



Greencastle Community School Corporation

**Bus Driver Handbook
2020-2021 School Year**

The Challenge is Ours... Commitment from Everyone Excellence for Everyone

ABOUT YOUR EMPLOYMENT BUS DRIVERS

GENERAL POLICY

A school bus driver operates a school bus over designated urban, suburban, and rural roads in transporting students safely and efficiently to and from school, field trips, and special events; and to do other related work as directed. New bus drivers will serve a ninety (90) day probationary period. During this probationary period, employees are not paid leave or bereavement days.

It is the intention of the Greencastle Community School Corporation to comply with all local, state, and federal laws which are applicable.

Any provisions of this handbook which are in conflict with any state or federal statutes, rules, or regulations now in effect in the State of Indiana or to become in effect during the effective term of this handbook, or the policies it describes, shall be superseded by any such conflicting statutes, rules, or regulations.

The School Board does not unlawfully discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation, and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State Law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment.

The following person(s) is/are designated as the Corporation's Compliance Officer(s) and, as such, shall handle inquiries regarding the nondiscrimination policies of the Corporation and address any complaint of discrimination:

Personnel/Benefits Coordinator
1002 Mill Pond Lane
Greencastle, IN 46135
765-653-9771 x 110

Assistant Superintendent
1002 Mill Pond Lane
Greencastle, IN 46135
765-653-9771 x 104

DRESS CODE (Public Relations)

Greencastle Community School Corporation takes pride in its public relations. You are the Greencastle Community School Corporation to the students, parents, and the general public.

The way you dress and drive a school bus has a great deal of effect on the public's opinion of the school corporation. The opinion that the public has of you is the opinion the public has of the school corporation. Be sure people have a good opinion of both.

All employees are required to dress appropriately for the position that they hold within the corporation. **Short shorts, tank tops, halter tops, strapless shirts, uncovered leggings, torn/ripped jeans are not permitted.** Although individual buildings may allow change in attire, (such as wearing jeans on Friday) the above mentioned are not permitted at any time (including summer break).

APPLICATION FOR EMPLOYMENT

Applications for employment as a bus driver shall be made to the Superintendent's Office. Each applicant shall furnish to the Superintendent's Office proof of age.

Applicants must be eligible for a Commercial Driver's License with a Public Passenger and Air Brake Endorsement and successfully complete the bus driver's course as prescribed by the State of Indiana.

Employment is contingent upon a recommendation by the Superintendent and approval of the Board of School Trustees. A person may be temporarily hired pending the recommendation of the Superintendent and approval by the Board of School Trustees at its next regularly scheduled meeting. Individuals so hired must be informed that their employment is temporary until a recommendation is made by the Superintendent and the Board of School Trustees approves of said employment.

ALCOHOL AND CONTROLLED SUBSTANCE TESTING POLICY – (See Appendix A for additional information on alcohol and controlled substance testing)

All drivers will be tested for alcohol and drug abuse in accordance with the approved procedures when directed by the Superintendent or Transportation Coordinator.

Drivers will be tested under the following guidelines:

A. PRE-EMPLOYMENT

Under no circumstance will an individual be placed on the payroll without proof of a successful completion of alcohol and drug tests. Any individual who refuses to submit to such tests, has a detectable amount of alcohol in his/her system, or has a positive controlled substance test result will not be considered for employment with the school corporation.

B. RANDOM

A minimum rate of fifty percent (50%) of drivers shall be tested annually for drugs and twenty-five percent (25%) of drivers shall be tested annually for alcohol. Random drug and alcohol testing may be combined. For example, when testing at fifty percent (50%) drug random rate and twenty – five percent (25%) alcohol random rate, half of the randomly selected drivers chosen for testing would be tested for both drugs and alcohol, while the rest could be tested only for drugs.

C. POST-ACCIDENT

Drivers are required by the DOT to submit to drug and alcohol testing as soon as possible after accidents which include the loss of human life or the driver receives a citation under state or local law for a moving traffic violation arising from the accident.

An accident requiring testing is an occurrence involving a commercial motor vehicle operating on a public road which results in:

1. A fatality.
2. Bodily injury to a person, who, as a result of the injury, immediately receives medical treatment away from the scene of the accident.
3. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the school corporation to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical treatment or to prohibit the driver from leaving the scene of an accident for a period necessary to obtain assistance in responding to the accident, or to obtain necessary medical care.

No driver who is required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident, or until s/he undergoes a post-accident alcohol test, whichever occurs first.

If a driver is seriously injured and cannot submit to testing at the time of the accident, s/he shall provide the necessary authorization for obtaining hospital reports and other documents that would indicate whether there were any drugs or alcohol in his/her system.

The results of a breath or blood test for the use of alcohol or a urine test for the use of drugs conducted by Federal, state, or local officials having independent authority for the test shall be considered to meet the requirements for post-accident testing if the results are obtained by the school corporation.

Actions to take in a post-accident testing situation:

1. Treat injuries
2. Work with law enforcement
3. Explain the need for testing
4. Work with medical facility
5. Collect specimens promptly
6. Document events

ASSIGNMENT OF PERSONNEL

All bus drivers shall be under the general supervision of the Superintendent or his designee and the Transportation Coordinator. Direct supervision will be the responsibility of the Transportation Coordinator.

Assignments of regular route drivers within the department will be made by the Transportation Coordinator with approval by the Superintendent's Office.

Assignments of extracurricular trips are on a systematic rotation basis. An alphabetical list of drivers will serve as the order for the assignment of extra trips. Each trip will be considered individually, and hours monitored to not exceed the weekly limit of 29 hours per week in compliance with the Affordable Care Act. Sometimes routes will go over 29 hours, but it is an average over the course of the school year.

EVALUATION OF BUS DRIVERS

Bus Driver personnel will be evaluated by his/her immediate supervisor a minimum of one time during the school year. The results of these evaluations are to be in written form and discussed with the employee by his/her supervisor and signed by both parties. The supervisor will retain one copy of the signed evaluation, one copy of the signed evaluation is to be given to the employee; and one copy of the signed evaluation is to be placed in the employee's personnel file.

The employee's signature on the evaluation does not indicate his/her agreement with the evaluation, but indicates his supervisor discussed the evaluation with him/her. The employee will have the right to respond in writing to an unfavorable evaluation.

ABSENCES AND TARDINESS

No school employed bus driver has the discretionary right to take time off without pay, under existing state law, contracts, or board policy. All drivers are expected to be at their assigned duties on time daily. The Transportation Coordinator must be notified daily when a driver will not be able to drive, unless other arrangements have been made with the Transportation Coordinator.

Bus Drivers who need to be absent for illness, emergency family illness, medical leave, and other legitimate reasons, will not be penalized provided they notify the Transportation Coordinator with information and have his/her approval. Notification needs to be made prior to the absence, by using the AESOP system. If an emergency does not permit prior notification, please let the Transportation Coordinator know as soon as possible so that the Transportation Coordinator has ample time to secure a substitute. Any leave of absence that will be more than 5 days, must be approved by the Superintendent or his designee and the school board.

If a driver wants to take time off without pay, the driver must send a written request to the superintendent's office, at least two weeks prior to the leave, for approval. Only under special circumstances will the request be approved. GCSC needs to be able to depend on drivers to be present at work on all days possible. Drivers who use all days and then try to take days without pay will be considered in breach of contract and could be subject to termination. (Added August 2017.)

The failure to report to work on days designated by a school bus driver's contract, or applicable school calendar, without an authorized excuse, would constitute a breach of contract and grounds for discharge based on neglect of duty or insubordination. The following disciplinary action will be taken when tardiness or absences occur without proper notification:

- 1st time - Conference and Written Warning
- 2nd time - Conference and Written Warning
- 3rd time - One Day Suspension without Pay
- 4th time - Dismissal

Conferences will be held with the Transportation Coordinator. A written statement concerning the items discussed at the conference will be given to the employee. A copy of this statement will be signed by the Transportation Coordinator and Driver to acknowledge the items discussed and will be placed in the employee's personnel file.

ANNUAL SAFETY MEETINGS

All drivers must attend the state sponsored safety meeting each year or they will not be permitted to drive for the Greencastle Community School Corporation.

DRIVER TRAINING PROGRAM AND LICENSING

All new bus drivers must fulfill the requirements of the Driver Training Program as prescribed by the State of Indiana. This program will involve 20 hours of classroom study, 4 hours of riding with an experienced driver who is transporting students, and 8 hours of actual driving while transporting students under the supervision of an experienced driver.

Drivers who complete the State program will be paid an hourly rate as determined by the State. Currently, the rate is \$200.00 for the twenty (20) hours of classroom study.

All bus drivers must hold a Commercial Driver's License (CDL). The Greencastle Community School Corporation will allow payment for successful completion of the CDL Practical or Skills Test. Currently, the cost of the practical or skills test is \$100.00. In addition, the corporation will allow payment for a basic physical required for the CDL license. The physical is to be completed by a corporation designated physician.

DRUG FREE WORKPLACE

The Board of School Trustees has declared the Greencastle Community School Corporation a Drug-Free Workplace. In accordance with Administration Policy 1400, all employees shall remain free of any alcohol or unprescribed controlled substance abuse in the workplace throughout his/her employment in the corporation.

NOTIFICATION OF ARRESTS/CONVICTIONS AFTER INITIAL EMPLOYMENT DATE

Any staff member accused of a crime shall immediately report the accusation to the Transportation Coordinator and the Superintendent. During his/her employment with the School Corporation, each support staff employee will be required to report his/her arrest for criminal charges to the Superintendent within two (2) business days of the occurrence. The Superintendent shall obtain a review of each reported arrest and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the arrested employee.

CODE OF ETHICS

The following conduct will be expected of all persons who are engaged in the lawful administration of contracts supported by federal funds through federal and state programs and Child Nutrition Programs of the United States Department of Agriculture.

No employee, officer, or agent of the school corporation shall participate in the selection, award or administration of a contract supported by program funds if conflict of interest, real or apparent, would be involved.

Conflict of interest arise when one of the following has a financial or other interest in the entity selected for the award:

- a) School corporation employee, officer, or agent
- b) Any member of the employee, officer, or agent immediate family
- c) The employee, officer, or agent business partner
- d) An organization that employs or is about to employ one of the above

School corporation employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts under these programs. Employees may accept unsolicited items of nominal value such as those that are generally distributed by a company or organization through its public relations programs.

The removal of equipment, supplies, food, or school property such as records, recipe books, and the like by school employees is prohibited.

The purchase of food, equipment, or supplies using bid prices from any vendor for personal use is prohibited.

No removal of any money from the daily deposits or change fund for any reason.

ANTI-HARASSMENT

It is the policy of the Board of School Trustees to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment, occurring in the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment (hereinafter referred to collectively as "unlawful harassment"). This commitment applies to all School Corporation operations, employment opportunities, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment occurring in the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities

affecting the Corporation environment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board affects the Corporation environment.

The Board will vigorously enforce its prohibition against unlawful harassment (see definition above), which is based on race, color, national origin, sex (including transgender status, sexual orientation and/or gender identity), religion, disability, military status, ancestry, or genetic information that are classes protected by Federal and/or State civil rights laws (hereinafter referred to as "Protected Classes"), and encourages those within the Corporation community as well as third parties who feel aggrieved to seek assistance to rectify such problems occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment.

All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged unlawful harassment (see definition above) occurring in the Corporation's employment opportunities, programs, and/or activities, or, initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment that the employee observes or which is reported to the employee.

The Board will investigate all allegations of unlawful harassment (see definition above) occurring in the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment and, in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects.

Individuals who are found to have engaged in unlawful harassment (see definition above) occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion from school.

Furthermore, Corporation employees who fail to report any incident of alleged unlawful harassment (see definition above) occurring in the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment that the employee observes or which is reported to the employee also are subject to appropriate disciplinary action, up to and including termination of employment.

DISCIPLINARY ACTION

Failure of any employee to abide by the above - stated code may result in disciplinary action, including but not limited to suspension or dismissal.

PAY

Bus Drivers are "Paid as You Earn" (Twenty-One Pays). There is no option to spread the pay through the summer.

SALARY INCREASES

The Board of School Trustees approves pay raises for all classified staff members.

CLASSIFICATION OF BUS DRIVERS

Bus drivers are designated as either a short route driver or long route driver. Pay rates are applied according to the experience schedule below:

Years:	<u>0-5 Years</u>	<u>6-10 Years</u>	<u>11+ Years</u>
Short Route	\$64.40	\$65.69	\$68.36
Long Route	\$80.50	\$82.43	\$85.76

Extra Trips: Three hour minimum - \$36.00
Hourly Rate: \$10.00

Special Education Route: \$6.00 per day stipend

Jackson Center Route: \$100.00 per day

Sub Driver Route: Long route rate: \$78.45
Short route rate: \$62.61

BENEFITS

Effective July 1, 2013, any new hire will be on a ninety (90) day probationary period for benefits that apply to their position.

HEALTH INSURANCE

The current contract for health insurance mandates that employees covered by the group health insurance policy maintain a minimum number of work hours per week. Bus drivers do not meet the minimum requirement and therefore do not qualify for coverage under the group health insurance plan.

DENTAL AND VISION INSURANCE

Dental and Vision Insurance is available to bus drivers. The premiums for dental and vision insurance are paid by the employee and are deducted from employee pay checks.

WORKMAN'S COMPENSATION

All employees of the Greencastle Community School Corporation are covered under the Workman's Compensation Plan retained by the school corporation. If you sustain any type of injury it is necessary, that you report the injury immediately to your immediate supervisor. Failure to report any injury may result in your ability to file a claim later.

PUBLIC EMPLOYEE'S RETIREMENT FUND

The Public Employees' Retirement Fund (PERF) was organized in 1945 as a result of legislative action. The purpose of PERF is to provide retirement, disability, and survivor benefits for its members. Bus drivers are members of PERF.

PERF-covered employees are required by state law to contribute 3% of their gross wages to the Fund. The Greencastle Community School Corporation, as the employer, currently contributes a yearly amount equal to 11.2% of the employee's gross wages. The percentage rate is determined by the legislature. Upon termination, the employee's share is refundable with interest, if the employee elects to withdraw from participating in PERF.

If an employee wants to know their PERF balances or change contributions, then the employee will need to log into their account and make the appropriate changes.

Retirement – Corporation contribution of 0.5% of employee's annual salary into a School Board approved 401 (a) retirement account.

PERF.

UNEMPLOYMENT INSURANCE

The Greencastle Community School Corporation is subject to the provisions of the Indiana Employment and Training Services Act which is designed to provide wage earners a temporary partial replacement of income when employees lose their jobs through no fault of their own.

The current law concerning unemployment compensation does not allow school employees to draw unemployment benefits during the summer or school vacations and holidays. This is controlled by the state legislature. The school corporation merely follows the law. Any questions should be referred to the unemployment office in Crawfordsville.

PAID LEAVE DAYS

Bus drivers are allowed two (2) paid leave days per school year. All other days missed will be considered non-paid days. Any driver that had accumulated sick days as a result of the change of policy in July 1, 2010 can use those days until exhausted.

Drivers must use all paid leave time before they can request unpaid leave from their direct supervisor.

After a driver has used their days, he/she must see the section above -**Absences and Tardiness**

Bereavement Leave

In case of death in the immediate family of an employee, the School Board shall provide, without loss of compensation, up to five (5) consecutive working days (excluding Saturday, Sunday, and paid holidays) beyond such death for the purpose of attending the funeral services and attending to the other personal matters of the immediate family member. An immediate family member is defined as; husband, wife, father, mother, brother, sister, son, daughter, grandparent, grandchild, mother-in-law, father-in-law, stepmother, stepfather, and any other dependent person.

In case of death of a close relative not listed above, the Board shall provide without loss of pay, up to two (2) school days for an employee to attend funeral services. The Superintendent may extend the time upon request and for due cause.

Any extenuating circumstances may be considered by the employee's supervisor.

JURY DUTY

If an employee is called for jury duty, regardless of selection or not, the service is mandatory so the corporation will not count service as charged time away. Any pay from the court must be surrendered to the corporation so that the employee is not double dipping (getting paid twice for the same time period.)

STUDENT DISCIPLINE

Students are informed of bus rules as outlined in the Student-Parent Guide. Each driver should be especially vigilant during the first few weeks of school. Good student behavior on the school bus is important for the safety and well-being of the entire passenger load. Students will not be denied the privilege of riding a school bus if the rules and regulations as established are followed.

GUIDES FOR DISCIPLINARY ACTION

1. Always stop the bus when correcting the actions of a student.
2. A student causing problems should be informed of the proper behavior required.
3. Talking with a student privately or with the student's parents often solves problems.
4. Notify the Transportation Coordinator of problems as they occur. If he knows about the situation ahead of time, he can be of more help to you if a parent contacts him.
5. If a student continues to cause problems after you have talked to the student and the student's parents report the problem to the Transportation Coordinator and the student's Principal so they can assist you with the problem.
6. A Student who is causing trouble can be reseated, preferably in the front of the bus.
7. Inappropriate student behavior will be documented on a "Report of Student Incidents" by the bus driver and forwarded to the Transportation Coordinator. Copies of the disposition will be provided to the bus driver by the Transportation Coordinator with another copy to the principal.
8. A student may be suspended from the bus for one day by the bus driver provided:
 - a) The Student and parent are informed upon return to his bus stop that he may not ride the bus the day following the incident and parent notice.
 - b) The parent is informed of the one-day suspension of the student prior to the date of suspension.
 - c) All one-day suspensions will be provided through the transportation department.
9. Suspensions from the bus for more than one day must follow the same steps listed above but must be approved in advance by the Principal after consulting with the Transportation Coordinator.
10. The driver in many circumstances may need to have physical contact with students to sit students down, or separate students physically who may be fighting or representing risk to themselves or others by being out of their seats.
11. The following should never be done:
 - a) Never unload and require a student to walk home or to school. The driver is legally responsible for the safety of the student until he/she is delivered either to school or home.
 - b) Never engage in a physical or verbal confrontation with students.
 - c) Never use ridicule.
 - d) Never use vulgar or obscene language.

EMERGENCY EVACUATION DRILLS

Emergency bus evacuation drills must be held a minimum of two times per school year. Only the first semester drill should be announced ahead of time. The students should be properly instructed in the correct procedures to be followed before a drill is held.

PROCEDURES:

1. Select four responsible high school or middle school students to assist in evacuation. These students must always ride in the back seats of the bus.
2. At a given signal, the student assistants shall exit through the back door. Two of them should station themselves on either side of the rear door, standing on the ground and helping each pupil jump down as they exit.
3. The third and fourth student assistant will go to a point about 25 feet away from the bus and gather the other students around him or her after they unload. This student must insist that all students gather around him or her and stay away from traffic and other dangers.
4. Drivers should instruct the students to leave all books, lunches, etc. (anything they are carrying) in their seats and to unload one seat at time.
5. During the first semester drill, all students should exit through the specified door. During the second semester drill students riding in the front of the bus should exit through the front door while those in the back half should exit through the back or side door. The third drill, if used, will exit the front door only and simulate a rear end collision.
6. Before the drill begins, the driver should turn off the engine, turn on the flashers and extend the stop arm.
7. After everyone has safely unloaded and gathered away from traffic, the driver should reload the pupils and evaluate the drill with the students.
8. The driver must insist that everyone take the drill seriously. Drivers must not allow this drill to be taken lightly.

SAFETY RULES FOR STUDENTS TO BE OBSERVED BY BUS DRIVERS AND STUDENT PASSENGERS

School Bus drivers are to have control of all school children conveyed between the homes of the children and the school and return. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all children in a civil manner, and see that no child is imposed upon or mistreated while in his charge.

School Bus drivers shall assure that the following regulations are observed by all student passengers:

1. Students should not move to board the bus until the bus is completely stopped.
2. No student shall enter or leave the bus until it has come to a complete stop and the door has been opened by the driver.
3. All students must be seated before the bus begins to move.
4. No student shall stand or move from place to place while the bus is in motion.
5. Loud, boisterous, or profane language or indecent conduct will not be tolerated.
6. Students will not be allowed to tease, scuffle, trip, hold, hit, or use their hands or feet or body in any other objectionable manner.
7. No windows or doors may be opened or closed without the permission of the driver.
8. Hands, feet, arms, legs, and other parts of the body may not be allowed to protrude from the windows.
9. Students may not ride ahead of the white line of the bus floor.

SAFETY RULES FOR SCHOOL BUS DRIVERS

1. No school bus shall be operated upon the highway of this state at a speed greater than that posted for any speed zone, and in no event shall any school bus be operated at a speed greater than forty (40) miles per hour on any county highway.
2. No school bus driver shall leave the bus with the engine running with children present.
3. No school bus driver shall leave the bus with the keys in the ignition with children present.
4. No school bus shall be moved until all students are seated and doors are closed.
5. No pupil shall occupy a space forward of the rear of the driver's seat.
6. School bus drivers shall comply with all laws, rules, and regulations governing the operation of motor vehicles on the highways of the State of Indiana.

7. The first responsibility of the bus driver is the safety of his passengers. Therefore, no assistance shall be given by any school bus driver to any other vehicle on the road when children are on the bus.
8. Only authorized persons shall be permitted to ride in a school bus as provided by law.
9. No school bus driver shall permit any other person to drive his bus, occupy his seat, tamper with the engine, or any controls, except such persons approved by the school board or properly authorized school officials.
10. All school bus drivers shall stop at preferential highway intersections. (No signs indicating right-of-way)
11. When children are loading, the bus driver must be in the driver's seat or standing at the front door.
12. No bus shall be backed on any school ground or playground or loading area unless such backing is properly supervised by an adult.
13. Bus drivers must possess a good moral character. Further, no school bus driver shall consume any alcoholic beverages prior to or during the school hours or while operating a school bus.
14. Tobacco may never be used on corporation owned property except for those times allowed by School Board Bylaws and Policy.
15. In the case of an accident when any school bus is stopped on the road, the driver shall protect the bus from further accidents by such methods as setting flares, flags, and other warning devices, controlling traffic, and always keeping in mind that the first responsibility is to the pupils on the bus.
16. Every school bus driver shall be at the school building ready for passengers at least ten minutes before the time for dismissal.
17. All school bus drivers, as defined in the rule, shall be required to attend safety meetings held in accordance with and pursuant to the provisions of sections 2 and 3 of Chapter 127 of the Acts of Indiana of 1943. *I.C. 20-27-8-9* and *I.C. 20-27-8-10*.

18. Whenever a school bus is stopped to load or unload students, the driver shall use an arm signal device. The arm signal device shall be extended when the bus is stopped and shall be kept extended while the bus is stopped.
19. When it is necessary for students leaving a school bus to cross the road, they must keep to the right of the bus and cross in front, at a signal from the driver. The driver shall not start the bus until such pupils have safely crossed the road. This applies to all roads except when dual land highways are separated by the parkway or dividing strip which is greater than 20 feet wide and unimproved for travel.
20. The amber flashing lights shall be turned on at least 200 feet before stopping on the traveled portion of the highway in order to give adequate warning that the bus is about to stop to load or unload passengers.
21. Traffic shall never be held an unreasonable length of time.
22. The directional lights shall be turned on at least 100 feet before turning from the highway to warn approaching traffic of the intention of the bus driver to turn left or right.
23. It is the duty of the bus driver to bring to the attention of the Transportation Coordinator all mechanical problems as they occur.

TEN SAFE DRIVING RULES

1. Keep to the right of the center of the highway.
2. Pass overtaken vehicles on the left, only when the road ahead is clear enough to permit getting back to the right with a wide margin for safety.
3. Never attempt to pass an overtaken vehicle at an intersection, on a curve, or on approaching the crown of a hill.
4. Be prepared to stop at all intersections for approaching vehicles. Do not try to take the right of way.
5. Allow a safe braking distance from the vehicle ahead if the other vehicle makes a sudden stop. Except in an emergency, do not stop so suddenly as to cause collision by a following vehicle.
6. Signal before making a turn and further insure safety by looking to see whether a vehicle is approaching from the rear. Wait before pulling out from the curb until making such observations.

7. Keep both hands on the steering wheel when possible and keep your eyes on the road ahead while driving. Look behind before backing.
8. Always stop before crossing railroad tracks. After carefully looking in both directions and listening, proceed in low gear if it is safe beyond any possible doubt. Do not shift gears until all tracks have been cleared.
9. When stopping on a highway for reasons other than loading or unloading passengers, pull off the road as far as conditions permit. If the stop is prolonged, ensure that the rear of the vehicle is adequately protected.
- 10 Do not operate at excessive speeds at any time. At curves, blind crossings, crests of hills, in fog, or whenever the view is curtailed, reduce speed to be able to stop within the distance of clear vision.

THE DRIVER MUST:

1. Use good judgment in making decisions about driving.
2. Be especially careful and not be concerned about possible late arrival at school.
3. Be particularly careful about speed, stopping, turning, backing, and especially braking.

EMERGENCY PROCEDURES

Mechanical Failure:

1. Protect the bus by properly locating safety reflectors.
2. Notify the Transportation Coordinator.
3. Give special attention to the safety of the passengers.

Accident:

1. Care for the injured passengers.
2. Care for the uninjured passengers.
3. Get assistance as needed.
4. Notify the police.
5. Notify the Transportation Coordinator.

6. Get the name, address, and telephone numbers of those involved.
7. Get the name, address, and telephone numbers of witnesses.
8. Do not offer to pay damages to the other person. If the school bus driver is at fault, the corporation insurance company will handle all claims.
9. It is up to the corporation's insurance adjuster and the company to decide who is to blame and to take care of payment of damages. The driver should make no statements concerning fault or payment of damages.
10. If the bus is operable and the police investigation has concluded, the driver should complete the assigned run. Upon return to the transportation department, an accident report must be filed with the Transportation Coordinator.
11. A complete report of any accident must be reported to the corporation's insurance company.
12. Submit to a drug and alcohol test in accordance with board policy.

SPECIAL NOTE:

If the representative of another insurance company or an attorney representing the owner of the other vehicle involved contacts you in any form and asks you to make a written or verbal statement, refuse to do so. State only that you have made your report and that all inquiries must be addressed to the corporation insurance adjuster or the Transportation Coordinator. This is very important in settling claims, so please cooperate in this matter.

DISCHARGE OF PERSONNEL

Any employee of the Greencastle Community School Corporation may be discharged for incompetence, immorality, direct disobedience to orders or instructions, breach of employment duties, justifiable decrease in positions, unfaithfulness in performance of duties, willful neglect to conform to the rules and regulations of the schools, or physical inability to perform such duties. Such physical inability shall be determined by a competent physician to be named by the School Board.

Dismissal of the employee may be made by the School Board upon the recommendation of the Superintendent. An employee may be suspended pending the decision of the School Board at their next meeting. If a suspended employee is not dismissed by the School Board, the employee will be re-instated.

DUE PROCESS

Employment of a bus driver may be canceled on the following grounds:

- 1) immorality;
- 2) direct disobedience (insubordination), which means a willful refusal to obey State and school laws or reasonable rules prescribed for the good of the school corporation;
- 3) neglect of duty;
- 4) incompetence;
- 5) justifiable decrease in the number of driving position;
- 6) physical inability to perform;
- 7) other good and just cause, or
- 8) any reason deemed enough by the Board of School Trustees.

The Transportation Coordinator shall inform the employee that dismissal procedures are being instituted. The warning shall specify reasons why dismissal procedures are being instituted. Should the employee request to appeal the actions of the Transportation Coordinator a written appeal must be made to the Superintendent or his designee. Should the Superintendent or his designee uphold the actions of the Transportation Coordinator, a written appeal may be made to the Board of School Trustees.

APPENDIX A

4162A - DRUG AND ALCOHOL TESTING PROGRAM FOR COL LICENSE HOLDERS

The purpose of the Corporation's drug-testing program is to institute and maintain a program for achieving the objective of a drug-free work force and to provide a workplace that is free from the illegal and improper manufacture, distribution, dispensing, possession, sale, and use of alcohol and controlled substances.

The program will assist CDL license holders in understanding and avoiding the perils of illegal drug use and controlled substance abuse. The Corporation will provide a comprehensive drug-free awareness program as an ongoing educational effort to prevent and eliminate illegal drug use and controlled substance abuse. The drug-free awareness program will inform CDL license holders about:

- A. the dangers of illegal drug use and controlled substance abuse (such materials may be available through a local health care facility);
- B. the Board's policy on drug-free schools, drug testing, and other related to the use of controlled substances;
- C. the availability of treatment and counseling for employees who voluntarily seek such assistance;
- D. the sanctions the Corporation will impose for violations of its policies related to this program.

Definitions

- A. Alcohol use means the drinking or swallowing of any beverage, liquid mixture, or preparation (including any medication), containing alcohol.
- B. Controlled substances mean the following substances:
 - 1. marijuana metabolites;
 - 2. cocaine metabolites;
 - 3. amphetamines;
 - 4. opiate metabolites;
 - 5. phencyclidine (PCP).
- C. Driver means any person who operates a commercial motor vehicle. This includes, but is not limited to: full time, regularly employed drivers; casual, intermittent, or occasional drivers; leased drivers and independent owner-operator contractors.

- D. Performing (a safety-sensitive function) means a driver is performing a safety-sensitive function during any period in which s/he is performing, ready to perform, or immediately available to perform any safety-sensitive functions.
- E. Refuse to submit (to an alcohol or controlled substances test) means that a driver:
1. Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/TPA (see § 40.61(a) of this title).
 2. Fails to remain at the testing site until the testing process is complete. Provided, that an employee who leaves the testing site before the testing process commences (see § 40.63(c) of this title) for a pre-employment test is not deemed to have refused to test.
 3. Fails to provide a urine specimen for any drug test required by this part or DOT agency regulations. Provided, that an employee who does not provide a urine specimen because s/he has left the testing site before the testing process commences (see § 40.63(c) of this title) for a pre-employment test is not deemed to have refused to test.
 4. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the driver's provision of a specimen (see § 40.67(1) and 40.69(g) of this title).
 5. Fails to provide enough urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see § 40.193(d)(2) of this title).
 6. Fails or declines to take a second test the employer or collector has directed the driver to take.
 7. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under § 40.193(d) of this title. In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment.
 8. Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process).
 9. Is reported by the MRO as having a verified adulterated or substituted test result.

- F. Safety-sensitive function means all time from the time a driver begins to work or is required to be in readiness to work until the time s/he is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:
- a. All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer.
 - b. All time inspecting equipment as required by §§ 392.7 and 392.8 of this subchapter or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.
 - c. All time spent at the driving controls of a commercial motor vehicle in operation.
 - d. All time, other than driving time, in or upon any commercial motor vehicle except time spent
 - e. resting in a sleeper berth (a berth conforming to the requirements of § 393.76 of this subchapter).
 - f. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
 - g. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

PROHIBITED ACTIVITIES

All CDL license holders are required to abide by Board policies related to drugs and alcohol, including observing the following prohibitions. Any violation will lead to disciplinary action including termination of employment.

A. Alcohol Concentration

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. No supervisor, who has actual knowledge that a driver has an alcohol concentration of 0.04 or greater, shall permit the driver to perform or continue to perform safety-sensitive functions.

B. On Duty Use

No driver shall use alcohol while performing safety-sensitive functions. No supervisor, having actual knowledge that a driver is using alcohol while performing safety-sensitive functions, shall permit the driver to perform or continue to perform safety-sensitive functions.

C. Pre-Duty Use

No driver shall perform safety-sensitive functions within four (4) hours of using alcohol. No supervisor, having actual knowledge that a driver has used alcohol within four (4) hours, shall permit the driver to perform or continue to perform safety-sensitive functions.

D. Use Following an Accident

No driver required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.

E. Refusal to Submit

No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substances test, or a follow-up alcohol or controlled substances tests. No supervisor shall permit a driver who refuses to submit to such tests to perform or continue to perform safety-sensitive functions.

F. Controlled Substances Use

1. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of licensed medical practitioner, who has advised the driver that the substance will not adversely affect the driver's ability to safely operate commercial motor vehicle.
2. No supervisor, having actual knowledge that a driver has used a controlled substance, shall permit the driver to perform or continue to perform a safety-sensitive function.
3. A supervisor may require a driver to inform him/her of any therapeutic use drug.

G. Controlled Substance Testing

No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances. No supervisory having actual knowledge that a driver has tested positive or has adulterated or substituted a test specimen for controlled substances, shall permit the driver to perform or continue to perform safety-sensitive functions.

CONSEQUENCES OF PROHIBITED ACTIVITY

A driver who participates in any of the prohibited activities enumerated above will be immediately removed from the performance of any safety-sensitive function and will be subject to disciplinary action including termination. Disciplinary action including termination will also be imposed on any CDL license holder who:

- a) fails to enroll, when requested by the Corporation, in alcohol or other drug treatment or counseling program and/or fails to adhere to the requirements of the program;
- b) is indicted or convicted under any criminal drug statute or alcohol statute for a violation occurring in the workplace or outside the workplace;
- c) fails to notify the Corporation of any indictment or conviction under any criminal drug statute or alcohol statute within five (5) days of the event;
- d) does not comply with regulations promulgated under any testing program.

In addition to any disciplinary action, the Corporation may, in its sole discretion, refer the staff member to a treatment or counseling program for alcohol or drug abuse. CDL license holders referred to such a program by the Corporation must immediately cease any use of alcohol, illegal drugs or controlled substances, must consent to unannounced testing, and must comply with all other conditions of the treatment or counseling program and the disciplinary action imposed by the Corporation. Appropriate Corporation representatives shall determine whether a staff member referred for use of alcohol, illegal drugs, or controlled substance shall be reassigned to another available position.

After successful completion of all program requirements, the CDL license holder will again be subject to the Corporation's testing program which applies to CDL license holders who are applying for employment.

TESTING FOR ALCOHOL AND CONTROLLED SUBSTANCES

The Corporation, prior to taking any action, will give all CDL license holders who test positive the opportunity to explain in writing the reasons for the results. The Corporation has established a testing program in accordance with approved United States Department of Transportation procedures, for alcohol, illegal drugs, and controlled- substances for all CDL license holders and will, in its sole discretion, determine and may at any time change the requirements, extent, and frequency of staff member testing.

General Procedure

- a) The Corporation will afford applications and CDL license holders the opportunity, prior to testing, to list all prescription and nonprescription drugs and controlled-substances they have used and to explain the circumstances surrounding the use of such drugs and controlled substances. Failure of any applicant or staff member to establish adequately a legal basis for the use of any drug or controlled-substance with respect to which s/he tests positive shall constitute a violation of these rules.
- b) Applicants and CDL license holders subject to testing must, prior to testing, sign an approved form agreeing to the testing, authorizing the release of test results to the Corporation's Medical Review Officer (MRO), and authorizing the disclosure of the results by the MRO to the Transportation Supervisor, the Superintendent, and/or the School Board. The MRO will obtain the results of the analyses and communicate or disclose such results to the parties named above in accordance with the Corporation's policies and procedures and appropriate sections of the negotiated agreement.
- c) The Corporation may use such information in connection with Corporation business and for purposes of employment and disciplinary actions and may disclose it when required to Government agencies and to others upon valid legal requests.
- d) The procedures that will be used for the testing for alcohol and drug use shall protect the CDL license holder and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct staff member. The procedures of the entity performing alcohol and drug testing for the Corporation are attached to the guideline.
- e) The Corporation, prior to taking any action, will give all CDL license holders who test positive the opportunity to explain in writing the test reasons for the results. Failure of any staff member to establish adequately a legal basis for the use of any drug or controlled-substance with respect to which the staff member tests positive shall constitute a violation of these rules.

- f. The Corporation will establish and maintain any and all additional testing programs and requirements that may be necessary or appropriate to comply with applicable rules and regulations of all Government agencies.

PROCEDURE TO BE USED BY TESTING FACILITY

The procedure used by the Corporation's testing facility are to be provided to CDL license holders along with this guideline and related policy.

Pre-Employment Testing

Prior to employment or upon receipt of a CDL license if already employed, each CDL license holder shall undergo testing for controlled substance and alcohol. If a pre-employment alcohol test result indicates an alcohol content of 0.02 or greater but less than 0.04, the candidate will be retested after a waiting period of twenty-four (24) hours.

If the results of a pre-employment-controlled substance test proves negative and diluted, a retest will be given. A second negative and diluted controlled substance test will be the basis for non-employment.

A pre-employment test for controlled substances will not be required if the CDL license holder has participated in a drug-testing program that meets Federal requirements within the previous thirty (30) days and while participating in that program, either was tested for controlled substances within the past six (6) months from the date of application to the Corporation or participated in a random-controlled substances testing program for the previous twelve (12) months from the date of application. The CDL license holder must also verify that s/he has no record of a violation of drug use during the previous six (6) months. The candidate shall sign Form 4162A F3 authorizing the release of the information from the previous testing to the Corporation.

The Transportation Supervisor shall contact the alcohol and/or controlled substances testing program(s) in which the CDL license holder participated and obtained the following information:

- A. name and address of the program
- B. verification that the CDL license holder participates in the program
- C. verification that the program conforms to Federal law
- D. verification that the CDL license holder is qualified as described above and has not refused to be tested for alcohol and controlled substances
- E. the date the CDL license holder was last tested for alcohol and controlled substances
- F. the results of any tests taken within the previous six (6) months and any other use violations

Post-Accident Testing

As soon as practicable following an accident involving a Corporation vehicle, the Corporation shall test for alcohol and controlled substances each surviving CDL license holder:

- A. who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life;
- B. who receives a citation under State or local law for a moving traffic violation arising from the accident.

Alcohol Tests

If an alcohol test is not administered within two (2) hours following the accident, the Transportation Supervisor shall file a record stating the reasons the test was not promptly administered. If a test is not administered within eight (8) hours following the accident, the test shall not be administered, and the record shall indicate the reason why the test was not administered. The record shall be submitted to the FHWA upon request.

Drug Tests

If a test is not administered within thirty-two (32) hours following the accident, the Transportation Supervisor shall cease attempts to administer the test and file a record stating the reasons the test was not promptly administered. Records shall be submitted to the FMCSA upon request.

A CDL license holder who is subject to a post-accident testing shall remain readily available for such testing or shall be deemed by the Corporation to have refused to submit to testing. The required testing shall not delay necessary medical attention for injured people following an accident or prohibit a CDL license holder from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

The Corporation shall provide each CDL license holder with necessary post-accident information, procedures, and instructions, prior to the CDL license holder operating a Corporation vehicle.

Dilute Test Results

If the CDL license holder has a diluted test result the policy will be as follows:

- A. If the corporation is informed that a positive drug test was dilute, the test is considered a verified positive test.
- B. If the corporation is informed that a negative drug test was dilute, the corporation may, but is not required, to direct the CDL license holder to take another test immediately. Such recollections must not be collected under direct observation, unless there is another basis for use of direct observation.
- C. If the corporation directs the CDL license holder to take another test, the corporation must ensure that the CDL license holder is given the minimum possible advance notice that s/he must go to the collection site.
- D. If the corporation directs the CDL license holder to take another test, the result of the second test- not that of the original test- becomes the test of record, on which you rely for purposes of this guideline.

- E. If the corporation requires the CDL license holder to take another test, and the second test is also negative and dilute, the corporation is not permitted to make the employee take a third test because the second test was dilute.

- F. If the corporation directs the CDL license holder to take another test and the employee declines to do so, the CDL license holder has refused the test for purpose of this guideline.

Random Testing

Each year, ten percent (10%) of the average number of CDL license holders shall be subject to random alcohol testing and fifty percent (50%) shall be subject to random drug testing.

The selection of CDL license holders for random alcohol and controlled substances testing shall be made by a scientifically valid method provided by the Corporation's drug-testing facility. Under the selection process used, each CDL license holder shall have an equal chance of being tested each time selections are made.

(If the Corporation conducts random testing for alcohol and/or controlled substances through a consortium, the number of CDL license holders to be tested may be calculated for each individual Corporation or may be based on the total number of CDL license holders covered by the consortium.)

The Transportation Supervisor shall ensure that random alcohol and controlled substances tests are unannounced and that the dates for such tests are spread reasonably throughout the calendar year.

Each CDL license holder who is notified of selection for random alcohol and/or controlled substances testing shall be relieved of any job responsibilities as soon as possible and proceed to test site immediately.

A CDL license holder who is subject to a post-accident testing shall remain readily available for such testing. A failure to remain at the testing site or a failure to comply with testing requirements shall be deemed by the Corporation to have refused to submit for testing.

A driver shall only be tested for alcohol while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.

The time periods and record-keeping requirements for such testing are the same as those required for post- accident testing.

If the test results indicate that the CDL license holder is under the influence of or impaired by alcohol, the Corporation shall not permit the CDL license holder to continue to operate a Corporation vehicle or perform safety- sensitive functions until an alcohol test is administered and the CDL license holder's alcohol concentration measures less than 0.02 or for twenty-four (24) hours after the test.

The Transportation Supervisor shall file a signed, written record of the observations leading to a controlled- substance, reasonable-suspicion test within twenty-four (24) hours of the observed behavior or before the results of the controlled substances test are released, whichever is earlier.

REASONABLE SUSPICION TESTING

"(a) An employer shall require a driver to submit to an alcohol test when the employer has reasonable suspicion in accordance with 49 C.F.R. § 307 to believe that the driver has violated the prohibitions of subpart B of this part concerning alcohol. The employer's determination that reasonable suspicion exists to require the driver to undergo an alcohol test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver.

(b) An employer shall require a driver to submit to a controlled substances test when the employer has reasonable suspicion to believe that the driver has violated the prohibitions of subpart B of the DOT regulations concerning controlled substances. The employer's determination that reasonable suspicion exists to require the driver to undergo a controlled substances test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. The observations may include indications of the chronic and withdrawal effects of controlled substances.

(c) The required observations for alcohol and/or controlled substances reasonable suspicion testing shall be made by a supervisor or school official who is trained in accordance with §382.603. The person who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test of the driver.

(d) Alcohol testing is authorized by this section only if the observations required by paragraph (a) of this section are made during, just preceding, or just after the period of the work day that the driver is required to be following this part. A driver may be directed by the employer to only undergo reasonable suspicion testing while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.

(e)(1) If an alcohol test required by this section is not administered within two hours following the determination under paragraph (a) of this section, the employer shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test required by this section is not administered within eight hours following the determination under paragraph (a) of this section, the employer shall cease attempts to administer an alcohol test and shall state in the record the reasons for not administering the test.

(2) Notwithstanding the absence of a reasonable suspicion alcohol test under this section, no driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse, nor shall an employer permit the driver to perform or continue to perform safety-sensitive functions, until:

(i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or

(ii) Twenty-four hours have elapsed following the determination under paragraph (a) of this section that there is reasonable suspicion to believe that the driver has violated the prohibitions in this part concerning the use of alcohol.

(3) Except as provided in paragraph (e)(2) of this section, no employer shall take any action under this part against a driver based solely on the driver's behavior and appearance, with respect to alcohol use, in the absence of an alcohol test. This does not prohibit an employer with authority independent of this part from taking any action otherwise consistent with law.

(f) A written record shall be made of the observations leading to an alcohol or controlled substances reasonable suspicion test and signed by the supervisor or other school official who made the observations, within 24 hours of the observed behavior or before the results of the alcohol or controlled substances tests are released, whichever is earlier."

Return-to-Duty Testing

The Transportation Supervisor shall ensure that, before a CDL license holder returns to duty after engaging in prohibited alcohol and/or controlled substance conduct, s/he undergoes a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and a verified negative result for illegal drug use.

Follow-Up Testing

If the CDL license holder is receiving assistance in resolving problems associated with alcohol misuse and/or use of controlled substances from a qualified, substance-abuse professional, s/he shall be subject to unannounced follow-up alcohol and/or controlled substances testing as determined by the substance-abuse professional and consisting of at least six (6) tests within the first twelve (12) months of his/her return to duty and less frequently during the next four (4) years. All such tests shall be conducted in accordance with Federal rules.

Acknowledgement Receipt
of the
Greencastle Community School
Corporation Bus Driver Handbook

I acknowledge that I have received a copy of the Bus Driver Handbook of the Greencastle Community School Corporation, and I understand this is my responsibility to be familiar with all the information in this handbook as well as relevant Board Policies and Guidelines. I further understand this is not a contract of employment, but a set of guidelines for the implementation of personnel policies. I acknowledge the provisions of the handbook, as well as relevant Board Policies and Guidelines, may be changed by the Greencastle Community School Corporation at the discretion of the corporation.

Print Name

Signature

Date

Questions regarding the handbook may be addressed to the Transportation Coordinator or the Personnel/Benefits Coordinator.