

# *Dripping Springs*

INDEPENDENT SCHOOL DISTRICT

## TRANSPORTATION DEPARTMENT PROCEDURES MANUAL

# Transportation Department Procedures Manual

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## Dripping Springs Independent School District

Transportation is charged with managing the District's overall Transportation and vehicle maintenance program. The Transportation Department manages and updates bus routes, enforces safety standards that conform to federal, state and insurance regulations and coordinates Transportation for extracurricular activities and special programs.

The mission of the Transportation Department is to provide safe and efficient Transportation to the students of Dripping Springs Independent School District, in support of the District's functions and school activities.

The purpose of this manual is to provide employees of the District with guidelines regarding District vehicles, requesting District transportation, operation and maintenance of District vehicles.

Questions regarding these procedures should be directed to the Transportation Department staff.

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# TABLE OF CONTENTS

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## Contents

PARAMETERS OF SERVICE .....	4
ROUTE SERVICES .....	4
ELIGIBILITY.....	4
ROUTE TIMES.....	5
BUS SAFETY.....	5
STUDENT TRIPS INCLUDING EXTRACURRICULAR.....	6
DISTRICT EMPLOYEE TRAVEL.....	6
TRANSPORTATION AND VEHICLE REQUEST.....	6
STUDENT ROUTE SERVICES .....	6
STUDENT TRIPS INCLUDING EXTRACURRICULAR.....	7
DISTRICT EMPLOYEE TRAVEL.....	8
AFTER HOURS ACCESS.....	9
OPERATION OF DISTRICT VEHICLES .....	9
REQUIREMENT FOR OPERATING DISTRICT VEHICLES .....	9
LICENSE AND CERTIFICATION REQUIREMENTS FOR DISTRICT VEHICLES.....	10
ENSURING SAFE OPERATION OF DISTRICT VEHICLES .....	10
CONDITION OF VEHICLE.....	10
SAFE OPERATION .....	11
TEXAS TRANSPORTATION CODE SECTION 545.426 .....	11
OPERATION OF A SCHOOL BUS.....	11
ACCIDENT PROCEDURES .....	12
PROCEDURE FOR TRIP OR EMPLOYEE TRAVEL.....	12
MAINTENANCE OF VEHICLES .....	12
REPORTING ISSUES WITH TRIP BUS OR WHITE FLEET FOR EMPLOYEE OR STUDENT TRAVEL.....	12
FACILITY STAFF PROCEDURES FOR VEHICLE MAINTENANCE.....	12
SCHEDULED PM'S – THIS PROCEDURE APPLIES TO SERVICE PM'S AND SAFETY INSPECTIONS .....	12
MECHANICAL OR SAFETY ISSUE OR CONCERNS .....	13
FUELING FOR DISTRICT VEHICLES .....	14
FUELING PROCEDURES FOR AUTHORIZED FUELERS.....	14
BAND MOVERS/PARENT VOLUNTEERS .....	14
REQUIREMENTS FOR BAND MOVERS OPERATING DISTRICT VEHICLES.....	14
TO PULL A BUMPER PULL TRAILER WITH A DISTRICT VEHICLE .....	14
TO PULL A FIFTH WHEEL TRAILER USING DISTRICT DUAL TRUCK OR OPERATE SEMI/TRUCK/TRAILER .....	15
TO OPERATE A SCHOOL BUS TO TRANSPORT BAND STUDENTS.....	15

## PARAMETERS OF SERVICE

### Route Services

#### Eligibility

Transportation is provided for students to and from the bus stop designated to service the student's residence of record.

TEC §34.007 permits a student to be transported to and from a grandparent's residence. Parents may designate a grandparent's residence if the grandparent's residence is two or more miles from the student's campus of regular attendance and is served by a District approved stop on a District approved route. The designation must be written and remain on file with the Transportation Office. Parents must contact the Transportation Office to complete the grandparent residence designation form.

Transportation is provided for students to and from the bus stop designated to service the student's residence of record. Students are expected to ride their assigned bus and load/unload only at their assigned stop.

The District **does not** provide transportation services to alternate locations including:

- other residences such a friend's house, babysitter or relative
- businesses including parent's business or place of employment
- after school activities

Parents should make alternate arrangements for students traveling to or from alternate locations.

Transfer students are NOT eligible for transportation route services.

Some students who attend more than one school to participate in classes not offered at their school are transported between schools during school hours.

Special education students are eligible for transportation if need is established through the Admission, Review and Dismissal process.

## Route Times

Drivers attempt to arrive at every bus stop on time. Due to the variance between individual clocks, students should arrive at the bus stop 5 minutes prior to the scheduled arrival time. Buses on regular transportation routes do not wait for late students under most circumstances. Special needs bus routes follow much the same criteria but will wait up to 3 minutes at the stop for the student to load provided the bus has a safe location to wait. Buses depart the campus in the afternoon as directed by the campus administration. In general, the buses are not dismissed prior to 7 minutes after campus dismissal time. Students are expected to proceed immediately to the buses. Bus drivers are **not permitted to stop or open the door** for late students due to safety concerns with students too close to moving bus wheels.

## Bus Safety

When appropriate student behavior is maintained on the vehicle, passengers will have a safe, pleasant trip. Riding to and from school each day is a privilege, not a right. This privilege may be taken away if a student does not adhere to bus and transportation safety rules and cooperate with the driver and other school personnel at all times.

Students being transported in school-owned vehicles are required to comply with the district's Student Code of Conduct (SCOC). Failure to comply with the SCOC or established safety rules while on school transportation may result in restrictions or forfeiture of transportation services as well as disciplinary action. Appropriate student behavior is as important on school vehicles as in the classroom. Unlike a teacher, however, the bus driver is occupied primarily with driving the vehicle through traffic and in various weather conditions.

A bus driver may refer a student to the principal's office or the campus behavior coordinator's office to maintain effective discipline on district transportation. The principal or campus behavior coordinator must employ additional discipline management techniques, as appropriate, which can include restricting or revoking student's district transportation riding privileges.

All students who use District transportation must board buses at authorized stops only. Authorized stops will be designated annually by the superintendent or designee. Bus drivers will load and unload passengers only at authorized stops. Except for water in a plastic or non-breakable bottle, no eating or drinking is allowed. Food and beverages in non-breakable containers must remain contained within a backpack or bag. All loose items, including band instruments, should be secured. The following items are prohibited:

- Glass objects
- Live animals and/or insects

- Aerosol containers
- Open flame of any kind
- Explosives or fireworks
- Tobacco products of any type
- E-Cigarette
- Objects too large to fit in a student's lap or seat
- Any item that may present a risk to the safety of passengers

Cell phones and all electronic devices should remain in the possession of the owner in order to prevent loss or damage. The district will not be responsible for damaged, lost, or stolen telecommunications devices. Parents should be aware that drivers are unable to monitor appropriate use of electronic devices while on the school bus.

The district's Student Code of Conduct should be reviewed for full information regarding student expectations and discipline related to bus transportation.

### **Student Trips Including Extracurricular**

The District provides vehicles and transportation for approved student trips as resources are available.

### **District Employee Travel**

The District has limited number of vehicles available for approved Employee Out-of-District Travel as an option.

## **TRANSPORTATION AND VEHICLE REQUEST**

### **Student Route Services**

Students eligible for regular bus service as outlined in the service parameters should register for bus service as part of the annual student registration process. Parents should email the Transportation department at [transportation@dsisdtx.us](mailto:transportation@dsisdtx.us) to change bus ridership status after initial registration has been submitted. Changes to bus ridership due to moving, new to the area, change of initial registration, etc., can be submitted to the Transportation Office throughout the year if you are a current rider or wanting to sign up for bus service

Students eligible for special transportation services will be contacted by the Transportation routing specialist after the Transportation form is received from the Special Services Department. The Transportation form will indicate the student is eligible for special transportation outlining the needs of the students per the student's Individual Education Program. Due the individualized service of special transportation, it may take up to 5 days for services to begin after the Transportation form is received by the routing specialist. The Transportation Department will adhere to the needs as outlined on the Transportation form

in the student's Individual Education Program including school times, pick-up and drop-off locations. Changes must be indicated on an updated Transportation form.

### **Student Trips Including Extracurricular**

Dripping Springs ISD utilizes online trip & vehicle scheduling software, Trip Tracker, to facilitate the requesting and scheduling of vehicles. Campus and department administrators have appointed certain staff members to access the software for these requests.

Field Trip request should be submitted to the campus administrator for approval. Due to limited District resources, field trips shall be scheduled between the hours of 9am- 2pm during instructional days. Trips for UIL scheduled competitions outside of these parameters will be accommodated only as District resources permit.

The campus administration office or designated sponsor will submit a request for the trips and/or vehicle(s) online using Trip Tracker. The Transportation Office encourages campuses to get their requests entered as soon as possible to ensure the Transportation Department can accommodate them. Trips must be entered in the system at least **10 days** in advance. The campus should notify Transportation as soon as possible of any trip changes or cancellations.

Athletic and/or extracurricular trips or vehicle requests shall be approved by the athletic and/or extracurricular director or designee. The athletic and/or extracurricular activity office or designee will enter the request into Trip Tracker online at least **10 days** in advance. Vehicles should be requested as early as possible to ensure that all organizations can be accommodated. The Transportation Office should be notified as soon as possible of any changes or cancellations.

NOTE: Trips cancelled after the driver has reported for duty will result in a cancelled trip fee of 2 hour minimum.

Trip Tracker will notify the requestor of record and the driver via email once the trip has been scheduled. Please contact the Transportation Office for assistance with Trip Tracker and other trip related questions.

A "Trip Sheet" must be completed for every use of a District vehicle. The Trip Sheet should be picked up with the keys. The Trip Sheet will list the vehicle you have been assigned. Employees should operate the vehicle assigned to them. The trip sheet must be completed and returned with the keys. The Transportation Department must have the mileage for every trip including student and staff travel.



Please note recommended vehicle capacities for regular full size buses:

- Elementary age students      60 (2 - 3 per seat including adults)
- Secondary age students      46 (2 per seat including adults)
- White Fleet Vehicles      7 passengers including the driver

Remember to allow extra space for adult passengers, luggage and equipment including ice chest or lunch baskets as all items must be stored in a seat or under a seat. Items may not be placed in the bus aisle, block any exit including exit windows or be stacked above the height of the seat.

Teachers, sponsors and/or coaches should review bus safety expectations with students and provide adequate supervision to ensure student safety. These expectations can be found in the Student Handbook or on the Transportation webpage. Students traveling in vehicles equipped with seat belts shall wear them at all times.

**Please note each group is responsible for keeping District vehicles clean and free of trash.**

### **District Employee Travel**

District employees should review the Business Office Procedure Manual in regards to employee travel. The Business Office Procedure Manual outlines the option for mileage reimbursement and car rental in addition to the option of requesting a District vehicle. The cost charged for use of a District vehicle is the same as mileage reimbursement rate. Employees should examine each option to compare cost. Many times a car rental is the best option when traveling out of town, as the cost is less and reduces mileage incurred when using the District's limited fleet of vehicles.

When requesting a District vehicle for employee travel, the request must be submitted through the District vehicle scheduling software, Trip Tracker. Campus and department administrators have appointed certain staff members to access the software for these requests.

The department or campus administration office will submit a request for the trips and/or vehicle(s) online using Trip Tracker. The Transportation Office encourages departments and campuses to get their requests entered as soon as possible to ensure the Transportation Department can accommodate them. Trips must be entered in the system at least **10 days** in advance. The department or campus should notify Transportation as soon as possible of any trip changes or cancellations.

Trip Tracker will notify the requestor of record and the driver via email once the trip has been scheduled. Please contact the Transportation Office for assistance with Trip Tracker and other trip related questions.

A “Trip Sheet” must be completed for every use of a District vehicle. The Trip Sheet should be picked up with the keys. The Trip Sheet will indicate which vehicle you have been assigned. Employees should operate only the vehicle assigned to them. The Trip Sheet must be completed, signed and returned with the keys. The Transportation Department must have the mileage for every trip including student and staff travel.

District vehicles shall be stored and secured at the Transportation facility or designated approved location. District vehicles may not be taken home.

**Please note all District employees are responsible for keeping District vehicles clean and free of trash.**

Please park personal vehicles in the **exact** space the District vehicle is taken from. Please stay within designated parking areas avoiding No Parking and Reserved Parking spots. District Vehicles should be returned to the spot in which they were taken.

### **After Hours Access**

A controlled access badge allows for after-hours access to the Transportation lot and foyer on the east side of the building. The gate and foyer is accessed on the east side by a badge issued by the Transportation Department/trip coordinator. Contact the Transportation Office for instructions to pick up or return vehicle after hours.

## **OPERATION OF DISTRICT VEHICLES**

### **Requirement for Operating District Vehicles**

District Vehicles shall only be operated by approved District employees. Employees shall agree to provide the Transportation Office with a copy of their current driver’s license and understand the Transportation Office will review their driving record to ensure license is valid with required endorsements as applicable. The Transportation Office will review licenses and driving records annually.

District employees operating a school bus or transporting students in white fleet vehicles shall meet minimum requirements as described at 37 Administrative Code 14.14(d) (penalty points for convictions of traffic law violations and crash involvements.)

## License and Certification Requirements for District Vehicles

White Fleet – Trucks, Suburban, Vans:

- Class C Valid License Minimum

District vehicle towing a trailer with combined GVWR (Gross Vehicle Weight Rating) of 26,001 or more:

- Class A CDL
- Current DOT Medical Card unless exemption claimed
- Negative Pre-Employment DOT Drug Screen with participation in District Random Testing Pool in accordance with FMCSA and District Policy DHE

Single vehicle with a GVWR (Gross Vehicle Weight Rating) of 26,001 or more:

- Class B CDL with appropriate endorsements for vehicle to be operated
- Current DOT Medical Card unless exemption claimed
- Negative Pre-Employment DOT Drug Screen with participation in District Random Testing Pool in accordance with FMCSA and District Policy DHE

School Bus (DBA Legal):

- Class B CDL with appropriate endorsements for vehicle-Passenger, School Bus **without** Air Brake Restriction in accordance with District Board Policy DBA Legal
- Possess a valid Texas School Bus Driver Safety Training Certificate in accordance with District Board Policy DBA Legal
- Current DOT Medical Card in accordance with FMCSA and District Board Policy DBA Legal & DBA Legal
- Negative Pre-Employment DOT Drug Screen with participation in District Random Testing Pool in accordance with District Policy DHE

## Ensuring Safe Operation of District Vehicles

### Condition of Vehicle

The Transportation department performs regular scheduled preventative maintenance and annual state safety inspections on all District vehicles. Each employee operating a District vehicle should ensure the vehicle is in safe operating condition before operating.

School bus operators or commercial motor vehicle operators should perform the vehicle pre-trip inspection as stated in the Texas Department of Motor Vehicle Commercial Motor Vehicle Handbook. Vehicles with defects or operational concerns should not be operated. The Transportation Department will assign a prepared spare bus when necessary.

White fleet drivers should ensure the tires, lights, gauges and other safety equipment are in safe operating condition prior to operation. Employees should not operate a vehicle found to have a safety defect or operational issue. Please contact Transportation with safety or operational concerns.

### **Safe Operation**

All District employees are expected to operate District vehicles in a safe professional manner. This includes following all traffic laws and defensive driving practices.

All occupants should wear seat belts in vehicles equipped with seat belts.

The following Texas Transportation Code applies to school bus operation:

#### **Texas Transportation Code Section 545.426**

Use of a Wireless Communication Device in a School Crossing Zone or While Operating a School Bus with a Minor Passenger:

- An operator may not use a wireless communication device while operating a passenger bus with a minor passenger on the bus unless the passenger bus is stopped.

### **Operation of a School Bus**

A person may not operate a school bus if:

1. the door of the school bus is open: or
2. the number of passengers on the bus is greater than the manufacturer's design capacity for the bus.

An operator of a school bus, while operating the bus, shall prohibit a passenger from:

1. standing in the bus; or
2. sitting:
  - (a) on the floor of the bus; or
  - (b) in any location on the bus that is not designed as a seat
  - (c) the Department may adopt rules necessary to administer and enforce this section.

All passengers including adults must be safely seated on the school bus.

## **Accident Procedures**

### **Procedure for Trip or Employee Travel**

Every trip sheet should have an In Case of Emergency Form Attached. Please contact the Transportation Office or emergency number on the ICE form. In the event of a serious collision please contact law enforcement, the Transportation director and/or your campus or department administrator. The first priority should be addressing injuries and protecting the scene from additional risk when possible.

Every district vehicle should also have insurance cards, copy of vehicle registration and inspection on board. In addition, every vehicle should be equipped with a collision reporting form and seating chart for passengers. In the event a collision occurs with students on a bus, the officer working the scene must have a completed seating chart the name and age of all passengers.

### **Maintenance of Vehicles**

The Transportation Department will complete all maintenance and repairs for all district vehicles and trailers. If the work is beyond the scope of the department's means, the Transportation Department will make arrangements for the work to be performed by a third party. Please contact the Transportation shop foreman or Transportation secretary to submit a work request. The Transportation shop foreman or Transportation secretary will schedule an appointment for repairs.

### **Reporting Issues with Trip Bus or White Fleet for Employee or Student Travel**

Employees noticing a potential issue with the district vehicle they are operating should contact the Transportation Office. If after hours contact the number listed on the ICE form attached to the trip sheet. Issues or concerns not requiring immediate attention should be reported to the Transportation Office upon returning the vehicle or noted on the trip sheet if after hours so it can be addressed immediately upon resume of business.

### **Facility Staff Procedures for Vehicle Maintenance**

#### **Scheduled PM's – this procedure applies to service PM's and Safety Inspections**

- The shop foreman will email the maintenance secretary the last week of each month with the list of vehicles coming due for the following month. She then emails, texts, and/or calls the driver of the vehicle to bring the vehicle to Transportation.

- The Maintenance staff members will contact the Transportation Department shop foreman to schedule an afternoon to leave the vehicle for PM during afternoon routes.
- Transportation Department shop foreman will schedule the vehicle.
- Shop foreman will initiate work order in our system to complete PM.
- Shop foreman to notify maintenance supervisor by email immediately if an issue is encountered and the vehicle requires additional repairs.
- In the event the PM cannot be completed on the scheduled afternoon by 6pm, the technician performing the PM shall leave clear written communication for the early morning technician on what is required to complete the PM.
- The early morning technician should complete the PM as early as possible to ensure the vehicle is completed and ready for operation when the maintenance staff starts their work day.
- Any unforeseen delays on maintenance vehicles due to urgent bus issues should be communicated by the mechanic to our dispatcher or secretary immediately, so the dispatcher or secretary can notify the maintenance supervisor or the maintenance secretary.

### **Mechanical or Safety Issue or Concerns**

- Maintenance staff members are to place a work request with the Transportation shop foreman outlining the symptoms, issues and concerns.
- The Transportation shop foreman will generate the work request on our fleet management system.
- The shop foreman will contact the Maintenance Department with any questions regarding the request and work with the maintenance department to schedule a time to get the vehicle diagnosed and repaired.
- The shop foreman will email the Maintenance supervisor the scope, cost and time estimate for the repairs.
- The shop foreman will notify the Maintenance Department when the vehicle is ready to be released.

## **Fueling For District Vehicles**

Fueling will be done only by Transportation shop employees or authorized district employees. Departments issued their own vehicle should contact the Transportation secretary to schedule refueling.

### **Fueling Procedures for Authorized Fuelers**

- Fuelers should ensure they are familiar with emergency shut-off and spill procedures.
- Fueler must enter their personal code each time they fuel.
- Fueler may only use the fuel key for the vehicle it was issued.
- Fueler must enter accurate mileage or hours when fueling.
- Fueler should remain by pump and nozzle when fueling.
- Any fuel spill must be reported immediately and cleaned up utilizing the spill kit located by the pump.

## **Band Movers/Parent Volunteers**

### **Requirements for Band Movers Operating District Vehicles**

#### **To Pull A Bumper Pull Trailer with a District Vehicle**

- Submit background forms (must be 2 separate pages not 2-sided) and copy of driver's license to the Transportation Department located at 2430 Hwy 290 West.
- The Human Resources office will contact you when approved so you can schedule a time with Human Resources for photo and badge issues at 510 West Mercer.
- Please allow at least 5 days for processing.
- Provide Transportation with Texas driver's license annually.
- Updated background check required every 2 years.
- Obtain instruction on process for picking up vehicle and trailer to include:
  - o Access to facility after hours
  - o Where to park personal vehicle
  - o Picking up keys and required paperwork
  - o Inspecting vehicle and trailer for safe operation
  - o Emergency procedures and contacts
  - o Completing required paperwork
  - o Returning the vehicle and trailer
  - o Securing facility after hours

## **To Pull a Fifth Wheel Trailer Using District Dual Truck or Operate Semi/Truck/Trailer**

In addition to completion of the steps outlined above, this vehicle combination requires commercial driver's license due to the gross combined vehicle weight rating-Class A.

- Sign the DSISD Volunteer Driver Agreement regarding drug and alcohol testing
  - Federal law requires a DOT pre-employment drug screen
  - Federal law requires you will be subject to the following:
    - Pre-employment drug screen
    - Random drug and/or alcohol testing
    - Post-accident as defined by DOT standings
    - Reasonable suspicion
    - Return to duty
- Schedule pre-employment drug screen with Transportation
- Federal law will require a DOT medical exam, unless an exemption is claimed with DPS, by completing the CDL-10 Form – this will result in restriction on license to only operate commercial vehicle for political subdivision, etc.
- Provide Transportation a copy of valid Class A CDL.

## **To Operate a School Bus To Transport Band Students**

- Apply on the DSISD website for the sub-bus driver position
- Transportation will contact you to schedule meeting to discuss the steps outlined below in more detail.
- Provide Transportation a copy of your valid Texas driver's license.
- Transportation will make a recommendation to Human Resources that you be employed as sub school driver.
- Human Resources will email you a "Fastpass" to get your fingerprints processed for federal background check (more detailed check required as driving students).
- Human Resources will notify Transportation of your background approval.
- Transportation will contact you to schedule pre-employment drug screen and DOT physical exam (physical required annually for all school bus drivers and subject to the same DOT drug/alcohol screenings as listed above for Class A CDL).
- Complete new hire paperwork with Human Resources office.



- o Apply with DPS for Class B Commercial Learners permit with air brakes, passenger and school bus. Take all required written tests for Class B with endorsements listed above to obtain Commercial Learners Permit (CLP).
  - o Obtain CLP – provide copy to Transportation.
  - o Schedule & complete federally required Entry Level Driver Training through the Transportation Department.
  - o Schedule and complete skills test at DPS with Transportation.
  - o Provide Transportation copy of valid Class B CDL with proper endorsements.
- Complete additional training with Transportation on District procedures/policies and other required bus driver training.
  - o Enroll and complete the State required DPS school bus driver certification class within 60 days of licensing – 20 hour course valid for 3 years, then 8 hour renewal every 3 years.