

BUS DRIVER RULES

Code # 411.1R

Each bus driver will be governed by the following rules and regulations of the Northeast Community School District:

1. Each bus driver will drive a school owned vehicle, assigned to that driver by the Transportation Director.
2. The Transportation Director will assign specific routes to each driver.
3. The Transportation Director will determine the location of overnight storage of the vehicle, as close as is reasonable to a route starting point and/or at a school site.
4. All drivers will report as directed, periodically with their vehicle for a bus inspection.
5. Since each bus driver represent Northeast Community School District, the driver shall dress in a neat and presentable manner.
6. Drivers are prohibited from using tobacco on the school bus.
7. Each driver will be responsible for managing student behavior on their bus, enforcing District policies, rules, and regulations. Students shall not be permitted to throw items out of the windows of the bus or on the floor of the bus.
8. Bus driver employment complaints will be resolved using the following process:
 - Step 1. The driver will discuss the problem with the Transportation Director.
 - Step 2. If the Transportation Director and bus driver are unable to resolve the issue, then, within five (5) working days, the bus driver shall discuss the problem with the Superintendent.
 - Step 3. If the discussion with the Superintendent does not resolve the problem, the bus driver shall request in writing that the Superintendent have the issue placed on the next School Board agenda for purpose of resolution by the District Board of Directors.
9. Northeast Community School District bus drivers will support District activities by accepting driving assignments outside of regular school bus routes. The process for such Activity Trips will be as follows:
 - a. The Transportation Director will assign drivers to specific Activity Trips as needed. Although every effort will be made to meet drivers' wishes concerning such additional assignments, the Transportation Director reserves the right to choose any driver available should the need arise.
 - b. For Activity Trips, each driver will be paid at the rate of \$7.50 per hour travel and waiting time, with a minimum per Activity Trip of \$15.00. This hourly rate is the entire payment received by a driver for such trips, there is no separate meal allowance.
 - c. For Activity Trips each driver will use their assigned bus whenever possible; however, there may be times when another bus is assigned.

10. Annually, each driver shall complete required training programs. These shall include state required update training, as well as district required CPR training.