you have questions regarding your specific position, please contact your immediate supervisor or Human Resources.

Possession of alcohol or illegal chemical substances on district premises is prohibited. Reporting to work or working under the influence of alcohol, intoxicants, or illegal chemical substances is also prohibited. (OKCPS Board Policy G-38)

Occupational Injuries

It is the responsibility of each employee to report to their immediate supervisor any injury received on the job, whether or not medical attention is sought immediately. The immediate supervisor is responsible for filing a Workman's Compensation report for all injuries, whether or not medical treatment is requested/needed.

Use, care, maintenance, and protection of school property.

- Employees driving a district vehicle must have a valid and current driver's license.
- If in a district vehicle and involved in an accident/incident, it is the responsibility of the employee driving the vehicle to immediately notify their supervisor and to call 405-587-SAFE to report the accident/incident.
- District owned vehicles are not to be used for personal gain including but not limited to driving home or driving out of the district for any reason including going to lunch, running errands, shopping, or any other non-work related activity unless granted permission ahead of time by the employee's supervisor.
- District owned vehicles are district property and considered district premises and are under the same rules and regulations regarding tobacco, drug and alcohol use.
- District owned vehicles may not be used to transport non district employees.
- Each employee assigned a vehicle is responsible for keeping the inside of the vehicle clean and free of trash.
- District owned tools and equipment may not be used for personal use or gain.

All tools must be checked out and available for inspection and inventory at the discretion of the employee's supervisor.

Professional Responsibilities

District employees have a responsibility to know and abide by federal and state laws that affect their work, the policies and goals of the board, and the regulations designed to implement them.

- Faithfulness and promptness in attendance at work.
- Support and enforcement of policies and goals of the board and regulations of school district administration.
- Performance of duties and professional responsibilities in a reasonable and prudent manner with honesty and integrity.

- Diligence, accuracy, and timeliness in submitting required reports.
- Exercise of discretion, good judgment, and professionalism when communicating with or about students, including limiting this type of communication to matters concerning a student's education or extracurricular activities for which the staff member has assigned responsibility. School personnel are prohibited from digital communication with an individual student UNLESS such communication is on a school-approved platform and related to school and academics.
- Concern for and attention to employee and district legal responsibility for the safety, health, and welfare of students and employees.
- Observance of confidentiality requirements with respect to student and personnel information pursuant to applicable federal and state law. Externally communicating any confidential information or information related to the district not intended for public dissemination is forbidden and may be grounds for termination and legal action. Public information will be released through the superintendent or designee.
- Respect for copyright and fair use laws. Employees must seek permission for any trademarked content such as logos, slogans, and digital content.
- Avoidance of any activity that conflicts with or raises a reasonable question of conflict with the employee's school district duties or responsibilities.
- District personnel should not receive additional compensation from any source for identical contract duty or hours, except for reserve duty or armed forces.
- Treat students, other employees, parents, board members, patrons, and official representatives of various public agencies with respect.

Harassment/Intimidation/Bullying

Ethical Behavior and Online Activity

District employees must know and abide by federal and state laws, board policies, and district regulations. Employees are role models and must exemplify ethical behavior in their relationships with students, clients, and other staff members. Online activity, including personal online activity, is public and reflects on the District. Employees must exercise good judgment, maintain professionalism, and address inappropriate behavior or activity discovered on these networks. Inappropriate behavior or activity should be immediately communicated to a direct supervisor.

Sexual Harassment

Oklahoma City Public Schools recognizes its responsibility to all employees to maintain a working environment free from sexual harassment. Sexual harassment in any form will not be tolerated. To achieve this environment, appropriate methods such as affirmatively addressing the subject, expressing strong disapproval, developing appropriate sanctions and informing employees of their right to raise the issue of sexual harassment are utilized to alert employees to the problem. All employees of OKCPS are subject to provisions of this policy.

Harassment/Intimidation/Bullying

It is the policy of OKCPS that harassment/intimidation/bullying of students by other students, personnel, parents or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation or attending school-sponsored activities.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission of the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited. Harassment, intimidation or bullying set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written abuse
2. Repeated remarks of a demeaning nature
3. Implied or explicit threats concerning one's grades, achievements, etc...
4. Demeaning jokes, stories, or activities directed at the student or employee
5. Unwelcome physical contact

Employee Leave

All rules regarding leave are subject to policies set forth in Article VII of the current CBA.

Hazard Communication Standard

The School District shall be in compliance with OSHA Hazard Communication Standard "Right-to-Know laws" and regulation regarding the use and storage of chemicals in the workplaces and classrooms. (Occupational Safety and Health Act, 1985 (OSHA) Hazard Communications Law, 1986.)

Hazardous Materials Communication

Oklahoma City Public Schools will comply with federal, state, and local regulations pertaining to the use and storage of hazardous materials within the School District,

including the workers' right-to-know. In an effort to maintain such regulations, OKCPS will utilize the following procedures:

1. Maintain and make available to its employees such chemical hazard information as required.
2. Maintain and make available to its employees such accident and safety reports as required.
3. Report any health or safety information pertaining to hazardous materials as required to the appropriate governing agency upon request.
4. Work with the local fire authority to identify hazards and placard as required.
5. Maintain proper labeling and storage of containers of hazardous materials.
6. Provide all necessary personal protective equipment for employee safety when dealing with hazardous materials.
7. Conduct such training as needed to familiarize each employee with hazards of that employee's position.
8. Provide such training at least annually and as needed for specific situations.

Family Educational Rights and Privacy Act and Health Insurance Portability and Accountability Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and Health Insurance Portability and Accountability Act (HIPAA) are Federal laws that protect the privacy of education and medical records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Student and Employee information is only to be shared with those individuals who have a “need to know.”

Evaluation

1. School bus drivers and assistants are evaluated on the performance of their duties. The purpose of this job performance evaluation procedure is to provide a means by which employees can annually receive formal recognition for jobs well done or constructive criticism as to needed improvement.
2. The evaluation procedure is intended to improve the rapport between drivers and supervisors; familiarize drivers and assistants with the formal relationships between supervisory channels; provide additional information to assist in making objective employment decisions; and document long term performance trends.
3. All drivers and assistants will be formally evaluated by their Supervisor.
4. When a driver or assistant does not agree with their evaluation, employee will need to follow the Collective Bargaining Agreement procedures for support personnel.

Dress/Appearance

Employees are expected to dress appropriately as professionals. Cleanliness and oral hygiene are an important part of your daily routine and will help you be successful in your work endeavors. In keeping with board policy, the Administration has the authority to determine the appropriateness of attire according to the following guidelines. If it is determined that an Employee's appearance is inappropriate for any reason, the Employee must adhere to that determination.

Clothing that is unacceptable includes:

Shorts (no more than 4 inches above the knee)

Halter tops

T-shirts with sex, alcohol, and drug logos on them

Ball caps with sex, alcohol and drug logos on them.

Fishnet type t-shirts or jerseys (without a shirt under them)

Dresses or blouses with spaghetti straps

Flip flop sandals of any type not fully covering the feet

Bare feet or stocking feet

Shoes with heels in excess of 1.5 inches

Drivers must set an example by exhibiting proper personal hygiene

The Two Way Radio

General Information

Any questions or problems pertaining to the proper use of the radio shall be directed to the supervisor. Problems or questions regarding radio repair or maintenance shall be directed to the driver's supervisor.

Purposes of the Two-Way Radio

The purpose of the two-way radio is to provide communication between the Transportation Department dispatch office and bus drivers/assistants. The radios allow the bus driver to report emergencies involving their assigned students, the transportation operation, the school system operation, and to assist the general public. The system will allow the Transportation Office to dispatch support personnel and vehicles to assist other bus drivers having bus mechanical difficulties, accidents or other problems. The two-way radio system is used to deliver messages and special assignments to bus drivers and assistants, and to support emergency communication.

Driver's Responsibility

The two-way radio is a technical piece of equipment that must be handled with care. The radio must be kept in good operating condition in order to meet FCC (Federal Communications Commission) regulations. A two-way radio in poor operating condition will not receive or transmit messages in a satisfactory manner. Delays in radio repairs or adjustments could cause damage to equipment. If damage is done to the radio, attempted use of the radio may cause further damage to the equipment. Employees should not attempt to use a malfunctioning radio.

The driver should contact the appropriate supervisor to report problems with the radio. The driver shall check the radio adjustments as part of the pre-trip inspection. The driver is responsible for making sure that the radio is turned on and the volume is set to an appropriate level. The driver will accomplish a radio check by calling the dispatch office to ensure the radio is working as part of the pre/post trip prior to leaving the bus yard daily.

Authorized Users of the Two-way Radio

The radio is for official use only. The driver shall not allow unauthorized individuals to use the two-way radio.

Use of the Radio

1. When transmitting, the microphone should be held approximately two inches in front of the mouth. The user should press the transmit activate button located on the microphone, hold for a count of 1001, 1002; then, speak clearly, and in a normal tone of voice. The button should be held firmly until the message is complete; then release the transmit button. Background noises may interfere with transmissions. Background noises should be reduced as much as possible before using the radio.
2. Drivers are reminded when calling dispatch, to be patient since there are telephones that must be answered by office personnel. If there is no answer on the first call, the user should pause a few moments and try again. However, if there is an emergency, the call should be repeated immediately.
3. Communication **between drivers** should only occur when **absolutely necessary**.
4. The driver should properly identify the bus number each time the radio is used and should keep messages as short as possible while including all the facts.
5. The driver should avoid using confidential information including students' names unless necessary to deal with the problem or situation.
6. The driver should always turn the radio volume down when approaching a railroad crossing. The driver is reminded to turn it back up after the crossing is completed.
7. There is no need to report routine traffic delays or disabled vehicles unless the roadway is blocked or if there will be lengthy delay in bus schedules.

Radio Courtesy

The driver should make sure other users of the radio frequency have completed their transmissions before attempting to use the radio. This will prevent drivers and dispatchers from walking over one another, which may result in missed communication. The driver should not attempt to use the radio when someone else is using the radio unless it is an emergency.

When an emergency occurs, all other drivers will stop communicating on the radio. This will allow for the emergency situation to be addressed by the supervisors and dispatchers. No obscene or abusive language is to be used. All operators of the two way radio system need to understand that the radio traffic can be heard by others monitoring the air ways. The driver should have all information ready before using the radio. As an example, to report a vehicle accident, the driver needs to provide the facts listed below.

1. What is the location of the accident? Give intersection if possible.
2. How many vehicles are involved?
3. Are there any injuries?
4. Are there any School Board vehicles involved?
5. Are the police needed?
6. Description of vehicle (car, pickup truck, bus, tractor-trailer, etc.)
7. Are there any leaking fluids?

Weather and Driving

Extreme Weather Conditions

1. During inclement weather (rain, snow, etc.) and during periods of reduced visibility, (rain, fog, twilight, early morning hours, overcast days, etc.) buses are to be operated with headlight and clearance lights turned on. Buses are not to be operated with only the parking lights and/or clearance lights.
2. During periods of heavy rain, school buses are to be stopped with hazard lights on in a safe location until the rain subsides. Increase normal following distances to allow for adverse driving conditions.

Severe Weather

Dispatch takes severe weather very seriously. Every effort will be taken to ensure the safety of every bus and the students on the bus during severe weather. Oklahoma City Schools is a very large district and storms may affect one area and not another. Specific instructions will be given as soon as conditions warrant. Please exercise radio silence during severe weather unless you have an emergency.

Tornado

Drivers are instructed to never attempt to outrun a tornado. If a bus driver has reason to believe

that a tornado is approaching, the following steps should be taken. If there is time to get the students into a well-constructed building, this should be done as quickly as possible. The students should move into the interior or basement of the building away from

windows and doors. If no well-constructed building is available, If no building is available, the students should be directed to a ditch or low-lying area, preferably without water. Stop the bus just downwind from the selected location so that high winds do not blow the bus in the direction of the students. The students should be positioned with their hands over their heads.

Impassable Roads

When an area becomes impassible, call the Transportation Office for assistance.

NEVER ALLOW THE STUDENTS TO WALK INTO A DANGEROUS AREA BY THEMSELVES.

Injuries at Work

Any injury (student or employee) while on the jobsite must be reported to a supervisor immediately. The appropriate paperwork is to be completed at that time. Any employee who is injured on the job will be subject to drug testing per board policy..

Drug Testing Policy

Oklahoma City Public Schools is an alcohol/drug free work place. In accordance, all employees are to adhere to district policy as set forth by Board Policy.

Testing Procedures

Oklahoma City Public Schools Transportation Department utilizes a vendor and on-site services to provide all post-accident and random drug and alcohol testing. The random testing program is required by Federal. Oklahoma City Public School Transportation Department will test all CDL Drivers randomly. Federal Law requires testing 50% drug and 10% alcohol or more each year. This is primarily done on a monthly basis but can vary. OKCPS requests, from the provider, a randomly generated list of personnel to be tested.

Omnibus Act of 1991 (Drug Testing)

This policy is intended to prevent accidents and injuries resulting from alcohol or controlled substance use by employees who are required to have a commercial driver's license to perform their duties. In particular, this policy is intended to comply with the school district's obligations under **THE OMNIBUS TRANSPORTATION ACT OF 1991** and the regulations issued by the United States Department of Transportation. A copy of the Omnibus Act is located in the back of this publication.

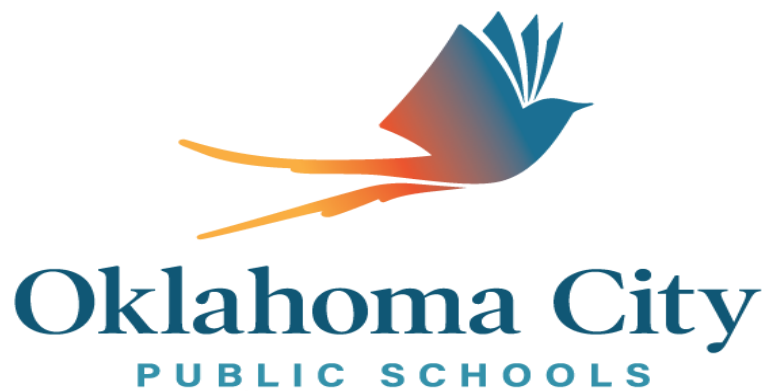
Performance Expectations

SAFETY IS JOB ONE. This is more than a motto. Safety should be the motivation for all we do.

PROFESSIONALISM. The proof of a person is his/her actions. The crucial responsibilities each of us carries in Transportation require each of us to behave as professionals.

RELATIONSHIPS. Each person has value and because of this deserves respect. We need to enjoy and not abuse the gift of each other.

Drivers' and Assistant' Section



OKCPS VISION

By providing equitable access to a world class education, every Oklahoma City Public Schools student will graduate ready to fulfill their unique purpose in a healthy, vibrant community.

Requirements

1. All Drivers and Monitors should have a high school diploma or GED and be 21 years of age or older.
2. All Drivers (CDL Vehicles and Non-CDL vehicles) are expected to maintain a good driving record.
 - a. Only three (3) moving traffic violations are permitted on the Motor Vehicle Report provided only one is within the last year.
 - b. No DUI, drug-related traffic violations, reckless, or careless driving offenses are allowed on the Motor Vehicle Report within the last three (3) years.
3. All Drivers must have and carry a current Commercial Driver's License (CDL Class A or B) and have and have a current State of Oklahoma School Bus Driver Certificate on file while driving a public school bus.

Physical Requirements

No persons shall drive a school bus unless they are physically qualified to do so and have submitted a **School Bus Driver's Application for Physician's Certificate** (Form EB.001 revised 7-01) signed and dated by the applicant and the doctor for the applicable employment period.

Responsibilities of Drivers and Assistants

Obligations of School Bus Drivers and Assistants

The bus driver and assistant do not work independently. Every school division employee must abide by the policies of the School Board. The driver and assistant must understand his/her obligation to the Superintendent, Director of transportation, Principals, Transportation Staff, and Fellow Drivers. The driver and assistant have a definite responsibility to the parents whose children ride our buses and to the motoring public who share the road. Success in this work will result, to a large extent, from the employee's recognition of his responsibility apart from the mere act of bus operation. The quality of work will help mold the attitude of the public toward the Transportation Department as a whole, and toward pupil transportation in particular.

The driver and assistant on the school bus shall be under the direction and control of the Director of Transportation and shall also be accountable to the Principal of the school to which transportation is provided.

The Driver's and Assistant's Responsibilities to the School Board

The School Bus Driver and Assistant must:

- a. Understand and honor conditions of employment,
- b. Take maximum precautions for safety of pupils placed in his/her care,

- c. Take good care of equipment and report any maintenance problems immediately to their Supervisor and Fleet Maintenance Director through utilization of Pre-Post Inspection forms and procedures.
- d. Understand and support school policy,
- e. Observe all regulations relating to routing, schedules, proper loading and unloading procedures as well as complying with all applicable laws governing the safe operation of a school bus
- f. Use the school bus for authorized business only.

The Driver's and Assistant's Responsibilities to the Director and Supervisors of Transportation

The School Bus Driver and Assistant must:

- a. Recognize the Director of Transportation and Supervisor's authority in matters pertaining to the transportation of pupils,
- b. Comply with requests and policies,
- c. Conduct themselves prudently, both in personal dealings with students, parents, teachers and principals, as well as when operating the school bus,
- d. Make detailed reports when requested,
- e. Attend meetings, conferences, and training courses upon request,
- f. Report all accidents or incidents, whether with a school bus or personnel vehicle
- g. Ensure that only authorized personnel ride the school bus
- h. Promote good morale.

The Driver's and Assistant's Responsibilities to Parents

The School Bus Driver and Assistant must:

- a. Be on time at pupil stops (within 5 minutes either way),
- b. Insist on good pupil conduct without allowing or showing favoritism or partiality,
- c. Be courteous
- d. Be cooperative.

The Driver's and Assistant's Responsibilities to Students

The School Bus Driver and Assistant must:

- a. Be fair, impartial and consistent,
- b. Be considerate,
- c. Provide a clean and safe environment and consistently enforce established rules
- d. Set a good example.

The Driver's and Assistant's Responsibilities to the Principal

The School Bus Driver and Assistant must:

- a. Submit all paperwork when due,
- b. Be considerate, and
- c. Recognize and respect the Principal's authority as chief administrator of the school.

The Driver's Responsibilities to Substitute or Replacement Drivers

The School Bus Driver must:

- a. Ensure route sheets are accurate
- b. Ensure bus is clean at all times; inside and outside
- c. Ensure bus fluid levels are within acceptable range
- d. Ensure bus has enough fuel to complete their assigned routes
- e. Ensure all functions are operational or have been reported utilizing Pre-Post Trip inspection forms and procedures

Assignment of Routes and Activity Trips

Assignment of Drivers and Assistants to Routes

Route assignments will be made based on the District's needs and with an effort to perform these needs in the most efficient manner. An effort will be made to keep drivers and assistants on the same route from year to year. However, **no driver or assistant is guaranteed the same route at any given time.**

Activity Trip (Field Trip) Assignments

1. Being on the Field Trip Rotation is voluntary, and drivers who want to be on the rotation must complete and turn-in a "Extra Duty Preference Sheet" to the Field Trip Supervisor.
2. Field trips are not guaranteed.
3. Fields trips will be assigned based on what best meets the District's needs and then on a rotating basis.
4. If a driver is unable to perform an assigned field trip, it is that driver's responsibility to notify the field trip coordinator immediately, in writing if possible.
5. Professionalism, Safety, and Responsibility are expected from all OKCPS employees. The following define these further for field trip Drivers:
 - a. Report on time and perform assigned trip duties.
 - b. Be professional towards students, district staff, and the public.
 - c. Drive safely at all times.
 - d. Stay with the field trip unless directed to leave by the Transportation Director or his/her designee (Route Supervisor, Field Trip Supervisor, or Fleet Manager).

****Failure to follow these expectations may result in losing the privilege of performing field trips and disciplinary measures.**

Clocking In and Out

It is the responsibility of every OKCPS Transportation employee to clock-in and clock-out daily as directed by their supervisor. Failure to do so may result in disciplinary action. It is also the responsibility of every OKCPS employee to report to their

supervisor immediately if they experience any issues with being able to clock-in or clock-out, with their time punches, with their time worked, or with their leave

Calling In or Taking Time Off

ALL OKCPS EMPLOYEES ARE EXPECTED TO REPORT TO WORK ON TIME DAILY. Sick, personal, and bereavement leave are a benefit that employees have and are to be used only when it is absolutely necessary and not abused.

EXCESSIVE ABSENCES WILL NOT BE TOLERATED.

Drivers and assistants must contact the assigned Supervisor or Dispatch personnel in order to request any type of leave. No voice mail messages will be honored. The driver or assistant must be clearly state in writing the type of leave they are using.

Morning Routes

All school bus drivers and assistants must call the Dispatcher by 5:45 AM in order to request sick leave. Exceptions may be made in emergency situations.

Afternoon Routes

All school bus drivers and assistants must call the Dispatcher by 12:30 PM in order to request sick leave. Exceptions may be made in emergency situations.

Returning from Long Term Leave

Any employee must be cleared must be cleared through Human Resources and/or Risk Management offices before returning from long term leave. Any leave lasting more than five (5) consecutive work days require appropriate evidence/documentation as to the validity of the absence.

Covering Other Drivers' Runs

Expectations

Since the primary responsibility in our profession is to transport students to and from school, school bus drivers are expected to assist the Supervisors and Dispatchers in the coverage of routes of absent drivers. Drivers are required to monitor the two-way radio at all times while on duty. Drivers will ensure radio is operational prior to leaving the main bus yard. This can be done by contacting the dispatcher by utilizing radio. Failure to respond to an attempt by the Supervisor or Dispatchers to contact a driver can result in discipline action.

Stand-By Status

1. It is the responsibility of all drivers to be available to the dispatcher via two-way radio while on the bus. The radio must be turned on and the volume set to an audible level.
2. The dispatcher will keep a record on file of all drivers provided additional routes. If a driver is unable to, or refuses to perform a stand-by assignment, it will be documented.

Failure to respond to the two way radio will be considered a refusal to perform their duty.

3. On the second refusal, the driver will receive a warning from the appropriate Supervisor.

4. If refusals continue to occur, the driver will receive a Written Reprimand from the appropriate level Supervisor.

Care of Bus

Driver's Responsibility

It is the responsibility of the driver to keep the bus clean at all times. The inside of the bus (including ceiling, floor, dash area, and seats) must be kept clean. The interior must be free of debris, trash, bottles, clothing, etc. The lettering, lights, and reflectors must be clean and visible. Paper, pencils, and other objects should be kept off the heaters as these may cause damage if they fall into the fan motors. Drivers may not hang posters, advertisements, or decorations of any kind inside nor outside of the bus. The bus assistant on Special Needs buses must share in this responsibility.

Inspections

Whether performed electronically on the bus's mobile data terminal or on paper, the pre-trip inspection must be performed daily. You must be able to show that day's electronic or paper pre-trip inspection if asked for it by a Transportation Department Supervisor, the Director of Transportation, the Fleet Maintenance Director, or any local, state, or federal authorities.

Walking the School Bus

After each and every run, the driver will check bus for lost or sleeping students. The driver must

walk down the aisle to the rear of the bus and check under all seats after each and every run.

Failure to do so may result in disciplinary action up to and including termination

1. Bus inspections (see below) are required by law and must be performed daily. Remember our compound has video surveillance and you may be monitored.
2. The driver and monitor are required to complete a bus inspection before leaving the compound once a day for any bus you are operating.
3. Prior to leaving the compound for any route, please check the tires and walk the inside of the bus.

Reporting Repair and Maintenance Needs

1. Repair/maintenance needs should be reported using the DEFECT AND MAINTENANCE ORDER forms (Green Sheets) found in the Transportation Office. It is **imperative** that Drivers and Monitors do **not** wait to report maintenance/repair needs. This is unsafe and costly.
2. If the repair/maintenance need is urgent or a mechanical problem develops after leaving the compound, contact the Shop or Dispatch immediately via the radio. Please do **not** pull up to the Shop, honk your horn or walk into the work bays.
3. Drivers and Monitors must **stay out of the work bays** unless accompanied and or invited by a Supervisor or Shop Personnel.
4. Vehicle damage is to be reported to the Dispatcher as soon as possible. Also, the damage should be reported on a DEFECT AND MAINTENANCE ORDER form.

Additional Maintenance Information

1. To avoid running your bus battery down, be sure that all buttons and switches are in the “off” position before leaving your bus.
2. When starting a bus equipped with “glow plugs”, be sure to wait for the glow plug light to turn off or stop shining before starting the engine.
3. After starting a bus with a diesel engine let the engine idle for 2-3 minutes before engaging the transmission. Do not rev the engine over 1500 RPM during this time.
4. “**Curbing**” or rubbing the sidewall of the tires next to curbs is a major source of dangerous and expensive tire wear. You should always be able to see the outside edge of the curb through the glass in your loading door.
5. Turn the engine off if you are going to be parked for more than 3 minutes during warm weather and 5 minutes during cold weather months.

Daily Cleaning

Drivers and Monitors are required to keep their vehicles clean on a daily basis.

Driving Policies

OKCPS has several driving policies that go beyond the state and federal regulations. It is the responsibility of the driver to familiarize themselves with the current state regulations as stated in the Oklahoma School Bus Driver Manual, available in the Transportation Office. Some policies of the policies are listed below:

1. All drivers shall drive in the right lane as is practical to do so. The left lane may be used when needing to turn or when safety does not allow you to remain in the right lane.

2. Oklahoma City School Bus Drivers are to stop buses at all railroad crossings in and out of the District, following the “RAILROAD CROSSINGS” procedures in the Oklahoma School Bus Driver Manual, at all times regardless of student occupancy.
3. Cell phones are not to be used while the bus is in route. This includes all hands free devices. Only use your cell phone if contacted by base and only when the vehicle is stopped.
4. Make complete stops at all stop signs and lights.
5. Drivers are to wear seat belts while operating all District vehicles.
6. Loading and emergency doors are to be kept closed while bus is in motion.
7. Speed limit in the Compound is **10 mph**.
8. **Back the bus only when necessary** and then only with the assistance of someone inside and to the back of the bus.
9. Never pass another bus when both vehicles are on route or in motion unless absolutely necessary. Use extreme caution when passing another school bus to ensure the safety of all passengers on the vehicles.

Loading and Unloading Students

The loading and unloading process is the most dangerous time for children in riding the school bus. The school bus driver shall at all times follow the established loading procedures. Loading or unloading shall only be executed on the right hand side of the street or roadway, with the doorway alongside the curb, with clear vision in both directions for at least 100 yards. The driver shall load and unload only at authorized established bus stops. At the schools, students should unload curbside to the school in an area where they do not have to cross a street or parking lot to gain access to the school.

The **Fifteen-Step Loading and Unloading Procedure**, as is, must be followed, in order:

1. Turn on the amber warning light (or fan the brakes if the vehicle is not equipped with amber warning lights) no farther than 300 feet and no closer than 100 feet from the stopping point.
2. Turn on right directional signal.
3. Pull as far to the right as safely possible and stop.
4. Set hand brake and shift to neutral gear.
5. Cancel right turn signal.

6. Visual Search.
7. Activate the red loading lights.
8. Visual Search.
9. Open door. (The door shall not be opened before this point.)
10. Visual Search (direct children.)
11. Student Check and close door. (Make sure all students are seated before proceeding.)
12. Select gear and release brake.
13. Visual Search. Check door to make sure no students are near or beside the bus or bus door.
14. Turn on left turn indicator.
15. Visual Search and proceed.

Routes

Route sheets are provided to each driver to assist in locating stops assigned to their bus route. Please keep the following policies in mind:

1. Follow each route according to the times and stops indicated on the sheet, not making unauthorized changes.
2. All routes should be picked up and dropped off starting at stop one unless indicated on the map or authorized by the route coordinator.
3. All route/Stop change requests must be submitted to the Route/Map Coordinator in writing. Only the Administration or designee is authorized to change a stop or route.
4. Follow state traffic laws, State Department of Education regulations and District policies.
5. During the route, only authorized students are permitted to ride the bus.
6. While at school, the school Administration has authority over students.
7. Once students are on the bus they may only be let off at their assigned stop or school, unless they are released to the duty teacher, site administrator, or directed to do so by Dispatch.

Vehicular Accidents

1. The Bus Driver alerts Dispatch that an accident has occurred.
 - a. Need to know exact location.
 - b. Need to know if there are injuries.
 - c. Need to know if students are on board. (See below.)
2. Dispatch contacts 911 and reports the accident.
3. Dispatch contacts 405-587-SAFE (7233) and reports the accident.
4. Dispatch contacts the Director of Transportation and reports the accident.
5. Dispatch or the Director of Transportation notifies the school Administration and reports the accident.
6. The bus and all passengers must remain at the scene until cleared by OKCPS Security or the Director of Transportation.

***If students are on board at the time of the accident, the Bus Driver/Bus Assistant is responsible to gather the following information from each student:**

- * **Name**
- * **Date of Birth**
- * **Student ID**
- * **Home Phone Number**

This list must be turned into the Police, OKCPS Security, and OKCPS Transportation as soon as possible. Parents will be notified of the accident by the Transportation Department and/or the school's Administration, and/or OKCPS Communications.

Railroad Crossings

All school buses, loaded or unloaded, are required to stop at all railroad crossings at railway crossings. Hazard lights are to be activated at least 100 feet before stopping. The bus driver shall open driver's window upon stopping, and determine when it is safe to cross. Remember: Stop, Look, and Listen. School buses must not stop closer than 15 feet or further than 50 feet from the nearest track. Hazard lights will not be deactivated until after the bus has crossed the entire track area. If driving a standard transmission, gears should not be shifted until the rear of the bus has cleared the tracks. Passengers are to be instructed to be quiet at railroad crossings. All radios, blowers, and fans must be turned off.

Student Management

1. The following are policies pertaining to riding on OKCPS school buses:
 - a. Students who live more than 1.5 miles from their home school are eligible for school bus transportation.
 - b. Riding the school bus is a privilege.
 - c. For the safety of all riders, students are to remain seated and keep the noise level down while riding the school bus.
 - d. School bus rules are basically the same as classroom rules.
 - e. Students need to be at their bus stops 10 minutes prior to the actual stop time.
2. **Your behavior sets the tone for the students. You need to model the following behaviors on an ongoing basis:**
 - a. **BE FIRM. State and post the rules clearly on the first day. Hold students accountable for their behavior.**
 - b. **BE FAIR. Be reasonable and do not play favorites.**
 - c. **BE CONSISTENT. Have the same expectations for all students all of the time.**
3. **Having a positive relationship with students is essential to student management:**
 - a. **KNOW STUDENTS' NAMES. Learn students' names by creating and enforcing a current seating chart. This can be changed at the Driver's discretion.**
 - b. **GREET STUDENTS DAILY. As students load and unload, give a friendly smile and greeting.**
 - c. **BE RESPECTFUL. Show respect first.**
4. **When students do misbehave on the bus, follow the procedures below:**
 - a. Get the student's attention and remind him/her of the safety rules.
 - b. If behavior continues, move the student to a designated seat and complete and turn in a "OKCPS Transportation Department Student Referral Form"
 - c. If students' behaviors are severe (fight, assault, etc.), pull over and secure the bus, and contact Dispatch for assistance.

Cell Phones

A cellular telephone is a very helpful tool for drivers to call for assistance. Driving while talking on the telephone, however, can be dangerous to the school bus driver, students, and other motorists. Cell phones can be a serious source of driver inattention because a phone conversation can impair the ability to perceive gaps in traffic or changing conditions. **Therefore, the use of a cell phone while the school bus is in motion is strictly prohibited. All cell phones, including Blue Tooth devices, hands free devices, and other similar devices must be turned off when the key is in the**

ignition. These hands free devices need to be removed from the driver's ears, shirt, pocket, etc. Any visual appearance of such items, even though turned off, will be viewed as violating the guidance for cell phone or hands free use while operating a OKCPS bus or vehicle and may lead to disciplinary consequences.

Bus Evacuations

1. Follow the "Bus Evacuation Procedures and Drills" and "Evacuating a Special Needs Bus" found in the Oklahoma School Bus Driver Manual.
2. Prior to every activity trip, drivers and monitors are responsible for instructing passengers of emergency evacuation procedures.

Key Procedure

1. Check out keys through Dispatch at the Transportation Office.
2. Add nothing to the Transportation keys or key rings.
3. Turn-off the ignition and remove the key when leaving any District vehicle.
4. **Return keys to the Transportation Office at the completion of each route/trip.**

Observing and Reporting

Bus Drivers and Bus Assistants are in the unique position to observe all sorts of behaviors, incidents, and items at the Operations Center, on the bus, and in the public. Because of this, Bus Drivers and Bus Assistants, as well as all OKCPS employees, have the responsibility to practice "See Something, Say Something" when they observe suspicious and/or concerning behaviors, incidents, and/or items.

An example of a Bus Driver or Bus Assistant observing something suspicious is finding a bag on the bus during their pre-trip inspection that was not there during their last post-trip inspection, or "See Something". The "Say Something" response to this example is to contact Dispatch, by radio or phone (405-587-1152). Do not touch the bag. Get off of the bus and call Dispatch.

In general, whenever any Bus Driver or Bus Assistant sees something suspicious and/or concerning, the response should be the same:

- **Get yourself and others to safety.**
- **Call Dispatch, 405-587-7433 (RIDE).**
- **If the Transportation Dispatch is closed, call Security Dispatch at 405-587-7233 (SAFE).**

OMNIBUS ACT OF 1991

POLICY ON ALCOHOL AND DRUG TESTING FOR DRIVERS

I

PURPOSE

This policy is intended to prevent accidents and injuries resulting from alcohol or controlled substance use by employees who are required to have a commercial driver's license to perform their duties. In particular, this policy is intended to comply with the school district's obligations under THE OMNIBUS TRANSPORTATION ACT OF 1991 and the regulations issued by the United States Department of Transportation.

II

DEFINITIONS

Certain terms used in this policy have the following meaning unless the context plainly shows otherwise:

"Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.

"Alcohol concentration" means the number of grams of alcohol (For example; 0.04) in 210 liters of expired deep lung air.

"Alcohol use" means the consumption of any beverage, mixture or preparation, including any medication, containing alcohol.

"BAT" means a qualified breath alcohol technician.

"CDL" means commercial driver's license.

"Controlled substance" means amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, "designer" drugs, any substance classified by Oklahoma or federal law as a "controlled substance" or a metabolite of any of the above substances.

"Driver" means: (i) a school district employee who is required to have a CDL to perform the employee's duties; (ii) employees of independent contractors who are required to have CDLs; (iii) owner-operators; (iv) leased drivers; and (v) occasional drivers.

"EBT" means an evidential breath-testing device on the National Highway Traffic Safety Administration's conforming products list for evidential breath testing devices.

"Federal Act" means the federal Omnibus Transportation Testing Act of 1991 and the regulations issued by the Department of Transportation pursuant to the Federal Act.

"Oklahoma Act" means the Standards For Workplace Drug And Alcohol Testing Act, tit. 40, O.S. (1993 Supp.) §§ 551 et seq. and the regulations issued by the Oklahoma State Board of Health pursuant to the Oklahoma Act.

"Safety-sensitive function" means any of the following: time at a facility waiting to be dispatched, unless the driver has been relieved from duty; time inspecting equipment; driving time; all time other than driving time in or upon a vehicle; loading and unloading time; time obtaining assistance or remaining in attendance upon a disabled vehicle; and time spent providing a breath or urine sample, including travel time to and from a collection site.

III

PROHIBITIONS

A driver will not be permitted to report to duty or to remain on duty requiring the performance of a safety-sensitive function if any of the following is present:

A. ALCOHOL

The driver has an alcohol concentration of 0.02 or more as measured on a breath test.

If the driver (i) has an alcohol concentration of 0.04 or more as measured on a breath test; (ii) possesses alcohol at work; (iii) uses alcohol at work; (iv) reports for duty within four hours after alcohol use; (v) uses alcohol within eight hours after an accident; or (vi) refuses to submit to a required alcohol test, the driver cannot return to a safety-sensitive function until (i) evaluated; and (ii) treated, if required, by a substance abuse professional; and (iii) retested with a result below 0.02.

After testing from 0.02 to 0.039 concentration during a pre-employment, post-accident, random, reasonable suspicion, return-to-work or follow-up test, until (i) the next scheduled duty period if at least 24 hours have elapsed or (11) a retest shows the alcohol concentration has fallen below 0.02.

Displays behavior or appearance characteristic of alcohol misuse.

Is under the influence of or is impaired by alcohol, as shown by behavioral speech and performance indicators of alcohol misuse.

Possesses alcohol while on duty.

Uses alcohol during duty performance.

Has used alcohol within the four hours previous to performing duties.

Has had an accident within the last eight hours and has not taken a breath test showing clearance from prohibited alcohol levels.

Has refused to take a breath test for alcohol use.

B. CONTROLLED SUBSTANCES

The driver uses any controlled substance, unless the use is pursuant to a physician's written certification stating that the use does not adversely affect the driver's ability to safely operate a motor vehicle.

A supervisor or administrative employee has actual knowledge that a driver has used a controlled substance.

The driver has a positive confirmed test for a controlled substance.

The driver displays behavior or appearance characteristic of controlled substance use.

C. MEDICATION

The driver is taking any prescription or non-prescription medication containing alcohol, even if the driver has notified the driver's supervisor of the medication use.

IV

REQUIRED TESTING

The following testing is required of all drivers:

A. PRE-EMPLOYMENT TESTING

1. Alcohol. A driver must pass a test prior to performing a safety-sensitive function. The test will be made during the hiring process or immediately before the driver first performs a safety-sensitive function. A driver may not commence the driver's duties unless the test shows a concentration of less than 0.04. If the test shows a concentration of between 0.02 and 0.04, no safety-sensitive duties may be performed for at least 24 hours.

A pre-employment alcohol test will not be required if:

The driver has undergone an alcohol test required by the Federal Act within the previous six weeks and tested under 0.04; and

The driver provides evidence that no prior employer of the driver has records of alcohol misuse within the previous six months.

2. Controlled Substances. The driver must receive a confirmed negative controlled substance test result from a medical officer, except that no testing is required if:

The driver has participated within the previous 30 days in a drug testing program meeting the requirements of the Federal Act; and

While participating in the program, either (i) was tested for controlled substances within six months prior to the date of employment application or (ii) participated in a random controlled substance testing program for the 12 months prior to the date of the employment application; and

The driver provides evidence that no prior employer of the driver has records of a violation of controlled substance use rules within the previous six months.

B. POST-ACCIDENT TESTING

As soon as practical following an accident, the following test(s) will be administered:

1. Alcohol.

Each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involves loss of life, regardless of whether the driver was at fault.

Each driver who received a moving traffic violation arising from the accident.

The test is to be administered within two hours of the accident. If the test is not administered within that time, the driver's supervisor shall cease attempts to administer an alcohol test and shall prepare a written report as to why a test was not given.

Drivers shall remain readily available for testing. A driver leaving the scene of an accident without a valid reason prior to submission to the test may be deemed to have refused to submit to testing.

A breath or blood alcohol test conducted by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the results are obtained by the School District.

C. RANDOM TESTING

Random testing of drivers will be conducted throughout the year. Selection of the drivers to be tested will be made by a scientifically valid method, such as random-number table or a computer based random-generator matched with drivers' social security numbers, payroll identification numbers or other comparable identifying numbers. Dates for administering unannounced testing shall be unpredictable and spread reasonably throughout a 12-month period. Drivers are to be tested while performing safety-sensitive functions, just before performing those functions or just after ceasing those functions.

1. Alcohol. The minimum annual percentage rate for random alcohol testing will be 25 percent of the average number of driver positions, subject to adjustment of the percentage by the Federal Highway Administration.

2. Controlled Substances. The minimum annual percentage rate for random testing for controlled substances will be 50 percent of the average number of driver positions.

D. REASONABLE SUSPICION TESTING

Alcohol and controlled substance testing will be conducted when there is reasonable suspicion to believe that a driver has violated the prohibitions in Section III of this policy. Reasonable suspicion shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. Reasonable suspicion for controlled substance use may also include indications of the chronic and withdrawal effects of controlled substances.

Alcohol testing is authorized only if the observations are made during, just preceding or just after the period of the work day that the driver is performing a safety-sensitive function.

Persons designated to determine whether reasonable suspicion exists must receive at least 60 minutes of training on performance indicators of probable alcohol misuse.

A supervisor who has received training in detecting the symptoms of alcohol/controlled substance misuse shall make the required observations. The supervisor who makes the determination that reasonable suspicion exists shall not conduct the alcohol test.

A written record must be made as to why an alcohol test was not made within two hours following a determination of reasonable suspicion of misuse. No test is to be made if eight hours passed after the determination.

A written record will be made of the observations leading to a controlled substance reasonable suspicion test. The record will be signed by the supervisor who made the observations, the record will be made within 24 hours of the observed behavior or before the test results are received, whichever is earlier.

E. RETURN TO DUTY TESTING

No one suspected of being under the influence of or impaired by alcohol will be permitted to perform a safety-sensitive function until: (i) an alcohol test shows a concentration of less than 0.02; or (ii) 24 hours have elapsed following a determination that there was reasonable suspicion to believe the driver has violated the rules in this Policy against alcohol use. A driver engaging in conduct prohibited under Section III of the Policy shall not return to a safety-sensitive function without first passing a breath test with a result of alcohol concentration of 0.02 or less.

F. FOLLOW-UP TESTING

A driver who has been identified by a substance abuse professional as needing assistance in resolving problems with alcohol-controlled substance misuse and who has returned to duty involving the performance of a safety-sensitive function will be subject to a minimum of six unannounced follow-up alcohol/controlled substance tests over the following 12 months. The substance abuse professional can direct additional testing during this period or for an additional period up to a maximum of 60 months.

V

TEST PROCEDURES

Testing methodology will comply with the requirements of the Oklahoma Act, except that the requirements of the Federal Act stated in this Section V supersede the provisions of the Oklahoma Act.

Alcohol breath testing must be performed by a qualified breath alcohol technician ("BAT") who has completed a course of instruction approved by the Federal Department of Transportation. The School District will establish and retain documentation of the training and proficiency of each BAT. The demonstrated proficiency must be specific as to particular breath testing models. A BAT-qualified supervisor of a driver may conduct an alcohol test for that driver only if another BAT is not available to perform the test in a timely manner.

Law enforcement officers certified by their agencies to conduct breath alcohol testing are deemed to be qualified as BATs.

If a non-employee BAT other than a law enforcement officer is used for a breath alcohol test, the non-employee BAT must furnish a certificate that the BAT has completed a course of instruction approved by the federal Department of Transportation for the particular breath testing device.

EBTs which do not meet the requirements for confirmation tests (sequential numbering and print-out capability) may be used for screening tests. Non-evidential breath screening devices ("breath tubes") may not be used. If an EBT used for screening does not meet all of the requirements for a confirmation EBT device, a log book must be used with the screening EBT.

EBTs used for confirmation testing must be capable of: providing triplicate copies of each test; assigning a unique and sequential number to each test; capable of being read by the BAT and the employee before each test and the test result being printed out on each copy; printing out on each copy the manufacturer's name for the device, the device's serial number and time of the test. The device must be able to distinguish alcohol from acetone at the 0.02 alcohol concentration level. The EBT must be capable of performing an external calibration check.

A screening or confirmation EBT must have a quality assurance plan developed by the manufacturer. The School District will comply with the plan. This will involve; external calibration checks; removing the EBT from service if it fails a check; and maintaining records of external calibration. The manufacturer or a state health agency must perform the external calibration. If a third party owns the EBT, the School District will require a written certification that the third party is familiar with these requirements and will be

responsible for compliance. The School District will require that the third party's compliance records will be available for inspection by representatives of the school district.

Alcohol testing must be conducted in a location that provides visual and aural privacy to the driver, sufficient to prevent unauthorized persons from seeing or hearing the test. When the driver enters the testing location, the BAT will require the driver to provide positive identification. If the driver requests, the BAT will provide positive identification. The BAT will explain the testing procedure. An individually sealed mouthpiece is opened in the view of the driver and attached to the EBT. The driver will then blow into the mouthpiece for at least six seconds. If the EBT does not provide a printed result, the BAT will record the test number, date, BAT's name, location and test result in a log book. The driver will initial the logbook. If the EBT provides a printed result, the result is either: (i) printed on the testing form; or (ii) affixed to the form with tamper-evident tape. If the test result is less than 0.02, the BAT will transmit the result in a confidential manner to a school district representative designated by the board of education or the superintendent of schools for the purpose of receiving and handling alcohol test results in a confidential manner.

Refusal to take a required test has the same consequences as if the employee had tested 0.04 or more. The following also constitute refusal to take a test: failure to provide adequate breath for testing without a valid medical explanation; engaging in conduct that clearly obstructs the testing process; failure to sign the alcohol testing form; leaving the scene of an accident before being tested (except when reasonably necessary to receive medical treatment); or refusal to take a confirmation test after an initial positive screening test.

If the breath test is 0.02 or more, a confirmation test is required. The confirmation test must be conducted within 20 minutes of the initial test. Before a confirmation test is given, the BAT must conduct a "blank" test on the EBT to obtain a reading of 0.00. Confirmation testing for controlled substances will be performed in accordance with the Oklahoma Act, except that gas chromatography/mass spectrometry is the only acceptable confirmation method for cocaine, marijuana, opiates, amphetamines and phencyclidine.

Testing of urine samples for controlled substances must be performed by a laboratory certified by the federal Department of Health and Human Services. If the driver requests a test of a split specimen, the first laboratory will ship the unopened split sample to a second DHHS- approved laboratory for testing. If the test of the split sample fails to confirm the presence of a controlled substance, the entire test is cancelled.

A confirmed positive controlled substance test must be reviewed by a medical review officer before the test results are transmitted to the School District. The medical review officer must be a licensed physician (M.D. or D.O.) who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate the test

result, the driver's medical history and any other relevant biomedical information, including possible alternative medical explanations.

VI

REFERRAL AND TREATMENT

Drivers testing for more than 0.04 alcohol concentration, possessing alcohol at work, using alcohol at work, working within four hours after alcohol use, using alcohol with eight hours after an accident, refusing to submit to required alcohol or controlled substance tests or showing use of controlled substances shall be advised of the resources available to the driver in evaluating and resolving problems associated with the misuse of alcohol or controlled substances, including the names, addresses and phone numbers of substance abuse professionals and counseling and treatment programs. These drivers will be evaluated by a substance abuse professional who shall determine what assistance, if any, the driver needs in resolving problems associated with alcohol or controlled substance misuse. The driver will not be permitted to return to work until receiving a test result of less than 0.02 alcohol concentration if the conduct involved alcohol, or a controlled substance test with a confirmed negative result if the conduct involved substance abuse. If the driver is identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, the driver must be evaluated by a substance abuse professional to determine that the driver has properly followed the prescribed rehabilitation program and the driver must be subject to unannounced follow-up alcohol and controlled substance tests on return to duty as stated above.

These requirements do not apply to drivers refusing to be tested or drivers having a pre-employment test of 0.04 or more.

Professional Standards for Operations in Transportation

Safety-Sensitive Functions

All work in Operations involves safety-sensitive essential job functions.

Attendance and Dress Code

- All employees must be on duty, in appropriate dress, and ready to work at clock-in.
- Appropriate dress includes clothing and shoes that are safe, clean, and professional, suitable for the assigned job.

Clocking In/Out and Timesheet Changes

- No one may clock another employee in/out.
- Any changes to your timesheet must be requested in writing and made by your supervisor.

Tobacco

The use of tobacco products in any form by staff, students, and members of the public is prohibited on, in, or upon any school property including district vehicles of the Oklahoma City Public Schools. (OKCPS Board Policy C-20-R12). This includes vapes as defined in Board Policy C-20-R.

Drug & Alcohol

I understand and acknowledge that I currently hold a position and/or extra duty assignment(s) with Oklahoma City Public Schools that has been classified as Safety Sensitive, in accordance with Oklahoma Medical Marijuana and Patient Protection Act and/or the Department of Transportation (DOT), and Board Policy G-37-R3 Medical Marijuana & Safety Sensitive Positions Regulation. Any position or duty that requires an employee to possess a Commercial Driver's License (CDL) is considered safety-sensitive by federal law. The District designates the following additional positions as "safety-sensitive positions:"

- All positions that require carrying a firearm;
 - All positions that involve the operation of a motor vehicle as part of their daily job function; and
 - All positions that involve repairing, operating, maintaining, or monitoring the performance or operation of any heavy equipment (including wheelchairs, lifts, walkers, etc), heavy machinery, or manufacturing process, the malfunction of which could result in personal injury or property damage
-

By signing this, I attest that I understand and will comply with the professional standards listed above.

Employee Printed Name: _____

Employee Signature: _____ **Date:** _____

Employees holding safety-sensitive positions may be subject to disciplinary action, up to and including termination of employment if they test positive for marijuana components or metabolites, even if they possess a medical marijuana license. A non-exhaustive list of positions is attached. Please note that positions created or modified that fit the definition of safety-sensitive may be added at any time. If you have questions regarding your specific position, please contact your immediate supervisor or Human Resources.

Possession of alcohol or illegal chemical substances on district premises is prohibited. Reporting to work or working under the influence of alcohol, intoxicants, or illegal chemical substances is also prohibited. (OKCPS Board Policy G-38)

Occupational Injuries

It is the responsibility of each employee to report to their immediate supervisor any injury received on the job, whether or not medical attention is sought immediately. The immediate supervisor is responsible for filing a Workman's Compensation report for all injuries, whether or not medical treatment is requested/needed.

Use, care, maintenance, and protection of school property.

- Employees driving a district vehicle must have a valid and current driver's license.
 - If in a district vehicle and involved in an accident/incident, it is the responsibility of the employee driving the vehicle to immediately notify their supervisor and to call 405-587-SAFE to report the accident/incident.
 - District owned vehicles are not to be used for personal gain including but not limited to driving home or driving out of the district for any reason including going to lunch, running errands, shopping, or any other non-work related activity unless granted permission ahead of time by the employee's supervisor.
 - District owned vehicles are district property and considered district premises and are under the same rules and regulations regarding tobacco, drug and alcohol use.
 - District owned vehicles may not be used to transport non district employees.
 - Each employee assigned a vehicle is responsible for keeping the inside of the vehicle clean and free of trash.
 - District owned tools and equipment may not be used for personal use or gain.
 - All tools must be checked out and available for inspection and inventory at the discretion of the employee's supervisor.
-

By signing this, I attest that I understand and will comply with the professional standards listed above.

Employee Printed Name: _____

Employee Signature: _____ **Date:** _____

Professional Responsibilities

District employees have a responsibility to know and abide by federal and state laws that affect their work, the policies and goals of the board, and the regulations designed to implement them.

- Faithfulness and promptness in attendance at work.
- Support and enforcement of policies and goals of the board and regulations of school district administration.
- Performance of duties and professional responsibilities in a reasonable and prudent manner with honesty and integrity.
- Diligence, accuracy, and timeliness in submitting required reports.
- Exercise of discretion, good judgment, and professionalism when communicating with or about students, including limiting this type of communication to matters concerning a student's education or extracurricular activities for which the staff member has assigned responsibility. School personnel are prohibited from digital communication with an individual student UNLESS such communication is on a school-approved platform and related to school and academics.
- Concern for and attention to employee and district legal responsibility for the safety, health, and welfare of students and employees.
- Observance of confidentiality requirements with respect to student and personnel information pursuant to applicable federal and state law. Externally communicating any confidential information or information related to the district not intended for public dissemination is forbidden and may be grounds for termination and legal action. Public information will be released through the superintendent or designee.
- Respect for copyright and fair use laws. Employees must seek permission for any trademarked content such as logos, slogans, and digital content.
- Avoidance of any activity that conflicts with or raises a reasonable question of conflict with the employee's school district duties or responsibilities.
- District personnel should not receive additional compensation from any source for identical contract duty or hours, except for reserve duty or armed forces.
- Treat students, other employees, parents, board members, patrons, and official representatives of various public agencies with respect.

Ethical Behavior and Online Activity

District employees must know and abide by federal and state laws, board policies, and district regulations. Employees are role models and must exemplify ethical behavior in their relationships with students, clients, and other staff members. Online activity, including personal online activity, is public and reflects on the District. Employees must exercise good judgment, maintain professionalism, and address inappropriate behavior or activity discovered on these networks. Inappropriate behavior or activity should be immediately communicated to a direct supervisor.

By signing this I attest that I have received a copy of these professional standards and understand and will comply with them. I understand it is my responsibility to ask for additional information or clarification on the above standards that I do not understand and to be familiar with and follow the procedures and information found in the "Oklahoma City Public Schools Transportation Employee Handbook" located on the Transportation Department page at okcps.org

Employee Printed Name: _____

Employee Signature: _____ **Date:** _____

WHEELCHAIR SECUREMENT AND INSPECTIONS SIGN-OFF

When transporting a student in a wheelchair, I understand that each student's chair must be facing forward and must be tied down properly with 4 restraints (one at each corner) and a shoulder strap before driving.

In addition, if I am a bus driver, I understand that I am required by law to perform a pre-trip and post-trip inspection daily on each bus I drive that day, turn in the sheet to dispatch daily, report any safety fails to dispatch immediately, and not drive any bus that is not safe to drive.

If I have any questions in regard to this, I must contact my supervisor immediately.

Printed name

Signature

Date

Oklahoma State Department of Education (SDE) - Student Transportation Section (405) 521-3311

School Bus Emergency Evacuation Drill

Keep completed forms on file at the school district for one year for the SDE Regional Accreditation Officer.
(Do not submit this form to the State Department of Education)

School District Name _____ Site _____

Date _____ Drill Beginning Time _____ Drill Ending Time _____

Bus Number _____ or Bus Tag Number _____ Route (optional) _____

Comments _____

Number of Student Participants _____ Optional: A list of student names can be attached.

School Bus Driver in Attendance _____

School Administrator(s) in Attendance _____

OAC 210:30-5-6(b)(4) states:

At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices, and participate in emergency evacuation drills. This instruction should be conducted during the first two weeks of each semester.

Bus evacuation drills should be restricted to school property and conducted under the supervision of school officials. Every pupil who rides a school bus (daily or occasionally) should receive instructions for safe emergency evacuation procedures. Not knowing what to do in an emergency situation on a school bus could result in injury or death of passengers and/or driver.

This completed report verifies that students referenced on this form received instruction on safe bus riding practices and emergency bus evacuation procedures as required by the Oklahoma State Department of Education.

OKCPS TRANSPORTATION DEPARTMENT

STUDENT REFERRAL FORM

Driver or Assistant Name

Incident Date and Time

School

Bus Number

Route Number

Names of Students: _____

What Happened? _____

(Use back if needed.)