

District Bus Driver Training and Responsibility Procedures

1. District transportation vehicle drivers shall be familiar with and adhere to WAC 392-145-010, 392-145-015, 392-145-020, 392-145-025, 392-145-030 as now or hereafter amended.
2. All school bus drivers shall meet the qualifications established in WAC 180-20 as now or hereafter amended.
3. Drivers shall be familiar with and adhere to student due process rights as outlined in district policy.
4. Drivers are authorized to take reasonable action, not including corporal punishment, to assure the safe transportation of pupils [WAC 392-145-020 (5)].
5. No school bus driver, except in accordance with emergency procedures, shall leave the immediate vicinity of his/her bus [WAC 392-145-020 (5)].
6. Drivers must stay with the bus during warm up periods [WAC 392-145-020 (3)].
7. No school bus driver shall leave the driver's seat without first placing the vehicle in gear, setting the brakes, shutting off the motor, and removing the ignition key from the ignition.
8. Drivers must make certain all students are safely off the bus before parking, locking and leaving the bus.
9. Drivers shall not allow motor fuel to be put into the vehicle's tank while the engine is running or while passengers are on the bus [WAC 392-145-015 (8)].
10. Drivers shall not drive a bus to exceed the legal truck speed or any other applicable posted speed limit [WAC 392-145-025 (5)].
11. Drivers must stop Yakima School District buses at all railroad crossings, loaded or unloaded, except where exempt signs are posted or when out of town where stopping at tracks listed under WAC 392-145-030 would cause potential traffic hazard. Drivers must always use caution and be prepared to stop [WAC 392-145-030 (1)].
12. Drivers shall see to it that students are provided with a safe seating space of sufficient size to accommodate each student [WAC 392-145-010 (1)].
13. Drivers shall make the determination as to whether or not articles are hazardous, giving specific attention to items such as skis, ski poles, vaulting poles, musical instruments, and riser platforms. Heavy, sharp, bulky and/or other articles which may be hazardous in the event of an accident or emergency stop shall not be transported in the passenger area of any school vehicle. Items which shall not be transported within the passenger area of any school vehicle also include all forms of flammable materials, all forms of animal life (except those

which provide assistance to a disabled student), and all other articles which could adversely affect the safety of the bus and passengers [WAC 392-145-015 (5)].

14. Drivers at all times shall operate Yakima School District buses with their headlights on [WAC 392-145-015 (9)].
15. Drivers shall not order students to leave the bus other than at the student's boarding or alighting place unless in the event of an emergency. Students may be allowed to depart the bus at other than their normal alighting place only with proper written authorization [WAC 392-145-020 (7)].
16. Drivers shall not put the bus in motion with any of the exit doors open or partly open.
17. Drivers shall wear clothing appropriate to work situations which is both functional and contributes to safety.
18. Guidelines for limitation of driving hours:
 - 18.1 A driver may drive any trip scheduled to end after 12:00 midnight only if the driver takes at least six (6) consecutive hours of off-duty time between 6:00 a.m. and the beginning of the trip.
 - 18.2 A driver may drive a morning bus run only if the driver takes at least six (6) consecutive hours of off duty time immediately prior to that run.
 - 18.3 The district shall schedule a driver for not more than ten (10) hours of driving time or for not more than fifteen (15) hours of on-duty time during any twenty-four (24) hour period.
 - 18.4 Emergencies or adverse weather conditions may extend the allowed driving time of a trip for no longer than the time required to complete the trip.
 - 18.5 Every driver shall keep the school informed of his/her work and/or driving schedules with other employers.

Date:

960412

000328