



BELLVILLE ISD
TRANSPORTATION DEPARTMENT
Procedures manual
2023-2024 School Year



Bellville ISD Transportation Department
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979-865-3673



Independent School District

The Bellville ISD Transportation Department will continue to strive for excellence. We are always looking for more efficient and effective ways to improve our operation. We believe in "Safety First"! Placing the safety of our students, parents, staff and community above anything else. Bellville ISD highly regards the trust and confidence that the parents and community have placed in us to take the best care of our future. Bellville ISD Transportation understands the responsibility that is placed on us to transport what is the most precious cargo on earth: Our Students.

We are committed to a positive interaction with all students. This behavior will contribute to a positive atmosphere of learning. Bellville ISD believes that an effective and efficient Transportation Department will help to improve the quality of education for our students. Our mission is to enhance the safety of transportation, with continuous training on up to date safety techniques and practices. In addition, we support the mission of Bellville ISD, as the center of public education in our community, partners with students, staff, parents, and community to cultivate relevant learning experiences so that each individual is powered by their unique gifts and interests.

Our Transportation Department looks forward to working with all students, parents and staff to ensure that our mission is accomplished.

Best Regards,

Holly Cox
Director of Transportation

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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

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 5 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 Director of Transportation or Principal's Office to maintain effective discipline on district transportation. The Principal or campus administration 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. 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 Transportation Department
 - 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 a 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@bellvillebrahmas.org or call the Transportation Center at 979-865-3673 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. Routing changes may take up to 48 hours from the time the transportation department receives the request.

Students eligible for special transportation services will be contacted by the Transportation Department after the Transportation form is received from the Inclusive Learning Department. The Transportation form will indicate the student is eligible for special transportation outlining the needs of the students per the student's Individual Educational Program. Due to 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 Transportation Department. The Transportation Department will adhere to the needs as outlined on the Transportation Services 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

Bellville ISD utilizes online trip & vehicle scheduling software, transfinder, 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 requests should be submitted to the campus administrator for approval. Due to the possibility of limited District resources, field trips that need to be scheduled between the hours of 9am- 2pm during instructional days, should be approved by the Director of Transportation prior to submitting the request.

The campus administration office or designated sponsor will submit a request for the trips and/or vehicle(s) online using Transfinder. The Transportation Office encourages campuses to get their requests entered as soon as possible to ensure the Transportation Department can accommodate them. 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.

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

Please contact the Transportation Office for assistance with Transfinder 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 75 (2 - 3 per seat including adults)
- Secondary age students 50 (2 per seat including adults)
- Suburbans 7 passengers including the driver
- Activity Bus 15 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 Bellville ISD Handbook travel policy and per diem in regards to employee travel. The Policy outlines the option for mileage reimbursement. The cost charged for use of a District vehicle is the same as mileage reimbursement rate. Employees should examine each option to compare costs.

When requesting a District vehicle for employee travel, the request must be submitted through the District vehicle scheduling software, Route Finder. 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 Route Finder. The Transportation Office encourages departments and campuses to get their requests entered as soon as possible to ensure the Transportation Department can accommodate them. The department or campus should notify Transportation as soon as possible of any trip changes or cancellations.

Route Finder will notify the requester of a record email once the trip has been scheduled. Please contact the Transportation Office for assistance with Route Finder 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.

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

District vehicles should be returned to the spot in which they were taken.

After Hours Access

The gate at the transportation department is accessed by a 4 digit pin, this number is provided on your trip sheet or can be accessed by contacting the Director of Transportation. Contact the Transportation Office for instructions to pick up or return vehicles 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).

District employees who are eligible to drive district vehicles must report any tickets or accidents received while operating a district or personal vehicle to the Director of Transportation within 24 hours.

License and Certification Requirements for District Vehicles

White Fleet – Trucks, Suburban, Vans:

- Class C Valid License Minimum

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

School Bus :

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

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:

Traffic Violations

All employees who drive a district vehicle are required to report any moving traffic violation for which they receive a ticket/citation and all collisions in which they are involved to their immediate supervisor within 24 hours (This includes violations while driving their personal vehicles.)

Any employee who is issued a citation for violating a traffic law(s) that jeopardizes the safety of students or school property (while performing his or her duties in a Bellville ISD vehicle) is subject to immediate termination.

Any traffic citation that an employee receives while operating a Bellville ISD vehicle is the responsibility of the employee and not the District.

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.

The vehicle should be secured and the driver should remove themselves from the driver's seat.

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 information printed on it. Each District vehicle should contain a list of emergency numbers. Please contact the Transportation Office or emergency number. 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.

BELLVILLE I.S.D. TRANSPORTATION DEPARTMENT ACCIDENT PREVENTABILITY GUIDE

Degree of Severity	Written Warning and/or Possible Suspension	1-3 Day Suspension	Automatic removal from driving a district vehicle
Level 1- Collision with a fixed object(pole, fence, mailbox, parked vehicle, etc.)	1st Event- Retraining and/or Probation at;up to 2 days suspension; letter in file (Director Discretion)	2nd Event - Defensive driving course; up to 3 days suspension; letter in file (Director Discretion)	3rd Event- Automatic removal from driving a district vehicle.
Level 2 - Rear-end a vehicle; Failure to yield; Running a red light/stop sign; Improper passing; Improper judgment while operating a vehicle; Illegal turn; Illegal lane change; Following too close; Side swipe; Not reporting an accident. Accident in bus ramp.		1st Event - Probation with or without defensive driving course; retraining; 1-3 day suspension; Letting in file (Director Discretion)	2nd Event - Automatic removal from driving a district vehicle
Level 3 - Gross negligence; Illegal crossing of railroad tracks; Under the influence of drugs/alcohol.			1st Event- Automatic removal from driving a district vehicle.

Note: Any combination of 3 preventable accidents in one calendar year may result in no longer being able to operate a district vehicle. Failure to report an accident or incident will result in suspension from driving a district vehicle.

All consequences are up to tDirectors discretion. all incidents and accidents will be reviewed by the ARC (Accident Review Committee)

Committee will consist of the Director, the Assistant to the Director and the Shop Foreman.

If an incident or accident is deemed non-preventable the employee will receive a letter stating non-preventable.

Post-Accident Drug/Alcohol Screening

If the employee is involved in a collision, regardless of a citation being issued, **a post-accident test is required.** All post-accident drug/alcohol tests will be conducted in accordance with Federal Law and Board Policy DHE

Maintenance of Vehicles (updated 1/26/2024)

All District vehicles and trailers will be placed on a maintenance schedule. The schedule will be based on the registration renewal date of the vehicle. The Director of Transportation and Fleet services will provide the annual schedule for the upcoming school year during the summer. The vehicles will need to be dropped off at the Transportation Department by 4 p.m. on the scheduled date and will be returned to you the following day as soon as possible. If you are unable to follow the schedule for any reason please contact the Director of Transportation at 979-270-9066 or 979-865-3673 in advance to reschedule.

For unscheduled repairs that need to be made to vehicles please contact the Department of Transportation to schedule the repair. All district vehicle repairs need to be inspected by the Department of Transportation first. If at that time it is determined by the department that the work is outside the scope of the department's means, the Transportation Department will make arrangements for the work to be performed by a third party. All district vehicles must have approval from the Director of Transportation prior to being maintained or repaired by a third party. Any repairs done without the approval of the Transportation Department are at your own cost and will not be paid or reimbursed by the Transportation Department.

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 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.

Fueling For District Vehicles

Fueling will be done only by Transportation employees or authorized district employees. Authorized District employees are those who have received a fuel code assigned by the Transportation Office. Those employees who are authorized diesel fuelers are those who have received class C operator training provided by the designated Class A/B operator for the district.

Fueling Procedures for Authorized Fuelers

- Fuelers should ensure they are familiar with emergency shut-off and spill procedures.
- Fuelers must enter their personal code each time they fuel..

- Fuelers 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
- No bus shall be parked or driven off the lot under half a tank.
- No driver may use a cell phone while fueling his or her bus.
- No one can be in a bus while it is being fueled. Monitors must be out of the bus while it is being fueled.

Certification of Receipt

Transportation Procedure Manual

2023-2024

Transportation Department

I hereby acknowledge receipt of a copy of the Bellville ISD Transportation Department Procedure Manual. I agree to read the Manual and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook and policies in electronic format or hard copy.

Please indicate your choice by checking the appropriate box below:

I choose to receive the Transportation Procedure Manual in electronic format and accept responsibility for accessing it according to the instructions provided.

I choose to review the Transportation Procedure Manual as a printed copy.

The information in this handbook is subject to change. I understand that changes in District policies may supersede, modify, or render obsolete the information summarized in this book. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I also accept responsibility for contacting my supervisor or the Human Resource Department if I have questions or concerns or need further explanation.

Signature

Date

Print Name

Position

Please sign and date this receipt and forward it to the Director of Transportation.

HSC 7/26/2023