

IMPORTANT NUMBERS

Transportation Office 532-2542

SCHOOLS

LaGrange	834-2311
Lincoln	532-4003
LFL Elem.	837-2254
LFL Garage	837-2411
LFL Middle & High	837-2296
Southeast	532-7176
THS	532-7101
TMS	532-7014
Trail	532-5429

MISCELLANEOUS

BNSF Railroad (Torr. area)	1-800-795-2673
UPRR (Yoder area)	1-800-848-8715
Torrington Police	532-7001
Sheriff	532-4026
Wyoming Road Report	511
	1-888-996-7623

Goshen County School District No. 1 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its educational program or activities. Inquiries regarding Title VI, Title IX, Section 504, the Americans with Disabilities Act, may be referred to:

Central Administration, Donna Fields, 626 West 25th Street, Torrington, WY 82240 or Wyoming Dept. of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050 (307) 777- 6218 or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, CO 80204-3582 or (300) 844-5695 or TDD (303) 844-3417.

Any employee who has a complaint regarding compliance of Title IX, or the handicapped Act mentioned above, the grievance procedure adopted by the Goshen County School District No. 1 Board of Education, shall be used to resolve the complaint



HANDBOOK

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W.S. 31-5-307

**ALL GOSHEN COUNTY
SCHOOL BUS DRIVERS**

**MUST USE THE 8-WAY LIGHTS
WHENEVER THEY ARE LOADING
AND UNLOADING STUDENTS.**

**THIS IS REQUIRED WHEN
DRIVING ROUTES, DRIVING
ACTIVITIES, AND LOADING AND
UNLOADING AT SCHOOLS IN
DISTRICT AND OUT OF DISTRICT**

**Wyoming State Law 21-3-131 Pertaining to School bus Standards,
Operation and Vehicle Operation**

- (a) Each district shall establish and maintain minimum standards for persons involved in the operation of school buses including:
- i. Developing a written plan for the selection, training and supervision of persons whose duties involve the transporting of pupils.
 - ii. Requiring each applicant for a position which duties involve the transporting of pupils to complete and submit an application form that includes a personal and occupational history.
 - iii. Completing a check of the successful applicant's driving record.
 - iv. Ensuring the successful applicant has on file with the district a copy of the medical examiner's certificate required by the United States Department of Transportation, federal motor carrier safety regulations, 49 C.F.R. Part 391.41.
 - v. Requiring annual training consisting of not less than six (6) hours for persons whose duties involve the operation of school buses.
- (b) Each district shall establish and maintain minimum standards for the operation of school buses, including:
- i. All school buses shall undergo a safety inspection not less than two (2) times each school year, with one (1) inspection conducted by a person not employed by the school district. A copy of the inspection reports shall be filed with the local school district.
 - ii. School bus operators shall perform a daily pre-trip inspection of their vehicles and report promptly any defect or deficiency discovered that may affect the safety of the vehicle's operation or result in its mechanical breakdown. Documentation of the inspection shall be submitted weekly and retained on file with the school district for a period of one year.
 - iii. Operators of school buses equipped with lap belts shall wear a properly secured lap belt at all times the vehicle is in motion.
 - iv. Passengers in Type A school buses equipped with factory installed lap belts shall wear a properly secured lap belt at all times the vehicle is in motion.

- v. At least twice during each school year the driver of each school bus shall hold an emergency evacuation drill. Proper documentation for each drill shall be maintained on file with the school district.
 - vi. School bus routing and seating plans shall be coordinated to eliminate standing passengers or exceeding the manufacturer's rating capacity for the school bus.
 - vii. School buses shall operate with lighted head lamps at all times the vehicle is in motion.
 - viii. The service door of the school bus shall remain closed at all times the vehicle is in motion.
 - ix. Any accident involving a school bus which is required to be reported under W.S. 31-5-1106 shall also be reported to the State Department of Education on forms approved by the department.
- (c) Evidence of a person's failure to wear a lap or seat belt on a school bus if required under state or federal law or the failure of a school bus driver to require a passenger to wear a lap or seat belt as required under W.S. 31-5-1402(a), shall not be admissible in any civil action or for the purposes of W. S. 31-5-1402(a).

Wyoming State Law 31-5-102(a) (xlii) School Bus Definition

“School bus means every motor vehicle that complies with the color and identification requirements set forth in the most recent edition of Minimum Standards for School Buses and is used to transport children to or from school but not including buses operated by common carriers in urban transportation of school children”.

Wyoming State Law 31-5-507 Meeting/Passing Stopped School Bus; Markings & Visual Signals

- (a) The driver of a vehicle upon meeting or overtaking from either direction any stopped school bus shall stop before reaching the school bus when there is in operation on the school bus the flashing red lights as specified in W.S. 31-5-929 and the driver shall not proceed until the school bus resumes motion or the flashing red lights are no longer actuated.
- (b) Every school bus shall bear upon the front and rear thereof plainly visible signs containing the words “school bus” in letters not less than eight (8) inches in height, and in addition shall be equipped with red visual signals meeting the requirements of W.S. 31-5-929, which shall be actuated by the driver of the school bus whenever the vehicle is stopped and is receiving or

discharging school children in designated school bus loading areas. Except at a crosswalk, no school bus shall receive or discharge school children upon a roadway with four (4) or more lanes if the child would be required to cross a lane. The board of trustees of school district may waive the requirement in this subsection that school bus drivers actuate visual signals if:

- i. The board finds the safety of children is not jeopardized; and
 - ii. The bus is not on a public roadway.
- (a) Before a school bus is sold by a school district all legal markings on the bus indicating it was once a school bus shall be concealed with paint unless sold to another school district in Wyoming.
- (b) The driver of a vehicle upon a highway with separate roadways need not stop upon meeting or passing a school bus which is on a different roadway or when upon a controlled-access highway and the school bus is stopped in a loading zone which is a part of or adjacent to the highway and where pedestrians are not permitted to cross the roadway.

Wyoming State Law 31-5-511 Stopping Requirements For Certain Vehicles At Railroad Crossings

- (a) The driver of any motor vehicle carrying passengers for hire, or of any school bus whether empty or carrying school children, or of any vehicle carrying a cargo or part of a cargo required to be placarded under United States Department of Transportation regulations, before crossing at grade any track or tracks of a railroad, shall:
- i. Actuate the vehicle's four-way hazard flashers prior to stopping at the grade crossing.
 - ii. Stop the vehicle within fifty (50) feet but not less than fifteen (15) feet from the nearest rail of the railroad.
 - iii. While stopped, listen and look in both directions along the track for any approaching train and for signals indicating the approach of a train and not proceed until he/she can do so safely.
 - iv. Upon proceeding, cross the tracks without manually shifting gears and only in a gear of the vehicle which does not require manually changing gears while traversing the crossing; and
 - v. After crossing the tracks, cancel the four-way hazard flashers.
- (b) Except for school buses which will stop at all railroad crossings, this section shall not apply at:

- i. Any railroad grade crossing at which traffic is controlled by a police officer or flagman.
- ii. Any railroad grade crossing at which traffic is regulated by a traffic-control signal;
- iii. Any railroad grade crossing protected by crossing gates or an alternately flashing light signal intended to give warning of the approaching of a railroad train;
- iv. Any railroad grade crossing at which an official traffic-control device gives notice that the stopping requirements imposed by this section do not apply.

The highway department may adopt such regulations as may be necessary describing additional vehicles which must comply with the stopping requirements of this section.

Wyoming State Law 31-5-237 Use of handheld electronic wireless communication devices for electronic messaging prohibited; exceptions; penalties.

The effective date of this law was July 1st, 2010. Bond amount is \$75.00.

- (a) No person shall operate a motor vehicle on a public street or highway while using a handheld electronic wireless communication device to write, send or read a text-based communication. This section shall not apply to a person who is using a handheld electronic wireless communication device:
 - (i) While the vehicle is lawfully parked;
 - (ii) To contact an emergency response vehicle;
 - (iii) To write, read, select or enter a telephone number or name in an electronic wireless communications device for the purpose of making or receiving a telephone call; or
 - (iv) When using voice operated or hands free technology.
- (b) This section shall not apply to a person operating an emergency response vehicle while making communications necessary to the performance of his official duties as an emergency responder.
- (c) Any person who operates a motor vehicle in violation of this section is guilty of a misdemeanor punishable by a fine of not more than seventy-five dollars (\$75.00).

(d) As used in this section:

- i. "Electronic wireless communication device" means a mobile communication device that uses short-wave analog or digital radio transmissions or satellite transmissions between the device and a transmitter to permit wireless telephone communications to and from the user of the device within a specified area;
- ii. "Emergency response vehicle" means any ambulance, fire department, law enforcement or civil defense vehicle or other vehicle used primarily for emergency purposes;
- iii. "Voice operated or hands free technology" means technology that allows a user to write, send or read a text based communication without the use of either hand except to activate, deactivate or initiate a feature or function;
- iv. "Write, send or read a text-based communication" means using an electronic wireless communications device to manually communicate with any person using text-based communication including, but not limited to, communications referred to as a text message, instant message or electronic mail.

Safety measures to observe when loading and unloading students:

- Loading:
 - Activate 8-way warning system (amber lights) 100-500 feet from loading area.
 - Keep bus as far to the right as possible yet stay upon the traveled portions of roadway (unless at approved bus stops).
 - When the door is open, the red flashing stop lights will be activated.
 - The driver must shift the bus into neutral and set the park brake before letting students board the bus.
 - If students have to cross roadway to load, they should cross only in front of the bus when directed by the bus driver (after the bus has come to a complete stop)
 - Students should load in a single file using the hand rail and take one step at a time.
 - Driver will wait for students to be seated before closing door and driving onward.

- The driver closes the door after the students are safely out of danger; cross view mirrors and rearview mirrors will be checked before leaving bus stop.
- Pull up to the curb only in school bus loading zones.
- Unloading:
 - Use the same procedure for activating 8-way lights.
 - Students are to remain seated until the bus is completely stopped.
 - The following procedure is to be used for unloading students:
 - The driver must shift the bus into neutral and set the park brake.
 - The driver may count students off the bus.
 - Students step approximately 10-15 feet on the edge of the road so they are in clear vision of the driver.
 - Students look at the driver if they cross the roadway only after the driver has checked the traffic and signals them to cross with a pre-arranged signal.
 - The driver closes the door after the students are safely out of danger; cross view mirrors and rear view mirrors shall be checked before leaving bus stop.

Drivers should exhibit the following skills for defensive driving:

- Maintain a safe following distance for speed and roadway conditions.
- Establish reference points on travel path to spot potential traffic hazards before they become immediate hazards.
- Predict what is going to happen in the traffic picture by information received from physical clues.
- Communicate with others by signaling your intentions in plenty of time and use eye contact with other roadway users.
- Drive at a speed that is safe for the roadway and vehicle conditions.
- Always expect the other driver to do the worst possible thing in traffic as far as his vehicle is concerned.
- Maintain regular mirror and head checks as traffic warrants.

- Know handling capabilities of the vehicle being driven.
- Driver shall be alert and ready for evasive maneuvers at all times.
- Turning capabilities for both right and left hand turns.
- Lane changes.
- Pulling up to curbs at loading areas.

Goshen County School District #1 is a third-party tester. This allows G.C.S.D. #1 to conduct the skills tests, the road driving test and the pre-trip inspection test.

Goshen County School District #1 requires that a successful trainee for the CDL shall:

- A. Complete all bus driver application forms, including the “Request for Driving Record Form”.
- B. Receive clearance on the driver’s license record check from the Wyoming Department of Revenue, Motor Vehicle Division.
- C. Have a personal interview with the Transportation Supervisor.
- D. Receive a DOT physical from a medical physician.
- E. Attend a classroom training session to review the District’s Transportation policies, regulations and safety procedures along with State laws and regulations that govern school bus drivers.
- F. Orientation to the operation of a school bus, generally receiving the demonstration on the size same size bus the applicant will be driving.
- G. Complete supervised behind-the-wheel driving time, with no pupils on the bus and in a 60 passenger bus for a minimum of four (4) hours.
- H. Complete a pre-trip inspection test, skills test, and a road test, administered by a third party tester employed by GCUSD #1.
- I. Complete all Goshen County School District #1 employment records.
- J. Receive final approval from the Transportation Supervisor for Goshen County School District #1.
- K. No person shall drive a school bus without having reached the age of 18 years.

- L. School bus driver's shall perform a daily pre-trip inspection of their vehicle and report promptly any defect of deficiencies discovered that may affect the safety of the vehicle's operation or result in its mechanic breakdown. Proper documentation of this inspection shall be on file with the school district for a period of one (1) year.
- M. Drivers of school buses are required to wear lap and shoulder belts whenever the vehicle is in motion.
- N. Passengers in school buses equipped with factory installed lap belts shall wear the lap belts whenever the bus is in motion (all Type A school buses).
- O. At least twice during each school year all students transported in a school bus shall participate in an emergency evacuation drill. Proper documentation for each drill shall be on file with the school district.
- P. Bus routing and seating plans shall be coordinated so as to eliminate standees, without exceeding the manufacturer's rated capacity.
- Q. The school bus driver must activate headlights before leaving bus parking lot/starting route, trip etc.
- R. NO driver shall operate a school bus while impaired through fatigue, illness, or any other cause, as to make it unsafe for him/her to begin or continue to operate the school bus. No driver shall remain on duty longer than 14 hours in a 24 hour period, 11 of which can be behind the wheel in control of the school bus. When the driver has reached that limit he/she shall have at least ten consecutive hours off driving duty.
- S. The service door shall be closed when the school bus is in motion.
- T. The school bus driver must stop at all railroad crossings and activate hazard flashers (four ways) prior to stopping.
- U. The school bus driver MUST open the service door while stopped at the railroad crossing.
- V. Before backing, driver must activate hazard flashers and sound the bus horn twice.
- W. The bus driver must have both hands on the steering wheel at all times while driving.

- X. School bus accidents, which under state law must be reported to the Wyoming Department of Transportation, shall also be reported to the Wyoming Department of Education.
- Y. All school buses shall be inspected at least twice a year, with at least one inspection conducted by an outside agency. A copy of the inspection report shall be filed with the State Department of Education.

**Rules for Cost-Based Block Grant Model
Chapter 20 Transportation Reimbursement**

Section 4. Definitions

- (a) Activity Trip—Travel inside the State of Wyoming for athletic and non-athletic activities sanctioned by the Wyoming High School Activities Association and school sponsored athletic and non-athletic activities in grades preceding high school which directly correspond to those high school activities sanctioned by the Wyoming High School Activities Association. No reimbursement shall be made for transportation expenses for student’s activity trips in excess of one hundred fifty (150) miles from the Wyoming border into another state. Expenses may include the driver’s room and meal costs, but do not include student and/or sponsor’s expenses.
- (t) Field Trip—A student activity outside the classroom that is an extension of classroom instruction and considered part of the regular school session. Travel must be in a school bus. No reimbursement shall be made for transportation expenses for field trips in excess of one hundred fifty (150) miles from the Wyoming border into another state.

Section 10. Operations

- (a) All students’ transportation shall be in vehicles meeting the *Minimum Standards for Wyoming School Buses*.
- (b) Walking distances within the city limits shall be measured as a radius from the main school building and be a minimum of:
 - i. Elementary school students 1 mile
 - ii. Junior high students 1 ½ miles
 - iii. Secondary school students 2 miles

No transportation shall be provided to children living within the walking distance with the exception of Section 10 (c).

- (c) A local district may, by official board action, transport students within the walking distance if it finds that there is a physical barrier that would prevent a student from walking to school or a safety hazard that could cause the student

harm. Examples of physical barriers would be a river, interstate highway (without a pedestrian crossover), etc. Examples of safety hazards are railroad tracks, multi-lane roads with inadequate pedestrian crossings, lack of adequate sidewalks etc. Official board action must be on a route-by-route basis and renewed yearly.

- (d) School buses shall travel only on city, county, state, and federally maintained streets and roads. County roads shall be high priority maintained roads as designated by the county.
 - i. The local board of trustees may take official action to not operate on these roads based on safety concerns and cost effectiveness.
 - ii. The local board of trustees may take official action to travel on other roads for safety concerns.
 - iii. Official board action must be in a route-by-route basis and renewed yearly.
- (e) School bus routing shall be developed with an awareness of cost effectiveness. Multiple routing shall be considered the norm, rather than the exception.
- (f) School buses equipped with a roof-mounted strobe light shall use them as follows:
 - i. When loading and unloading students,
 - ii. When students are on board,
 - iii. During adverse weather conditions, and
 - iv. When bus speeds are less than 25 mph.
 - v. All four conditions must be present in order to use the strobe light.
- (g) Inter-district operations—No district shall send a school bus into another school district for the purpose of loading or discharging students of the other district without consent of the school boards concerned.
- (h) Non-school use—Any non-district group using a school bus shall be charged for the driver's wages and benefits, fuel and a per mile fee to cover maintenance and wear on the bus. The school district shall not be reimbursed for any expense incurred during such use.
- (i) Special needs—Special needs transportation is specially designed to meet the unique needs of a child with a disability. A standard school bus or a specially equipped school bus that has been designed, equipped or modified to accommodate students with special needs may be used. Many times a standard bus can be used, but the operation procedures must be modified. Any modifications to Section 10 (a)-(h) of these rules must be set out in the Individual Education Program (IEP) of the student.

- i. Special equipment or supplies that are used on a special needs bus for mobility assistance, health support or safety purposes shall meet any local, federal or engineering standards that may apply, including proper identification.
- ii. All portable equipment and special accessory items shall be secured at the mounting location to withstand a pulling force of five times the weight of the item, or shall be retained in an enclosed, latched compartment. The compartment shall be capable of withstanding forces applied to its interior equal to five times the weight of its contents without failure to the box's integrity and securement of a particular type of equipment, the specific standards shall prevail (i.e., wheelchairs).



School Bus Out-of-Service Criteria

The following is a list of items that will take a school bus out-of-service. This list is not all inclusive; however, if you are ever concerned with the safety of your school bus and the ability to transport passengers safely, please talk with one of the mechanics or take a spare school bus.



Brake system faults

- STOP Out of adjustment brakes
- STOP Air line leaks
- STOP Hydraulic leaks
- STOP Brake pedal problems
- STOP Brake hose failures - both air and hydraulic
- STOP Low air pressure device coming on below 60 psi
- STOP Parking brake not properly working



Steering system faults

- STOP Absence of bolts, nuts, etc.
- STOP Steering wheel not properly secured
- STOP Steering gear box missing components, cracked, or not mounted properly
- STOP Power steering pump not working properly
- STOP Cracked hoses or leaking fluids



Suspension component faults

- STOP Any broken or missing clamps, bolts or U-bolts
- STOP Missing, loose, or out of alignment springs
- STOP Missing or broken leaf springs



Exhaust system faults

- STOP Any exhaust system failures measurable (audible or felt) which are directly under the passenger compartment or engine compartment



Fuel system faults

- STOP Fuel tank not secure
- STOP Any part of the fuel system not secure
- STOP Any fuel leaking at any point within the fuel system



Drive Shaft

STOP Loose or damaged



Engine

STOP Components - any critical component that fails to function as designed.
i.e. water pump, air compressor, and alternator

STOP Leaks - any fluid leaks that would affect the safe operation of a bus



Tires/Wheels/Hubs

STOP Tire tread depth out of compliance; 2/32 on rear tires and 4/32 on steering tires-any flat spot on a tire 3 inches long or more.

STOP Cut or missing pieces of the sidewalls that are damaged so that the plycord is exposed

STOP Bulges in tires

STOP Objects wedged between rear duals

STOP Flat tires(s)

STOP Loose lug nuts, missing lug nuts or damaged lug nuts



Electrical

STOP Wiring - any required wire or electrical component charred or showing evidence of being burnt or exposed



Battery

STOP Wiring that is exposed or loose



Windshield wipers

STOP Any windshield wipers that are missing, loose, or in such disrepair that they do not function as intended



Lamps and signals

STOP Any lamps or signal systems or sets that, as a whole, do not work Properly



Eight-way Hazard lights

STOP Any one of the eight-way hazard lights that are inoperable or missing




Gauges

STOP Brake warning lights and buzzers




Emergency Equipment

STOP Fire extinguisher which is not properly mounted


 Fire extinguisher which has been discharged and no longer meets specifications


 Safety devices as follows not in working condition:

 Child monitor

 Crossing gate

 Stop sign

 Seat belt cut or malfunction


 First aid kit or body fluid kit missing


 Emergency buzzer windows or doors


 2-way radio



• Wheel chair equipped vehicles

 Wheelchair lift does not properly function as designed

 Any hydraulic line leaking during lift operation

 Missing, frayed or damaged wheelchair securement equipment

General Information

No driver shall operate a school bus while his/her ability or alertness is so impaired, or so likely to become impaired, through fatigue, illness or any other cause, as to make it unsafe for him/her to begin or continue to operate the school bus.

No driver shall remain on duty longer than 14 hours in a 24 hour period, 11 of which can be behind the wheel in control of the school bus. When the driver has reached that limit he/she shall have at least 10 consecutive hours off driving duty.

Storage of District Owned Vehicles

Policy: 3641.4

All district-owned vehicles shall be parked on district property, unless an exception is approved by the Transportation Supervisor and Superintendent.

Activity Travel Meal Reimbursement

Policy: 3560

OUT OF DISTRICT TRAVEL EXPENSE REIMBURSEMENTS

Eligible travel expenses will be reimbursed at the level approved by the District Central Administration Office.

Mileage rates will be set at the maximum non-taxable rate allowed by the Internal Revenue Service at the time of travel.

Professional Development Application forms that are submitted incomplete or incorrect will not be processed for payment.

Based on the above policy, the following guidelines have been established by the business office for employees who are traveling and may claim reimbursement for expenses incurred while out of town. Transportation employees who are away from the district over night may request reimbursement for food expenses if the following criteria are followed:

1. Original Itemized receipts must be submitted no later than 5 working days following completion of travel.
2. Each individual is required to submit their own original itemized receipts. **Only itemized receipts are acceptable. A credit card receipt alone will not be accepted.** Employees will be responsible for charges that are not on an itemized receipt.
3. Attached is an example of an itemized receipt; receipts which are turned in and do not share the same characteristics as the attached example will not be submitted for payment.

4. Reimbursement shall not exceed the following guidelines:
- a. Overnight trips - \$40.

SAMPLE OF ITEMIZED RECEIPT

Grandma's Cafe 1101 Alaskan Way Casper, WY 82602	
<i>Server: Judy</i>	<i>July 1, 2014</i>
<i>Table 46/1</i>	<i>12:58pm</i>
<i>Guests: 1</i>	
<i>Pepsi</i>	<i>\$1.50</i>
<i>Cheese Burger</i>	<i>\$4.00</i>
<i>Small Fry</i>	<i>\$1.50</i>
<i>Chocolate Pie</i>	<i>\$3.99</i>
<i>Sub Total</i>	<i>\$10.99</i>
<i>Tax</i>	<i>.54</i>
<i>Total</i>	<i>\$11.53</i>

School Bus Safety Program

Policy: 3641.35

The safety and welfare of student riders shall be the first consideration in all matters pertaining to transportation. Safety precautions shall include the following:

1. Children shall be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills shall be conducted to thoroughly acquaint student riders with procedures in emergency situations.
3. The vehicles used to transport student passengers shall be equipped and maintained to comply with requirements of law and the standards and safety regulations as adopted by the State Board of Education. The board shall comply with the requirements established by the State Department of Education and published in the WDE chapter 20 Rules and Regulations. All bus drivers shall be expected to be familiar with and abide by these requirements.

**Bus Driver Examination and Training
(And Requirements)**

Policy: 3641.24

Any person who drives a school bus for the district on a regular basis shall bi-annually present a certificate from a physician acceptable to the Board, indicating that he or she is physically able to perform such duties. The district will pay the cost of the examinations as indicated in the current staff handbook. All bus drivers, including substitute drivers, must possess a valid Wyoming license of the proper class. Bus drivers are expected to participate in training programs sponsored by the State Department of Education and/or Goshen County School District No. 1.

School Bus Scheduling and Routing

Policy: 3641.3

School bus routes shall be established by the Transportation Supervisor, approved by the Superintendent and Board. The routes shall be designed to provide for the most efficient use of buses and the safe and economical transportation of pupils.

School Bus Scheduling and Routing

Policy: 3641.3

1. Where possible, bus routes should be scheduled in such a way that no student should have to ride more than 75 minutes one way.
2. In populated areas, such as residential areas, subdivisions, trailer courts, etc., or on paved county roads, main and secondary highways, bus stops shall be at least a minimum of two blocks apart.

Student Conduct on School Buses

Policy: 3641.36

Bus drivers shall have authority over the conduct and behavior of student passengers and will be expected to exercise all possible diligence to provide the safety and well-being of their passengers.

Drug-Free Workplace

Policy: 4111.2
4211.2

The school district is committed to providing a drug-free and alcohol-free learning environment and work place. Drug abuse and alcohol abuse at school or in connection with school-sponsored activities on or off school grounds threaten the health and safety of our students and our employees and adversely affect the educational mission of the school corporation. The use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful. For these reasons, the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs, alcohol or other controlled substances in the work place, on school premises or as part of any school-sponsored activities is strictly prohibited. These standards of conduct are equally applicable to students and employees. Any employee who is convicted of a drug statute violation arising out of conduct occurring in the work place must notify the central administration of such conviction not later than five (5) days after the conviction. Compliance with these standards of conduct is mandatory. Disciplinary sanctions (consistent with local, state and federal law), up to and including expulsion and referral for prosecution, will be imposed on employees who

violate the standards of conduct set forth in this notice. Such sanctions include, but are not limited to, reprimand, short- or longterm suspension with or without pay, termination of employment, and referral for prosecution. Satisfactory completion of an appropriate rehabilitation program may be made a condition for withholding or terminating other sanctions

Procedures for Possible School Closure Goshen County School District No. 1

- **3:00-6:00A.M.** Transportation Supervisor monitors weather conditions utilizing any number of the following tools: internet weather service, television weather channel, local radio stations, visual of weather conditions.
- Transportation Supervisor will travel any roads that could be a safety concern due to the weather.
- Transportation Supervisor will be in contact with Goshen County Road and Bridge department to gather data on the road conditions throughout the county.
- **5:00 A.M.** Transportation Supervisor will notify Superintendent of possible weather problems.
- **5:30 A.M.** Transportation Supervisor will call the Superintendent to make recommendation for delayed start or closure of schools.
- School Messenger communication system will be activated to relay any information with regard to schools start times/closures.
- **6:00 A.M.** Superintendent notifies local radio stations of the decision made regarding delayed starts, closures, or regular scheduled start times. The following is a list of the local radio stations that need to be notified.
 1. **KGOS/KERM**
 2. **KMOR**
 2. **KNEB**
 3. **KGWN/KCWY13**
 4. **GCSD#1 Web Site www.goshen1.org**

The purpose of this is not to override Administrative Regulation 3611.2 or 3611.2b. This is simply a guide to show the actions that will need to be taken and a time that they should be done in order to make a decision to delay or close school due to inclement weather.

Remember anytime it snows we need to be extra cautious driving. The most important thing is getting the children of Goshen County to and from school safely. If you are experiencing bad road conditions call the bus garage and we will inform schools that buses will be running behind.

Driver Conduct and Responsibilities

The transportation of students to and from school is a necessary part of an educational program. Learning to drive a school bus is a difficult task involving knowledge of related information, visual skills, judgment, decisions, and accurate responses.

Before you, as a driver, get behind the wheel of a school bus, there is a great deal you need to know about yourself and your responsibilities.

You must be willing to:

1. Accept responsibility,
2. accept authority,
3. exhibit interest in employment assignments,
4. continuously learn and accept training,
5. carry out assignments completely and cheerfully,
6. gain a working knowledge of written school board policy,
7. communicate with your supervisor and other drivers,
8. communicate and discuss problems of discipline, conditions of bus, conditions of highway and changing conditions of various stops for pickup and discharge of passengers with your supervisor.

YOU ARE IMPORTANT

The school bus driver is a very important person who plays a vital role in the system. You will be the first representative of the school system to meet the students in the morning and the last to see them at night. **While the students are on the bus, their safety is of the utmost importance to you.**

The following training will be covered:

1. An introduction to school bus driver's role and responsibility.
2. Passenger control.
3. Passenger loading/unloading.
4. Accident and emergencies.
5. Bus maintenance and inspection.

6. Driving fundamentals.
7. Proper mirror usage.
8. Operation Lifesaver.
9. Inclement weather driving.

A professional school bus driver must be willing to accept responsibility. When you drive a bus load of children to school every day in all kinds of hazardous highway and weather conditions, you are charged with a grave responsibility. Just like a ship's captain or an airline pilot, precious human lives depend on your experience, skills, judgment, and attitude.

The vital link to safety, proper driver attitude, knowledge, and skill is not just acquired but must be developed through your interest in safe driving. Not only with intensive pre-employment training, but with continual in-service activities do you up-grade your ability to cope with a constantly changing driving environment. You must be constantly re-evaluating your driving techniques.

YOUR PASSENGERS

You may establish a positive relationship with your passengers that no other school person does. Your passenger's conduct will depend a great deal on what you say or do.

1. You should greet your passengers in a friendly manner.
2. You should use reasonable discipline procedures.
3. You should recognize that students growing up are in a state of physical change and emotional unrest.
4. You should recognize that the average student wants to be treated fairly and equally.
5. Most of your students desire recognition of their good traits and abilities.
6. You must maintain a business, yet friendly, relationship with all students. This is important. REMEMBER ~ Business-like, yet friendly.
7. You should compliment good conduct abilities, habits, dress, good deeds, etc. of your passengers.

THE PARENTS

Most parents are vitally concerned with the safety of their children and will be a positive force in assisting you with a problem on the bus. Occasionally through lack of information or misunderstanding, some parents may react negatively. Learn how to properly inform and work with parents. This is not an easy task, but don't fear parents. Remember, you may be a parent. Try to give them the information so they can properly judge what has happened.

1. Discussion concerning school officials or policy with dissatisfied parents should be avoided.
2. You should not repeat rumors or idle gossip but rather communicate facts to proper authorities.
3. You can impress upon parents that they have the responsibility to have children at the bus stop on time.
4. You have a responsibility to the parents and your riders to be on time, courteous and cooperative.
5. You shall exercise maximum safety by practicing and displaying good and proper driving at all times.
6. You should be receptive to parent's and student's suggestions that contribute to the orderly operation of your bus. It is important here that you do not try to change rules just because a student or parent wants them changed, but any complaint or any suggestions should not be treated lightly. Report the situation or desired change to the Supervisor of Transportation.
7. You should recognize when you need assistance from school officials in solving parent, passenger or driver conflict
8. Parents should realize passengers are expected to sit and be reasonably quiet without causing a disturbance throughout the bus.

YOUR FELLOW EMPLOYEES

The people with whom you work usually desire the same courtesy and friendliness that you do. You can help to make their job, as well as your own, a rewarding experience.

1. Be courteous at all times.
2. Be helpful to other school employees.

3. Aid other drivers in checking out lights and use proper driving practices in the area of other buses.
4. Avoid repeating rumors or idle gossip, but rather communicate facts.
5. Cooperate to promote a congenial work environment by refraining from personal attacks and gossip, but rather compliment good work deeds.

YOURSELF

No one knows “the real you” as well as you do. Therefore it is important that you honestly evaluate yourself to be sure that you are physically and mentally prepared for driving your bus.

1. You must be sufficiently rested to be free from fatigue.
2. You must be free from adverse affects of drugs, medications or alcohol.
3. Your personal appearance, grooming and language must be acceptable within your community.
4. You must exhibit the mature mental adjustment and emotional stability needed to cope within expected and unusual situations.
5. You must be interested in the welfare and needs of others.
6. You must be willing to practice patience and understanding.
7. You must always refrain from physical violence toward students and fellow workers.

SOME THINGS TO REMEMBER

By the way you do your daily job; you each contribute favorably or unfavorably to a public’s relations. A careless, thoughtless driver creates harmful impressions. The careful, courteous driver makes good impressions. One discourteous, irresponsible act reflects an unfavorable image on other members of the team. Each driver is important to the public’s relations. Give thought for a few minutes to these facts:

- Each driver represents his/her school system before the public.
- How you act is reflected in public opinion on school matters.
- Drivers, in running their daily routes, have more contact with the public than does any other school group.

- Large numbers of student riders are involved.
- Large numbers of motorists view the school buses.
- Observers expect proficient driving; they take good performance for granted and are usually quick to complain of poor performance.

PERFORMANCE

Try to become acquainted with those students who ride your bus. Interest in the children that you transport daily will assist you in gaining the confidence of children and their parents.

COMMUNICATION

Try to communicate with all of your riders and parents. Do not leave things unsaid. Do not use profanity when talking to your students-no matter what language the students use. This is also true in relations with co-workers.

- **DO NOT USE PROFANITY**
- **NEVER PHYSICALLY TOUCH ANY STUDENT TO DISCIPLINE THEM.**

Regulations for School Bus Drivers

1. Bus drivers must have a current DOT physical examination. The district will reimburse the driver toward the cost of the physical annually, up to \$150.00. You are required by Goshen County School District #1 to carry a medical examiners card. Ask your doctor for this card when you receive your physical examination.
2. All school bus drivers must perform a daily safety inspection of his/her bus. The form for this inspection must be used and must be turned into the office when completed. These forms are kept on file for one year as required by the State of Wyoming and the Federal D.O.T.
3. Drivers must have a CDL/A or B with P and S endorsements. An APS or BPS license is required whenever a person is driving a vehicle designed to transport 16 or more persons, including the driver.
4. It is an important responsibility to keep yourself and your bus clean.
5. A driver shall not use tobacco in the bus. Goshen County School District #1 is tobacco free. A driver shall not operate a school bus when he/she has had any alcoholic beverages.
6. Drivers must activate headlamps before leaving bus garage, school parking lot etc. when starting a route, an activity or field trip.
7. Drivers must use seat belts at all times.
8. Before backing, drivers must activate hazard flashers and honk horn twice.
9. Drivers must not permit any gun, loaded or unloaded in the bus.
10. Never leave you bus with the motor running.
11. All buses must come to a complete stop before loading and unloading. The 8-way light system must be activated whenever loading and unloading students.
12. If on main traveled highways and city streets, drivers are to see that all traffic is stopped in both directions, before they allow students to cross the roadways.
13. Drivers must not engage their buses in drive until after the children who are unloading are safely across the road.
14. Buses are to come to a complete stop at all railroad crossings and all “stop” signs whether loaded or unloaded. The bus driver shall use the four-way hazard lights but not the eight-way flashing stop lights at all railroad crossings. Drivers must open service door before crossing railroad tracks.

15. After loading students at the grade schools, middle school and high school, drivers shall see that all students remain on the bus until delivered to their destination.
16. Drivers are responsible for discipline on the buses and are to see that children obey the bus rules for students.
17. A complete report is to be filed with the Transportation Supervisor concerning any accident or any irregularity occurring on the bus. The accident/irregularity will be reported to the Superintendent.
18. Bus drivers are to transport students, sponsors, and authorized personnel of Goshen County School District #1 only.
19. Bus drivers shall not move nor drive their bus with either the passenger loading door or emergency door open whether loaded or unloaded.
20. Drivers must fill out a substitute driver form which is to be approved by the Transportation Supervisor in times of absence. **Do not recruit a substitute bus driver; this will be done thru the Transportation Office.**

Railroad Crossing Directive

The driver of any school bus, whether carrying passengers or not, must, before crossing at the grade of any track(s) of a railroad, bring the bus to a full and complete stop within not less than 15 feet or more than 50 feet from the rails nearest the front of the bus.

When drivers are making stops for railroad crossings, they shall carefully observe traffic and reduce speed far enough in advance of the stop to avoid trapping other motorists in panic stops or rear-end collisions with the bus. On multiple lane roadways, no such stops shall be made in the center of left-hand lane.

No special signs, signals or flashers designated for school buses only, must be activated while stopping or stopped at railroad crossings; however, the following procedure offers protection to the bus and alerts following motorists of your intention to stop:

1. Stay in your lane of traffic; do not move off the road.
2. Prior to stopping, activate your four-way hazard flashers and open your door for increased visibility.
3. When you start to cross the railroad grade, leave your hazard flashers on, close your door and proceed across the track.
4. Do not shift until you are completely across the railroad grade and all tracks.

The driver, when stopped and while stopped, shall fully open the service door and listen and look in both directions along the track(s) for approaching engines, trains or cars. Upon resumption of motion, the service door will be closed by the driver.

If the view of the track(s) for a distance of one thousand feet in either direction is not clear or is obstructed in any way, no portion of the bus may be moved onto the track(s) until, upon personal visual inspection, the driver has made certain that no train is approaching. In no instance may a signal indicating safety be considered as conclusive or serve as a reason to ignore the precaution.

Drivers shall in all instances cross railroad tracks in a gear that will not necessitate changing gears while traversing the crossing. They shall not under any circumstances shift gears when the bus is actually crossing tracks or railroad crossings.

In the event that a train has passed over the crossing, no bus driver shall drive the bus onto said track(s) until such train has sufficiently cleared the crossing so that the driver is certain that no train, hidden by the first one, is approaching in an adjacent track.

For improved vision and hearing, a window at the driver's left should be opened and all noisy equipment (fans, etc.) should be shut off until the bus has cleared the crossing.

At crossings controlled by signals only, in addition to the above, the driver of a school bus which has stopped at any railroad track(s) at which any flashing red lights and /or bells are in operation shall not proceed across such track(s) unless by authorization from a law enforcement officer or train personnel. Such authorization does not relieve the driver of a personal responsibility for a safe crossing. In the event at switching operations or stopped trains delay the use of the crossing unnecessarily for frequent or extended periods of time, a complaint should be made through proper channels to railroad management and traffic authorities.

At crossings controlled by a crossing gate or barrier, no bus driver shall drive the bus through, around or under any such crossing gate or barrier while such gate or barrier is closed or is being opened or closed. The driver must never accept lack of movement as indication that the device is either in or out of order or not properly handled. He must always view a railroad grade crossing as a warning of danger and must not cross the track(s) until he has conclusively ascertained that no train is approaching.

During wet, stormy or foggy weather, before driving any part of the bus on the track(s), the driver must know conclusively that the crossing can be made in safety. Any use of flares, etc. in addition to warning signals or devices maintained at such railroad crossing(s), must be taken as an additional warning of danger.

When a school bus must stop for any railroad track or grade, all passengers must be silent until the crossing is complete. The signal for silence shall be given by the driver in whatever manner deemed suitable.

School Bus Evacuations

Due to present-day road and traffic conditions, increased number of students being transported, increased number of accidents on the highways the school bus driver and students must have a general knowledge of safe methods of bus evacuation in case of emergency.

A driver must be familiar with the placement of emergency exits on his or her bus, their limitations, and he/she must have simple but effective plan for using these exits in time of need.

Students must know what is expected of them, so they may respond to the driver's instructions quickly and in as orderly fashion as possible.

It is the responsibility of the school bus driver to instruct students in bus safety and courtesy. That instruction must be a continual process, beginning at the kindergarten level and continuing through high school.

Reasons for actual emergency evacuations:

1. Fire or danger of fire. Being near, an existing fire and unable to move the bus, or being near the presence of gasoline or other combustible material is considered dangerous and students should be evacuated. The bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Students should be moved to a safe place 100 feet or more from the bus instructed to remain there until the driver has determined that the danger has passed.
2. Unsafe position. When the bus is stopped because of an accident, mechanical failure, road conditions, or human failure, the driver must determine immediately whether it is safer for students to remain on or evacuate the bus.

Mandatory Evacuations - the driver must evacuate the bus when the following situations arise:

1. Fire or threat of fire is apparent.
2. The final stopping point is in the path of a train or adjacent to railroad tracks.
3. The stopped position of the bus may change and increase the danger (e.g., a bus comes to rest near a body of water or at a precipice where it could still move and go into the water or over a cliff). The driver should be certain that the evacuation is carried out in a manner which affords maximum safety for the students.
4. The stopped position of the bus is such that there is danger of collision.

5. Sight distance. In normal traffic conditions, the bus should be visible for a distance of 300 feet or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.

Students appointed to help with bus evacuation drills should possess the following qualifications:

- Maturity
- Good citizenship
- Live near end of bus route

Appointed students should know how to:

1. Turn off ignition switch/shut down engine
2. Set emergency brake
3. Use emergency exits and windows, emergency release valves
4. Help small students off the bus
5. Summon help when and where needed
6. Use 2-way radio

There are several different drills to do with students:

1. Everyone exits through the front door
 - a. 1 leader and 2 helpers
2. Everyone exits through the rear emergency door
 - a. 1 leader and 2 helpers
3. Everyone exits through the side emergency door (if bus is equipped with one)
 - a. 1 leader and 2 helpers
4. Front half exits through front door and rear half exits through rear emergency door
 - a. 2 leaders and 4 helpers
5. Front half exits through side door and rear half exits through rear door
 - a. 2 leaders and 4 helper

Student leaders must lead students 100ft. from bus.

Points to remember when conducting an evacuation drill:

1. Driver should stay in bus during evacuation drill. He/she must put bus in neutral, set parking brake, and turn off engine.
2. Students should not be permitted to take lunch boxes, back packs, books, etc., with them when they leave the bus. The objectives are to get students off safely in the shortest time possible and in an orderly fashion.
3. Students should walk a distance of at least 100ft. from the bus in an evacuation drill and remain there until given further directions.
4. Evacuation drills must be done on school property.
5. Do not use emergency exit windows and roof hatches during the drill. Show students how to use them. Use only floor-level doors for drills.

Sites to consider using while doing a bus evacuation drill; this list is not all-inclusive, should you find that these suggested areas are not sufficient please remember that an evacuation drill needs to be carried out in a safe location free of traffic or other dangers to the students as they exit the school bus.

1. Transportation department transfer zone
2. Trail and Lincoln Elementary bus loop
3. TMS bus loop
4. THS bus loop
5. Lingle bus loop
6. Southeast bus loop
7. LaGrange bus drop off

Each of these sites has been identified based on the locations ability to provide students a safe place to gather once off the bus. If these sites are not available, consider an alternate district owned site with the same safety standards as the above mentioned locations.

**Procedures to Follow In The Event Of an Accident Involving a Vehicle Owned By
Goshen County School District #1**

1. If possible, maneuver your bus out of harm's way, turn off the ignition, remove the key, and check your bus for smoke, fire, and/or leaking fuel.
2. The Transportation office should be given the below listed information, and if the Transportation Office is not open, the driver should immediately notify the local police, County Sheriff's Office and/or the State Highway Patrol.
 - a. When contacting the Transportation Department, please advise if an ambulance and/or wrecker is needed. Priority should always be placed on the care and safety of the passengers before there is any concern for the vehicle.
 - b. If necessary, evacuate the bus.
 - c. Obtain the name of the driver of the vehicle(s) involved.
 - d. Obtain the license plate number of the vehicle(s) involved.
 - e. Obtain the name of the insurance company of the vehicle(s) involved.
 - f. Obtain the names of witnesses, if possible.
 - g. Make a list of the names of all students on the school bus and/or school vehicle.
 1. This list should include the grade of the student so that the schools may be contacted.
 2. Use the seating chart in the black books to show where each student was seated at the time of accident
 3. **Do not release children to parent(s) or legal guardian(s) without the consent of law enforcement and EMT officials, and a parent/guardian signature. Sponsors should know this and should assume this responsibility. Make sure they do! Children may be released only to their parents or legal guardians.**
3. The secretary on duty at the District Transportation Office shall notify the building principal concerning the accident and the names of students riding the bus that are under their supervision.
 - a. The building principal shall have the school nurse assigned to their building examine and/or check all the student riders to ascertain that further medical attention is not necessary.

- b. The respective building office staff shall notify the parents of the students involved in the accident of the situation and their current status.
 - (1) The District Transportation Office will work in cooperation with each building secretary to assist in performing this post-accident function.
- 4. The Transportation Supervisor will notify the Superintendent of the details concerning the accident and the steps that have been taken by the Transportation Department and concerned schools.
- 5. The Business Manager will notify the insurance carrier for Goshen County School District #1 of the accident and the circumstances related to same.
- 6. Related and subsequent steps concerning the accident should be as follows:
 - a. The school nurse(s) should write a brief report concerning the condition of the students and make special note of any that would require further medical attention.
 - b. The Transportation Office staff will follow up on having the driver complete all required accident reports and/or information forms and copies of the same shall be turned into the Superintendent of Goshen County School District #1.

Step by Step Accident Procedure for Field Trips and Activity Trips

If possible, maneuver your bus out of harm's way, turn off ignition, remove key, and check your bus for smoke, fire, and/or leaking fuel.

Notify law enforcement officials and the Transportation Office as soon as possible.

Emergency	911
Torrington Police Depart.	532-7001
Goshen County Sheriff Dept.	532-4026
Donna Bath	532-2542

- If you decide evacuation is not necessary, have the students remain seated where they are.
- **Sponsors should know this and should assume this responsibility. Make sure they do! Children may be released only to their parents or legal guardians.**
- Check for injuries by first asking the whole group, **and then you must check with each individual passenger by asking each one: "Are you hurt?"** Take notes as you go or as soon as possible.
- Coaches and teachers have all been trained in First Aide; enlist their help.
- Make a seating chart showing exactly where each person was seated at the time of the accident. Include name, address, age and phone number for each person. A separate sheet of paper may be used and is located in the black books on each bus.
- Always leave cell phones on during entire trip so you may be contacted.
- If you are required to a drug and alcohol test, do it at a clinic/hospital as soon as possible.
- If further assistance is needed, you may call the school district you are located in. Supervisor numbers are listed in the drivers' handbook and black books.

Special Instructions for Use of Eight-Way Flashing Lights

All bus drivers must use their flashing red lights when loading and unloading at all schools unless the Board of Trustees has waived this requirement at a specific site.

Always use your eight-way flashing lights whenever loading and unloading students.

Use of Eight-Way Loading and Unloading Lights at All Schools

Goshen County School District #1 bus drivers shall use their red flashing lights when loading and unloading riders at the following approved school sites:

1. Lingle Schools
2. Torrington High School
3. Torrington Middle School
4. Southeast Schools
5. LaGrange School (east and south sides)
6. Lincoln Elementary
7. Trail Elementary

There are two important points to keep in mind when following this regulation:

1. When loading for activity trips at school sites, it is important to follow the law and use the eight-way loading and unloading lights. Students on activity trips should always be coming from the school building or going into the school building when loading and/or unloading on activity trips. They should not be crossing a street for loading or unloading purposes.
2. At all school bus loading sites, please do not activate your lights until the students start leaving the school building to board the bus.
 - a. We need to be courteous to other motorists without jeopardizing the safety of our student riders by running our eight-ways as little as possible.
3. A school bus cannot pass another school bus when the red eight-way lights are flashing. There are no exceptions to this rule.
4. If safety is not a factor, please shut your eight-way flashing lights off if you are parked at a school loading site for a student who is still in the building or has returned to the school building.

Elementary District-wide Discipline Consequences

The possession, use, sale and/or distribution of alcohol or any illegal controlled substance as defined by the Wyoming Controlled Substances Act of 1971. W.S. Sections 35-7-1001 through 35-7-1057 by any student while on campus or at any home or away school sponsored activity, is prohibited. Being under the influence of any illegal controlled substance or alcohol by any student while on campus or at any school activity regardless of location is prohibited. The possession of drug paraphernalia, equipment, or apparatus designed for or used for the purpose of measuring, packaging, distributing or facilitating the use of controlled substances is prohibited.

Contact with Law Enforcement

In all situations where there is reasonable suspicion of controlled substance abuse or alcohol, the law enforcement personnel will be contacted. This contact will be made by an administrator or designee and witness in charge of the building.

REF: Policy 5131.03 – Controlled Substance Possession/Use/Sale/ Distribution at School or School Related Activities)

Tobacco/Counterfeit Substance Use and/ or Possession**Discipline Consequence:****First Offense**

- 2 days suspension
- Notify law enforcement
- Student is required to make-up work
- No school activities/ may not be on any school grounds without parent supervision

Second Offense

- 4 days suspension
- Notify law enforcement
- Student is required to make-up work
- Mental health evaluation/counseling may be recommended. Program cost and any related costs are the responsibility of the student and/or student's family
- No school activities/ may not be on any school grounds without parent supervision

Third or More Offense

- 10 days suspension
- Notify law enforcement
- Student is required to make-up work
- Mental health evaluation/counseling may be recommended. Program cost and any related costs are the responsibility of the student and/or student's family.
- No school activities/ may not be on any school grounds without parent supervision

Intent to Sell or Distribute Alcohol, Illegal Drugs, Drug Paraphernalia, or Counterfeit Substances

Discipline Consequence:

First Offense

- 1 - 10 day suspension and possible recommendation for expulsion • Notify law enforcement
- No school activities/ may not be on any school grounds without parent supervision
- Student is required to make up work

Alcohol, Illegal Drugs and/or Drug Paraphernalia or Counterfeit Substances (Use and/or Possession):

Discipline Consequence:

First Offense

- 1 - 10 days suspension
- No school activities/ may not be on any school grounds without parent supervision
- Student is required to make-up work

Second Offense

- 5 - 10 days suspension
- Notify law enforcement
- Mental health/drug treatment program is required. Program cost and any related costs are the responsibility of the student and/or student's family. • Student is required to make-up work
- No school activities/ may not be on any school grounds without parent supervision

Third Offense

- 10 days suspension
- Notify law enforcement
- Mental health/drug treatment program is required. Program cost and any related costs are the responsibility of the student and/or student's family
- Student is required to make-up work
- No school activities/ may not be on any school grounds without parent supervision

Weapons:

Weapons type definitions updated Feb 2015

Type I: Use or possession of deadly weapons means but is not limited to a firearm, explosive or incendiary material, motorized vehicle, an animal or other device, instrument, material or substance, which in the manner it is used or is intended to be used is reasonably capable of producing death or serious bodily injury

Discipline Consequence:

- 5-10 days out of school suspension and possible recommendation to the Board of Trustees for expulsion

- Notify law enforcement
- Student is required to make-up work
- Mental health evaluation and counseling required. Program cost and any related costs are the responsibility of the student and/or student's family
- No school activities/ may not be on any school grounds without parent supervision

Type II: Use or possession of any article other than deadly weapons which are designed or intended to be used to inflict bodily harm and/or intimidate other persons. Examples are, but not limited to, knuckles, switch blade/butterfly knives, chains, clubs, stars

Discipline Consequence:

- 5 - 10 days suspension and a possible recommendation to the Board of Trustees for expulsion
- Notify law enforcement
- Student is required to make-up work
- Mental health evaluation and counseling required. Program cost and any related costs are the responsibility of the student and/or student's family
- No school activities/ may not be on any school grounds without parent supervision

Type III: Use or possession of any article designed for other purposes but which are being used, or intended to be used, or threatened to be used to inflict bodily harm and/or intimidate

Discipline Consequence:

- Possible detention-suspension depending upon situation
- Student is required to make-up work

Vandalism:

Individuals who cause damage to school property, including but not limited to: buildings, contents, site, site improvements, and vehicles

Discipline Consequence:

- Detention/ Suspension
- Law enforcement may be notified if valued over \$100
- Expulsion recommended in severe cases
- Full restitution paid to district for item(s) damaged by the act
- No school activities/ may not be on any school grounds without parent supervision
- Student is required to make up work
- Mental health evaluation/counseling may be recommended. Program cost and any related costs are the responsibility of the student and/or student's family

Assault Type:

Verbal assault of a district employee

Discipline Consequence:

- 1-10 days out of school suspension
- Student is required to make up school work
- No school activities/ may not be on any school grounds without

- parent supervision
- Mental health evaluation/counseling may be recommended.
Program cost and any related costs are the responsibility of the student and/or student's family.

Verbal assault of another student

Discipline Consequence:

- 1 – 10 days suspension
- Law enforcement may be notified
- No school activities/ may not be on any school grounds without parent supervision
- Student is required to make up school work
- Mental health evaluation/counseling may be recommended.
Program cost and any related costs are the responsibility of the student and/or student's family.

Assault of a Student; Fighting Another Student:

(slapped, hit, kicked, thrown, or pushed a student, etc.)

Discipline Consequence:

- Possible 1-10 days suspension. May be recommended for expulsion.
- No school activities/ may not be on any school grounds without parent supervision
- Possible notification of law enforcement
- Student is required to make up school work
- Mental health evaluation/counseling may be recommended.
Program cost and any related costs are the responsibility of the student and/or student's family.

Physical Assault of a District Employee

Discipline Consequence:

- 1-10 days out of school suspension. May be recommended for expulsion.
- Notify law enforcement
- Student is required to make up school work
- No school activities/ may not be on any school grounds without parent supervision
- Mental health evaluation/counseling may be recommended.
Program cost and any related costs are the responsibility of the student and/or student's family.

Adopted: March 11, 2003

Revised: November 19, 2003

May 10, 2005

October 13, 2005

August 12, 2014

February 16, 2015 (editorial – weapons update)

Discipline Procedures

Code: 5131.21

Secondary District-wide Discipline Consequences

The possession, use, sale and/or distribution of alcohol or any illegal controlled substance as defined by the Wyoming Controlled Substances Act of 1971. W.S. Sections 35-7-1001 through 35-7-1057 by any student while on campus or at any home or away school sponsored activity, is prohibited. Being under the influence of any illegal controlled substance or alcohol by any student while on campus or at any school activity regardless of location is prohibited. The possession of drug paraphernalia, equipment, or apparatus designed for or used for the purpose of measuring, packaging, distributing or facilitating the use of controlled substances is prohibited.

Contact with Law Enforcement

In all situations where there is reasonable suspicion of controlled substance abuse or alcohol, the law enforcement personnel will be contacted. This contact will be made by an administrator or designee

REF: Policy 5131.03 – Controlled Substance Possession/Use/Sale/ Distribution at School or School Related Activities)

Tobacco/ Counterfeit Substance Use and/ or Possession Discipline Consequence:

First Offense

Discipline Consequence:

- 2 days out of school suspension
- Notify law enforcement • Student is required to make up work
- No school activities/no practices/no games/no performances/ no attendance at school activities/may not be on any school grounds

Second Offense

- 4 days out of school suspension
- Notify law enforcement
- Student is required to make up work
- No school activities/no practices/no games/no performances/ no attendance at school activities/may not be on any school grounds

Third or More Offense

- 10 days out of school suspension
- Notify law enforcement
- Student is required to make up work
- Mental health evaluation/counseling may be recommended. Program cost and any related costs are the responsibility of the student and/or student's family
- No school activities/no practices/no games/no performances/ no attendance at school activities/may not be on any school grounds

Intent to Sell or Distribute Alcohol, Illegal Drugs, Drug Paraphernalia, or Counterfeit Substances

First Offense

Discipline Consequence:

- 10 day out of school suspension and recommended for Expulsion
- Notify law enforcement
- Student is required to make up work
- No school activities/no practices/no games/no performances/ no attendance at school activities/may not be on any school grounds

Alcohol, Illegal Drugs and/or Drug Paraphernalia or Counterfeit Substances (Use and/or Possession):

First Offense

Discipline Consequence:

- 10 days out of school suspension, OR 5 days out of school suspension with enrollment in a certified drug/ alcohol diversion program. Program cost and any related costs are the responsibility of the student and/or student's family. Failure to complete the diversion program in agreement with the school administrator will result in 5 days out of school suspension. It is the student's responsibility to provide proof of attendance and program completion
- Notify law enforcement
- No school activities/no practices/no games/no performances/ no attendance at district activities or functions/may not be on any school grounds
- Student is required to make-up work

Second Offense

- 10 days out of school suspension with recommendation to Board of Trustees for an additional 10 days expulsion
- Enrollment in a certified drug/ alcohol diversion program. Program cost and any related costs are the responsibility of the student and/or student's family. Failure to complete the diversion program in agreement with the school administrator will result in 5 days out of school suspension. It is the student's responsibility to provide proof of attendance and program completion
- Notify law enforcement
- Student is required to make up work
- No school activities/no practices/no games/no performances/ no attendance at school activities/may not be on any school grounds

Third Offense

- 10 days out of school suspension with recommendation to Board of Trustees for an additional 35 days expulsion

- Notify law enforcement
- Enrollment in a certified drug/ alcohol diversion program. Program cost and any related costs are the responsibility of the student and/or student's family. Failure to complete the diversion program in agreement with the school administrator will result in 5 days out of school suspension. It is the student's responsibility to provide proof of attendance and program completion
- Student is required to make up work
- No school activities/no practices/no games/no performances/ no attendance at school activities/may not be on any school grounds

Weapons:

Weapons type definitions updated Feb 2015

Type I: Use or possession of deadly weapons means but is not limited to a firearm, explosive or incendiary material, motorized vehicle, an animal or other device, instrument, material or substance, which in the manner it is used or is intended to be used is reasonably capable of producing death or serious bodily injury

Discipline Consequence:

- 10 days out of school suspension and an expulsion for up to one calendar year recommendation to the Board of Trustees
- Notify law enforcement
- Student is required to make up work
- No school activities/no practices/no games/no performances/ no attendance at school activities/may not be on any school grounds
- Mental health evaluation/counseling may be recommended. Program costs and any related costs are the responsibility of the student and/or student's family

Type II: Use or possession of any article other than deadly weapons which are designed or intended to be used to inflict bodily harm and/or intimidate other persons. Examples are, but not limited to, knuckles, switch blade/butterfly knives, chains, clubs, stars

Discipline Consequence:

- 10 days out of school suspension and a recommendation to the Board of Trustees for 1semester expulsion
- Notify law enforcement
- Student is required to make up work
- No school activities/no practices/no games/no performances/ no attendance at school activities/may not be on any school grounds
- Mental health evaluation/counseling may be recommended. Program costs and any related costs are the responsibility of the student and/or student's family.

Type III: Use or possession of any article designed for other purposes but which are being used, or intended to be used, or threatened to be used to inflict bodily harm and/or intimidate

Discipline Consequence:

- Detention-Suspension
- Notify law enforcement
- No school activities/no practices/no games/no performances/ no attendance at school activities/may not be on any school grounds
- Student is required to make-up work

Vandalism:

Individuals who cause damage to school property, including but not limited to: buildings, contents, site, site improvements, and vehicles

Discipline Consequence:

- Detention-Suspension
- Notify law enforcement if valued greater than \$100
- Expulsion recommended in severe cases
- Full restitution paid to district for item(s) damaged by the Act
- No school activities/ no practices/no games/no performances/ may not be on any school grounds
- Student is required to make up work
- Mental health evaluation/ counseling may be recommended. Program costs and any related costs are the responsibility of the student and/or student's family.

Assault Type:

Verbal assault of a district employee

Discipline Consequence:

- 1-10 days out of school suspension
- Student is required to make up school work
- No school activities/no practices/no games/no performances/ no attendance at school activities/may not be on any school grounds
- Mental health evaluation/counseling may be recommended. Program costs and any related costs are the responsibility of the student and/or student's family.

Verbal assault of another student

Discipline Consequence:

- Detention - Suspension
- Law enforcement may be notified
- No school activities/ may not be on any school grounds without parent supervision
- Student is required to make up school work

- Mental health evaluation/counseling may be recommended. Program costs and any related costs are the responsibility of the student and/or student's family.

Assault I of a Student;

Fighting another Student: (slapped, hit, kicked, thrown, or pushed a student, and did (or could have done) minor bodily harm

Discipline Consequence:

- Up to 2 days suspension
- No school activities/no practices/no games/no performances/ no attendance at school activities/may not be on any school grounds
- Student is required to make up work
- Mental health evaluation/counseling may be recommended. Program costs and any related costs are the responsibility of the student and/or student's family.

Assault II of a Student; Fighting Another Student: (slapped, hit, kicked, thrown, or pushed a student, and did (or could have done) moderate to severe bodily harm

Discipline Consequence:

- 1-10 days out of school suspension. May be recommended for expulsion
- Student is required to make up work
- Notify law enforcement
- No school activities/no practices/no games/no performances/ no attendance at school activities/may not be on any school grounds
- Mental health evaluation/counseling may be recommended. Program costs and any related costs are the responsibility of the student and/or student's family.

Physical Assault of a District Employee

Discipline Consequence:

- 1-10 days out of school suspension. May be recommended for expulsion
- Student is required to make up work
- Notify law enforcement
- Mental health evaluation/counseling may be recommended. Program costs and any related costs are the responsibility of the student and/or student's family.
- No school activities/no practices/no games/no performances/ no attendance at school activities/may not be on any school grounds

Adopted: March 11, 2003
Revised: November 19, 2003
May 10, 2005
October 13, 2005
August 12, 2014
February 16, 2015 (editorial - weapons update)

Dear Parent/Guardian:

After you have discussed the bus safety rules with your child and you are sure he/she understands all of these rules, please have your child and you sign this form and return the sheet with your child to the bus driver. Thank you for your co-operation and continued support in helping to make your child's bus trip safe.

SCHOOL BUS SAFETY RULES

1. The right of students to ride a bus is based upon the continued observance of the rules and regulations. The conduct of the students should be such that the driver's attention is not diverted from his primary duty of safely transporting students.
2. ORDERLY CONDUCT MUST BE OBSERVED.
3. The driver is in full charge of the bus and pupils. Pupils must obey the driver promptly and with respect.
4. The driver has the right of assigning seats to any student. The student must remain assigned to that seat until the driver changes it.
5. Students must be at their assigned bus stop five minutes before bus arrival time. After school the bus cannot wait for those who are tardy for any unnecessary reason.
6. Students must load on the right hand side of the road (according to the direction in which the bus is traveling). Students must never walk behind the bus and must walk at least 10' in front of the bus when the driver says it is safe to do so.
7. When leaving the bus, the students must follow any special directive received from the driver.
8. Students shall sit in their seats as soon as they get on the bus. STUDENTS MUST REMAIN SEATED AT ALL TIMES.
9. Students must NOT extend hands, arms or their heads out of the windows.
10. Students must keep the aisle clear. Books, bags, feet, etc. cannot be in the aisle while the bus is moving.
11. Students shall not be allowed to get off /on buses except at their assigned stop or at the school grounds without the written consent of the parent or the student's principal or teacher.
12. Any damage to the bus must be reported at once to the driver.
13. Damage to the seats or other equipment shall be paid for by the student.
14. Help keep the bus clean, sanitary and orderly. Pupils will not throw or shoot any article in the bus at any time. Food and drink carried on the bus shall be in proper containers and not eaten or drunk on the bus without permission. Glass containers will not be allowed on the bus unless properly enclosed.
15. Electronics may be played with headphones only.
16. Students suspended from bus riding privileges may not ride any route bus.
17. All passengers must be silent while the bus is stopped for railroad crossings and remain quiet while the bus is crossing the tracks.
18. Harassment in any form will not be tolerated.
19. The possession or use of tobacco and alcohol is prohibited.
20. Students riding in any school bus equipped with factory installed lap belts shall wear a properly secured lap belt at all times the vehicle is in motion.
21. No live animals/pets of any type will be permitted on the bus.

STUDENTS WHO VIOLATE ANY RULE MAY BE REPORTED TO THE SCHOOL PRINCIPAL AND THE TRANSPORTATION SUPERVISOR. STUDENTS MAY BE SUSPENDED TEMPORARILY OR PERMANENTLY FROM RIDING ANY BUS. DISTRICT TRANSPORTATION DEPARTMENT

I/We hereby give permission for _____ to be trained as a Student Leader to help in the event of an emergency evacuation of the bus.

Yes _____ No _____

Parent/Guardian Signature

Student Signature

Bus #

Activity Trips

For many years, the Department of Transportation has consistently provided the very best service possible to our children, teachers, coaches and administrators of Goshen County. You can be proud of what you do and proud of the terrific reputation we now enjoy. Thank you for your continued hard work and professional and caring manner to our clientele. Following are several reminders pertaining to activity trips.

1. Treat each passenger with respect and care.
2. Expect respect and good behavior in return.
3. As needed, respectfully remind coaches/sponsors to maintain discipline and cleanliness on the bus.
4. Allow diesel engines to idle for 10 minutes before shutdown to cool and protect the life of the turbo.
5. Stay with the bus at the event location for at least 20 minutes after arrival.
6. Inform coaches/sponsors of your plans (for personal meals, refueling, etc.) including time of return to event location.
7. Make a quick check after unloading at event location for items that should probably be taken with the students/sponsors/coaches. If more than one coach/sponsor is available, please ask one to stay and help with this service. (Example: “coach, would you mind staying just one minute to help me with a quick check for forgotten items that might be needed by you or your team?”)
8. Fuel the bus and clean the windows if your trip sheet indicates a “next day trip”. (Ask garage personnel if unsure of fueling and recording procedures.)
9. Always empty the trash cans and sweep the floor of your bus at the conclusion of your trip.

Instructions for Activity Trip or Field Trip Drivers

Please do the following if you are assigned an Activity Bus for a field trip or an activity trip:

1. At the conclusion of the trip, check the bus with the coach and /or sponsor before he or she leaves the bus.

At the Garage:

1. If the bus is being used the next day for another trip, please place new liners in the wastebaskets and place them back in the bus.

2. If the bus is not assigned for a trip the next day, do not fill it with fuel.
3. If the bus is scheduled for a trip the next day, please do the following:
 - a. Fill the bus with fuel.
 - b. Be certain that the gas pump switch is turned off.
 - c. Record the gas used on the trip sheet.
4. Check the bus for lost items.
5. Park the bus in the assigned location.
6. Complete trip sheet and other related forms and close and lock all doors.

Please do the following if you are assigned a Route Bus for a field trip or and activity trip:

1. Check the bus with the coach and /or sponsor before he or she leaves the bus.

At the Garage:

1. Sweep out the bus.
2. Take out and empty all wastebaskets.
 - a. If the bus is being used the next day for another trip, please place new liners in the wastebasket and place them back in the bus.
3. Check the bus for lost items.
4. Park the bus in the regular assigned garage stall.
5. Complete travel report and other related forms.

Bus Conduct

Regulations of the State Board of Education provide that:

1. Passengers of a school bus shall be limited to regular and approved pupils and activity sponsors.
2. No person may enter the bus under the influence of alcohol or drugs or who is known to be drinking.
3. Smoking, or any use of tobacco, is prohibited
4. Guns (loaded or unloaded), shells or any explosive articles are prohibited.
5. Animals are prohibited.
6. School buses shall stop to load and unload passengers only at authorized bus stops.
7. Students who are disobedient and refuse to cooperate may be denied the privilege of riding a school bus. Suspension for disobedience may occur only at the home of the rider. Written notice of the action of the driver must be furnished to the parent. Goshen County School District #1 requires that suspensions be administered by the building principals in the outlying schools and by the Transportation Supervisor or principals in the Torrington schools.

The Parents Role

1. Parents should understand that riding the school bus is a privilege which may be temporarily denied or permanently revoked if the misconduct of their child jeopardizes the safe operation of the school bus or the safety of the children riding the bus.
2. Parents are responsible for the safety of their children from the time they leave home in the morning until the time they board the school bus and at the end of the day from the time the school bus departs the loading area or unloading area and the children reach home. Once the child enters the school bus, the authority lies with the bus driver and the school administration.
3. No parent will be allowed on the bus who is under the influence of alcohol or drugs, or who is known to be drinking.

Bus Sponsor Responsibilities

1. The bus driver is in charge of the bus at all times. The driver will make the final decision concerning travel conditions in the event of inclement weather.
2. Sponsors will help the driver by maintaining an atmosphere aboard the bus that allows the driver to concentrate on the assignment of safely driving the bus.
3. Sponsors are responsible to enforce the bus safety rules.
4. No sponsor will be allowed on the bus who is under the influence of alcohol or drugs, or who is known to be drinking.
5. Sponsors will insure that isles, exits and windows are free of all obstructions.
6. Sponsors will not allow the changing of clothes (down to under garments) on a bus.
7. Emergency exits are to be used only in case of an emergency.
8. Please make sure students do not wear spikes on the bus (track coaches), and that they properly sit in their seats.
9. Sponsors shall be at the location of departure 15 minutes before the scheduled time of departure.
10. Students may not be allowed to board the bus until the arrival of the sponsor.
11. Please make sure a roster is given to the driver with the students who are on the bus for that trip. On the return trip, inform the driver of who is not riding home on the bus.
12. Make sure that all garbage and trash is placed in wastebaskets, liquid spills are wiped up with towels and that all equipment, gear and belongings have removed.
13. Please do not leave the bus until your driver is satisfied with your groups clean-up.

Radio Directive

We have a few problems associated with the use of our two-way radios. However, one isolated incident could cost the district the convenience and security of our existing two-way radio system.

There are several important factors to remember when you use the radio. First, it is important to realize that you are not alone on the assigned frequency. Second, many people have scanners which enable them to hear our conversations. Therefore, you must be careful of what you say on the radio and use good common sense in your transmissions. Third, the future of our license depends on how our employees use their radio and how they handle “on the air” transmissions.

Please make your messages positive and do not use the radio to make criticisms. Follow the radio instructions as listed in the bus driver handbook. If someone needs the frequency, please clear the radio so it is open for emergency calls. Please use good common sense when using your two-way radio. Two-way radio is for school use only.

If you need help or assistance, please be concise, positive and clear in your directions. Do not have the microphone close to or touching you mouth because this distorts you message.

Do not allow any unauthorized person to use you radio. If someone other than the assigned driver or substitute driver uses the radio, then it must be only in the case of an emergency. Your radio is your responsibility, and we all have an obligation to use it in a positive manner which will benefit our school transportation system.

Radio Courtesy

We are requesting our drivers to avoid cutting in on unfinished transmissions. The frequency is getting somewhat crowded at certain times of the day; however, there are no major problems if drivers using radios will use common courtesy. The greatest complaint is caused by people not waiting for another conversation to be finished. This is possibly caused by people not listening to radio transmissions before they begin their own transmission. Do not override any transmission.

If for any reason the frequency is tied up longer than usual, please use the telephone in the school, bus garage, etc., to call in. This will let us know that each bus has completed the route with no problems.

Two-Way Mobile Radio

Goshen County began a program of installing two-way radio communication in 1973. Since that time, the radios have proven to be invaluable when used properly. It is important to remember that the radios are for protection and emergency use, and they should not be used for visiting or unnecessary conversation.

How to Use

1. Use your bus # to call base.
2. If there is no response, wait a few seconds and repeat the call.
3. The Transportation Office will acknowledge your call. Please keep conversations brief and to the point.
4. When you check into the base each morning and evening, please use the radio code "10-7". When the radio operator answers your check-in, the reply will be "10-4"
5. At the end of the conversation, say "(bus number) clear".
6. When you return to your respective bus garage after the morning and evening route, you are requested to call the base station at the Transportation Department. A daily check is recorded in the Transportation Office.
7. Make sure that when the bus is unattended the students do not have an opportunity to play with the radio.
8. Report radio failures immediately to the Transportation Office.
9. Reliable information about road and weather conditions can be of great help to the Transportation Office.
10. Have patience on the road. The county is limited in manpower and equipment and can only handle so much road work on any given day. All road problems must be reported directly to the Transportation Office.

Cell Phone Use

Transportation Directive:

1. All activity and field trip drivers are required to take a cell phone on all trips. You may take your personal cell phone.
2. Keep the phone on during the entire drive.
3. Plug the phone's electrical jack into the "power point". If one is not available, the phone should run on the battery for the length of the trip.
4. If the phone rings while you are driving, ask a coach/sponsor to answer for you.
5. **Never use the phone while you are driving.**
6. At the beginning of your trip, please inform the sponsor of your cell phone number.
7. If you will be away from the team/activity for any time, keep the phone with you so the coach/sponsor may contact you if needed.
8. Dialing in Wyoming often only requires the 7-digit number. You may or may not need to dial 1-307. While traveling in Nebraska you will need to dial 1-307 followed by the number.
9. Texting is considered use of a cell phone. As stated above, **NEVER USE THE PHONE WHILE YOU ARE DRIVING.**

*****WYOMING STATE STATUTE 31.5.237 *****

Texting while driving is PROHIBITED. New law was passed July 1, 2010. A ticket will be issued, and you will be charged a fine of \$75.00. (See official Statute under Wyoming Laws and CDL Regulation section)

10. **Transportation cell phones are to be used for reasons pertaining to school. At no time may you use this cell phone to make personal calls.**