EXPECT

Exceptional

THE SAFEST FORM OF STUDENT TRANSPORTATION!

HENRY DRIVES

SY 2019-2020

TRANSPORTATION OPERATIONS HANDBOOK
The Henry County Board of Education has authorized the publication of this handbook in accordance with School Board policies and procedures and Georgia laws. It contains important information for parents, students, school personnel, visitors, and citizens. Have a great school year!

Henry County Schools | 33 N. Zack Hinton Pkwy. | McDonough, GA 30253 | 770.957.6601 | www.henry.k12.ga.us
Welcome to the 2019-2020 School Year! We are thrilled to have you as a part of our school system. Whether you are new to Henry County Schools or continuing your education with us, we feel confident that there is no better place to learn than in a Henry County Schools classroom.

You are an important part of our extended family of over 43,000 students and 5,000 employees making us one of the top 10 largest districts in the state of Georgia. No matter how large our system may seem, we are committed to the individual relationships with our students, staff, and their families that ensure a productive learning experience.

We know you expect your child to receive an exceptional education built on a strong foundation of the core content areas during their time in Henry County Schools. We are prepared to deliver a learning experience rich with outstanding instruction, dedicated support, and well-rounded extracurricular opportunities and experiences that enhance your child’s growth and development for the next stages beyond school.

Henry County Schools is on an ambitious pursuit of becoming the fastest improving and highest achieving school district in the metro-Atlanta region with a strong focus on student connectivity and belief in student capability. Please know that everything we do revolves around our core business of student learning, and we couldn’t be more excited to have you on this journey with us to help our students realize success on so many levels.

Here’s to a successful year of learning and growth for this 2019-2020 school year! Our Board of Education and school system of dedicated professionals want you to know we stand ready to support you and provide access to a high-quality education for your student through an exceptional year in Henry County Schools.

Mary Elizabeth Davis
Superintendent, HCS
CORE BELIEFS & COMMITMENTS

1. Core Belief: We believe each student can learn at or above grade level and will have an equal opportunity to do so.
   Commitment: Each student will learn at or above grade level and have an equal opportunity to do so.

2. Core Belief: We believe family and community involvement is critical to student success.
   Commitment: We will foster connections for families and community to support student learning.

3. Core Belief: We believe all learning environments should be supportive, safe, and secure.
   Commitment: All school environments will be supportive, safe, and secure.

4. Core Belief: We believe effective teachers and leaders produce excellent results.
   Commitment: We will recruit, support, retain, and recognize results-driven teachers and leaders.

PLAN OF ACTION

Henry’s Plan of Action is built on the premise that HCS’s core purpose and responsibility is student learning and is accountable for improving student achievement for each student and every school. Henry’s Plan of Action includes an aligned system of teaching and learning, a system of accountability, and a framework for continuous school improvement, intended to balance consistency of practice throughout the district with local school pride. It is designed to encourage idea generation and community conversation around the Core Business of Henry County Schools: Student Learning, and serves as the Board of Education’s commitment to ensuring every student has access to a high-quality education.

STRATEGIC PRIORITIES

- **Unify** Henry County around excellence in public education.
  HCS is fostering strong parent, family, and community relationships while investing in our workforce and sharing the story of learning in a Henry County classroom.

- **Strengthen** our core business of student learning.
  HCS is built upon a strong teaching and learning system that includes rigorous state-aligned standards, a balanced approach to teaching and learning, aligned instructional resources, and a framework for classroom assessments to monitor learning progress.

- **Ensure** a high-performing environment for all students.
  HCS, through the governance of a high-performing Board of Education-Superintendent Team, is dedicated to ensuring that every student reads at or above grade level in every grade, every school is a high-performing school among benchmark schools, and the district is a high-performing district as indicated by student learning outcomes.
ACKNOWLEDGEMENT

This handbook is written for the Bus Drivers of Henry County, who go that "Extra Mile" to ensure that the most precious cargo, Our Children, are transported safely to and from school and school activities each day.

MISSION & VISION STATEMENT

The mission and vision of the Henry County Schools Transportation Services Department is to provide safe, efficient, and dependable bus transportation services to help ensure educational success for each student.

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SECTION 1: INTRODUCTION

Purpose
The purpose of the Transportation Operations Manual is to provide all Henry County Public School transportation employees with clear and consistent written guidance about current safety and operational procedures.

High Standards
Being a school bus driver is an important and challenging job. Henry County maintains extremely high safety standards for student transportation. It is your professional responsibility to be aware of current safety recommendations and requirements. You need up-to-date information to protect students, Henry County Public Schools, and yourself.

Careful Review of Information
School transportation is constantly changing. New safety procedures are developed each year to address new safety problems. Relying on what you learned when you started your career as a bus driver is insufficient. Ask your supervisor about anything in this manual that seems unclear or confusing.

Notice of Equal Opportunity
It is the policy of the Henry County Board of Education not to discriminate on the basis of sex, age, race, color, religion, national origin, disability, or genetic information in any local school or system policy which might affect the admission and treatment of students or the employment of both academic and non-academic personnel working in connection with the educational program or activity in the Henry County Board of Education. Any employee who has a grievance or complaint shall follow the proper procedure for filing a grievance or complaint which can be found under Board Policy GAE(1).

SECTION 2: ADMINISTRATION

Chain of Command
Executive Director of Transportation → Director of Transportation → Route Supervisor → Bus Driver/Monitor/Substitute Bus Driver

Responsibilities of Bus Drivers
1. Reporting
   • Bus drivers report to Route Supervisor
2. Qualifications
   • Required Licenses: Valid Commercial Driver’s License (CDL) with Passenger and S-Endorsement.
   • Criminal Background Check
   • No moving violations (no points) within the last year and no more than three (3) points within the last three (3) years (a current Motor Vehicle Report will be obtained through the Department of Driver Services).
   • No DUI charges or convictions
   • Education: High School Diploma or GED certificate
   • Age/Driving History: At least 21 years of age, and have held a valid driver’s license for 5 consecutive years.
a) Substitute bus drivers must work a minimum of nine (9) days per semester to remain on the active substitute driver list.

3. Primary Responsibility

Your primary responsibility is to transport students and other school personnel safely to and from school.

NOTE: Children who are not currently enrolled in Henry County Schools are prohibited from riding the bus even though there may be a relation to the driver or monitor.

4. Essential Functions

Morning:

- Complete security awareness / pre-trip inspection. This inspection should include a walk-through of the bus to check for vandalism and cleanliness and to unlock the rear door.
- Complete the pre-trip inspection form as bus is inspected.
- Drive bus to pick up students at designated stops following routes as prescribed by Route Planning. **FAILURE TO DO SO MAY LEAD TO DISCIPLINARY ACTION.**
- Be on your bus no later than 6:30am even if you have no elementary route.
- No elementary drop off until 7:05am.
- Perform Child Check after each school.
- Complete post-trip security awareness inspection.

Afternoon:

- Complete pre-trip security awareness inspection.
- Fill out pre-trip inspection form.
- **All Non-Assigned Elementary Drivers Must Be On Their Bus By 2:15pm To Receive Possible Afternoon Assignment**
- Arrive at elementary school by 2:15 p.m.
- Drive bus to drop off students at designated stops following route sheets. **FAILURE TO DO SO MAY LEAD TO DISCIPLINARY ACTION.**
- Perform Child Check after each school route. It is advisable to find the first safe spot available after reaching the last stop on the bus route to perform this check to prevent leaving a child onboard.
- Complete post-trip security inspection.

Other Job Tasks:

- Attend all meetings for entire length. State DOE Meeting is **MANDATORY.**
- Conduct emergency evacuation drills as defined under Administrative Policies.
- Maintain certification in First Aid and CPR.
- Have bus serviced monthly per schedule.
- Report for Drug & Alcohol Test as directed.
- Maintain the cleanliness of your vehicle daily.
- Ensure vehicle is fueled appropriately (½ tank or greater).
- Turn in paperwork such as headcounts to Transportation Department as directed.
5. **Bus Driver – Monitor Teamwork**

- Monitors are assigned to special needs routes only. It is important that the bus driver and monitor understand they are a team.

- The bus driver is responsible for safely driving the vehicle. Monitors must understand their duties to:
  - Observe students for potentially dangerous medical conditions.
  - Assist the bus driver in maintaining the safety of all students on the bus.
  - Interact with children on bus.
  - Engage children in conversation when appropriate.
  - Attend to children’s particular needs.
  - Provide physical assistance when needed.
  - Intervene if necessary
  - Know when to ask bus driver for assistance.

- The actions of the monitor can ensure a safe, comfortable ride for everyone on board. The bus driver must understand the role of the monitor is a valuable part of the team that can successfully ensure children are transported safely to and from school. Teamwork is essential.

- Both bus driver and monitor are to be involved during loading/unloading process, whether at the child’s home or school, and whether the child can walk or not.

- Both driver and monitor must perform and successfully complete at least one (1) physical special needs emergency evacuation drill annually. This evacuation drill will be designed and administered by the special needs supervisor and/or their designee. Any monitor that fails to meet the requirements of the drill will be disqualified as an employee with Henry County Schools. Any special needs driver that fails to meet the requirement may be reassigned to a regular needs route

- Monitors must be well trained in various disabilities, intervention techniques, have the knowledge of the children on the bus, the equipment on the bus, the route, evacuation procedures and transportation policies.

**SECTION 3: ADMINISTRATIVE POLICIES**

**Attendance**

Regular and prompt attendance is expected and required of Transportation Department employees. In case of emergency or other circumstances when it is possible to give advance notice, employees must personally call a route supervisor.

In the mornings, if you are not going to be on your route that morning, you must contact the Transportation Dispatcher **between the hours of 5:30am and 6:00am**. If you call after 6:00 am, you will be charged Leave Without Pay (LWOP) for your absence.

In the afternoon, if you are not going to be on your route that afternoon, you must contact a route supervisor no later than 12:00 noon or you will be charged Leave Without Pay (LWOP). **NO EXCEPTIONS!**

**DO NOT LEAVE A MESSAGE, VOICEMAIL, OR TEXT!**

Plan and make every effort to work every school day. The person who can deliver the highest quality transportation service to our students and schools is **you**.

Every school day is an essential day of work for a Transportation employee! It is important that employees:
• Are mindful of the negative impact their absence will have on their students (substitute drivers, missed and late buses) and co-workers (double runs, crowded buses).

• Plan to conduct personal business and make routine follow up doctor appointments outside of your normal route times and/or on non-school days.

• Sick Leave has been granted to employees for the express purpose of absence due to the employee’s illness or illness in the employee’s immediate family, which requires the employee to care for said family member. A doctor’s note may be requested any time sick leave is used.

• Personal Leave has been granted for the purpose of tending to important, urgent, or emergency professional and/or personal business. Minimum five (5) day request prior to date needed.

• Unapproved absences are personal leave days that were requested but denied by a member of supervision and the employee was still absent on the date requested. These days will be entered as Leave Without Pay (LWOP). Disciplinary documentation will be presented to the employee. Progressive disciplinary action will be forthcoming for each additional occurrence.

• Drivers who are considered to have excessive absences may be removed from their route and be moved to the bottom of the full-time substitute list.

• Due to the lack of equipment, drivers who are allowed to park at home are required to bring their bus to the school bus shop when absent.

• No summer work will be allowed if not on regular route the last two (2) weeks of school. This includes Field Trips, Summer School programs, 4-H Camp, summer camps, Parks & Recreation summer programs, and any work at base.

• 90 passenger buses will not be taken off routes to accommodate field trips.

**Clothing/Proper Attire (Professional-Casual)**

All transportation personnel should dress appropriately for their work assignments. Professional casual is defined as appropriate for school bus drivers and monitors. School Board employees must wear a photo identification badge at all times. Some guidelines are listed below, but are not limited to the following (please see the Classified Employee Handbook for further dress code guidelines):

• See-through garments, spandex, tube or halter tops are not allowed.

• Tank top straps must be at least 2 inches in width.

• Tops must not have large arm openings. (Example – muscle shirts)

• All tops must cover mid-section of body completely.

• Shorts/pants/skirts must be no more than four (4) inches above the knee.

• Appropriate lining or under garments must be worn and completely covered.

• No garments shall be worn that expose more than 4 inches of skin below the hollow of the neck

• Garments such as pajama pants and sports bras are prohibited

• Clothing (including T-shirts, caps, or hats) that has suggestive, harassing, or obscene words, pictures or symbols is not to be worn. Examples include pictures or slogans conveying acceptance or promotion of alcohol and/or drugs or having sexual overtones.

• Clothing with printed religious slogans or phrases should not be worn.

• Body Piercing: No piercing to be exposed except in the ear.
Footwear
- Footwear must have heel straps. Closed toed shoes are required.
- High-heeled shoes and flip-flops are not allowed.
- Shoes must be worn when driving/monitoring.

Cell Phone Use
According to O.C.G.A. §§ 40-6-165 parts (d) & (e) and 40-6-241.2 it is unlawful to use a cell phone, to include text messaging, while operating a school bus.
- The driver of a school bus shall not use or operate a cellular telephone or two-way radio while loading or unloading passengers.
- The driver of a school bus shall not use or operate a cellular telephone while the bus is in motion.
- No person shall operate a motor vehicle on any public road or highway while using a wireless telecommunications device to write, send, or read any text based communication, including by not limited to a text message, instant message, e-mail or Internet data.

Cell phones, including ear pieces and blue tooth devices must be turned off while operating a school bus. No ear piece is to be worn while driving the bus. Any bus driver observed on his/her cell phone while the bus is in motion will be disciplined accordingly, this includes texting.

Cell phones may be used in case of an emergency only by following the process below:
- Bus stopped
- Bus in neutral
- Parking brake applied
- Hazard lights applied

Cell phones may not be used to contact 911 directly. Please contact dispatch and request 911 assistance. This shall include all cell phones including hands free devices and cellular two-way radios to include Nextel.

Tobacco Use
In accordance with HCBOE Policy GAN, smoking and use of other tobacco products, including e-cigarettes and vape devices, shall be prohibited by all school district employees while on Board of Education property, while attending or participating in on-campus or off-campus school activities or events, or while on any school bus.

There is NO SMOKING allowed onboard a school bus.

Radio Use
The radio is a tool to be used for communicating information and for requesting assistance when necessary. To this end unnecessary chatter on the radio is disruptive and should not be encouraged. The following are some helpful tips to keep radio traffic to a minimum:
- In all instances, drivers should yield the radio to Dispatch, supervisors, and mechanics
- Key the mic first, then speak
- Speak with a normal speaking voice when possible
- The radio is not a telephone; only one person can speak at a time
• Personal information such as student names, phone numbers, or other confidential information should not be announced over the radio unless requested by base or dispatch

• When requesting 911, a physical address is required. Even with our GPS technology we cannot always pull up an accurate address to give to the emergency dispatcher

• Announcements are just that…they are not an open forum for discussion. If you have questions concerning an announcement, contact your supervisor, the Director, or the Executive Director via telephone.

• If your radio has been turned down or off temporarily, you should turn it back on or up for at least 3 minutes before you attempt to transmit.

• Keep all transmissions short and to the point. The object is to use the radio as little as possible. This keeps it open for appropriate use.

**Bus Passing Other Buses While Loading and Unloading**

The question is when can I pass or go around another bus? The quick and easy answer is DON’T, Be patient and wait a couple of minutes for the bus(es) in front of you to finish loading or unloading. We know this isn’t always the case, therefore, if the decision is to pass a bus please make sure of the following:

• It is o.k. to pass a bus as long as the bus is empty and the flashers are on. The stationary bus should also be pulled as far forward as possible to be out of the way of the normal loading and unloading area.

• It is o.k. to pass a bus as long as the driver of the stationary bus is in a spotter position and motions to go around.

• If there is ever a question as to whether you can pass a bus or not, **DO NOT PASS**. Wait until you know for sure and the surrounding area is clear. If the bus flashers are not on or another driver is not out to motion you around **DO NOT PASS**! Wait!

Keep in mind this is all about student safety. We will always err on the side of safety. If you have questions regarding this safety procedure please see your supervisor.

**Accident Procedures**

**Vehicle Accidents**

• All accidents, regardless of the monetary damage, are serious. All accidents will be investigated to determine if corrective action is needed. All accidents regardless of how minor will be reported to base and an accident investigation team will be dispatched to the scene.

• If there is a possible injury to the driver, the Transportation Department will ensure a Worker’s Compensation report is filed.

• If involved in an accident, notification of EMS and law enforcement may be necessary. A list of the students onboard will need to be provided to these officials. Please read and familiarize yourself with the following procedures:

**Accident Procedures**

1. Stop the bus immediately. Activate hazard flashers.

2. Secure the bus, set brakes, if danger of fire – turn off ignition. If danger of fire does not exist, leave ignition on for the two-way radio.

3. Remain Calm, reassure and account for all students, and check for injuries. **DO NOT MOVE INJURED UNLESS IT IS AN ABSOLUTE NECESSITY.**

4. Make decision to evacuate. If danger is greater **on** bus immediately start evacuation procedures. Be alert for smoke, fire, ruptured fuel tanks, ETC.
5. Contact Dispatch by radio and inform them that you have been involved in an accident and give them your location. At this time it will be necessary to determine if medical assistance is needed and should be contacted. If decision to evacuate was made, please place radio microphone outside of driver’s window for easy access.

6. Vehicle should not be moved until directed by law enforcement officials or Transportation supervision. If directed to move vehicle, move the vehicle off the roadway to a safe location and wait for accident investigation team to arrive.

7. Provide information only to investigating officers. Do not discuss facts of accident with the public or news media. Do not place blame or make admission of guilt.

8. Make a list of all students on the bus. This will be necessary as an accurate record for possible future medical payments.

9. If not evacuated, all students must remain on bus. They are not to be released, even to their parents, and parents are not allowed on the bus. Students can be released only after given approval from law enforcement official.

10. When released from scene you will be given directions by the Transportation Accident Investigation Team as to how you should proceed.

11. As a best practice any Henry County employee in an accident involving a Board vehicle may be subjected to a post-accident drug/alcohol screening.

School Bus Evacuation Drills
In accordance with O.C.G.A. § 20-2-188 Section (e), each student and school bus driver shall perform an annual emergency school bus evacuation drill. Therefore each Henry County school bus driver shall perform one (1) physical bus evacuation drill with each school serviced and one (1) verbal bus evacuation drill with each assigned route transporting students. Time spent for the school evacuations should be recorded on the employee’s timesheet and marked in the comments as “Bus Evacuation Drill”. It is also the driver’s responsibility to ensure their name and bus number are on the Bus Evacuation Confirmation Form that is signed by a representative of the school.

Fueling
It is the sole responsibility of the bus driver to fuel their bus at an approved fueling station. There is one fueling site located at base and a second fueling station located at Patrick Henry. Other approved fueling stations are listed in this document on page 37 under Approved Fueling Stations for Henry County Buses. For out of county trips, a list of approved fueling stations near your destination may be obtained from the shop foreman, director, or executive director. It is unlawful for any person under the age of 16 years old to dispense fuel. It is also against procedure to fuel your bus with students onboard. Always ensure you are dispensing the proper fuel into your bus. Henry County Transportation now has gasoline powered buses along with diesel powered buses so BE AWARE WHEN FUELING!

Twenty Day Bus Inspection
As mandated by state law all buses must be inspected every twenty (20) school days. The inspection schedule for each bus will be determined by the shop foreman. It is the sole responsibility of each driver to ensure that any bus they drive is at the shop immediately after morning route when it is scheduled for a twenty (20) day inspection.

Outside Employment
Henry County School System employees are reminded that their job assignments within the school system are their first obligation. If outside employment is necessary and taking time or energy from this position or affecting their
performance, employees will be asked to choose one or the other. **Bus drivers are obligated to the school system for five (5) hours per day.**

**Safety Meeting Requirements**
As required by Georgia Board Rule 160-5-3-08 and in conjunction with O.C.G.A. § 20-2-1125, all persons employed by a public school system and who operate a school bus are required by law to attend an annual in-service training meeting held by representatives of the State Department of Education Pupil Transportation Department. Make sure that you have your CDL license with you when you attend the training and that you sign the attendance roster as you enter the facility. **NOTE:** Children are **not** allowed to attend any safety meeting. Childcare must be arranged by the employee prior to the meeting.

**Perfect Attendance Bonus**
The Henry County School Board has issued a Perfect Attendance Incentive Bonus for all drivers. This was developed to encourage drivers to be on their regular bus route every day. Drivers have the opportunity to receive this bonus 3 times yearly. Perfect Attendance means no time off with the following exceptions:

1. Jury duty or response to a lawfully issued subpoena involving school related matters, or in response to civic duty.
2. Military duty (within limits prescribed by Georgia law and Georgia Board of Education policy).
3. Professional leave.

To receive all three (3) bonuses a driver must be full time on the first day of school to be eligible. **NO EXCEPTIONS!**

Sub drivers may begin working to earn the perfect attendance incentive when they are recommended as a substitute driver. For substitute drivers working toward full time employment the process is different.

Sub drivers may be recommended for full time employment during the time they are working towards their perfect attendance incentive. For these drivers we will prorate their incentive so as not to count them twice for the perfect attendance incentive.

The transportation driver and administrative assistant responsible for payroll will work together to identify the day the sub driver will receive the incentive.

The Executive Director and Director will oversee this process.

**Parking Criteria** *(TBD by Route Planning)*
- Buses must be parked @ school serviced or a school within 3 miles of the first or last stop of their assigned route with approval of supervision.
- Buses may be parked @ BASE or PHN if route is within 3 miles
- No buses can be used for personal business for any reason.
- No buses will be parked outside the county. **NO EXCEPTIONS!**

**Severe Weather / Tornado Procedures**
In the event we experience severe cold weather (20° or below), it will be necessary for ALL BUSES to be parked at one of the following locations:

- BASE
- LUELLA MIDDLE SCHOOL
- **PATRICK HENRY – NORTH**
- **UNION GROVE MIDDLE SCHOOL**
- **OLA HIGH SCHOOL**

This will allow our maintenance staff to be at these locations with mobile start units for those buses that will not crank. Having these buses at central locations also ensures the buses are cranked and warm for you and your students. It also minimizes delays reaching your route due to non-start issues. Should you choose to ignore these instructions you may be subject to disciplinary action.

**In the event we experience severe weather including a tornado watch or warning, the following recommendations should be followed:**

If there is a **tornado watch** the district should monitor for the changing status of the weather. Drivers should continue their route under extreme caution and monitor their 2-way radio for updates from Dispatch, Unit 1, or Unit 2.

If there is a **tornado warning** at dismissal time, the school should hold the students until the warning has lifted. Drivers should wait inside the school with the students.

If drivers are already on their route and become aware that a tornado warning has been issued they should proceed to the nearest educational facility or other shelter and take the students inside. Drivers need to be aware of schools, and alternate sites such as fire stations, public buildings or other emergency shelters located on their route. If feasible notify dispatch of your shelter location. Drivers and students should remain in the shelter until the warning is lifted. Drivers should stay with the students and monitor weather broadcasts to know when the warning has expired.

If unexpected weather conditions present a hazardous situation or if unable to reach a safe location as indicated above, the driver should:

1. Pull the bus well off of the roadway to a safe location and stop the vehicle. Keep the engine running.
2. Turn on 4-way emergency flashers and strobe light in order that other motorists can see that the bus is stopped.
3. Consider the 14th National Congress on Pupil Transportation guidelines for en-route emergency evacuation procedures:

   **Assessing the Need to Evacuate:**

   *Student safety and control are best maintained by keeping students in the bus during an emergency and/or impending crisis situation if doing so does not expose them to unnecessary risk of injury.*

   A decision to evacuate should include consideration of the following conditions:

   - Is there a fire involved?
   - Is fuel leaking?
   - Might the bus roll or tip, thereby causing further threat to safety?
   - Is the bus likely to be hit by other vehicles?
   - Is the bus in the **direct path of a sighted tornado** or other natural disaster, such as rising water?
   - Would evacuating students expose them to speeding traffic, severe weather or other dangerous environments?
   - Considering the medical, physical and emotional condition of the students, does staying in the bus or evacuating the bus pose the greater danger to the student’s safety?

4. Assess the need to evacuate, and under most severe weather conditions keep the students on the bus. Have the students protect their heads by lowering their face against their upper legs so that they are below the
window level. Students should cover their faces with a jacket, book, etc. to protect themselves from flying debris. Notify dispatch of your location.

5. Not allow students off of the bus to move trees, limbs, cables, or power lines. Dispatch should be notified for further direction and assistance. Be extremely cautious for the students’ safety.

6. Not allow students to disembark from your bus if the driver arrives at a stop and is aware or suspects that there are power lines down in the area. Dispatch should be contacted for further direction or assistance.

7. Radio Dispatch for further assistance if the bus cannot be moved due to blockage of the roadway.

Note: If unable to reach Dispatch in the event of an emergency, drivers should call 911.

How Your Time is Calculated

Bus drivers are obligated to the school system for five (5) hours per day. All drivers will be required to submit a time sheet monthly whether you have extra time or not. All times should reflect actual times. DO NOT ROUND TIMES UP OR DOWN.

1. Work Day
   - AM time starts when you begin your pre-trip inspection (all drivers MUST be @ their bus no later than 6:30am)
   - AM time ends when you complete your post-trip inspection
   - PM time starts when you begin your pre-trip inspection (all drivers MUST be @ school no later than 2:25pm)
   - PM time ends when you park and complete your post-trip inspection
   - All pre/post trip inspections, fueling, travel time to/from stops, schools, and parking should be completed during your work day as defined above.

2. IF YOUR ASSIGNED ROUTE DOES NOT INCLUDE AN ELEMENTARY RUN YOU MAY BE REQUIRED TO WORK A MID-DAY TO FULFILL YOUR 5 HOUR OBLIGATION.

3. Routes will be audited before extra pay is approved.

4. Extra pay will be paid on your regular paycheck at the end of the month.

5. You will need to bring your signed time sheet in yourself or send via a trusted friend. IT IS YOUR RESPONSIBILITY TO GET IT IN ON TIME.

6. ALL PAY MUST BE TURNED IN BY 10 am THE MONDAY FOLLOWING THE DUE DATE. No exceptions will be made. All time sheets received after the due time on Monday will be held and paid on the following pay period.

7. ALL TIME SHEETS MUST BE THE ORIGINAL TIME SHEET WITH THE ORIGINAL SIGNATURES ON IT. This is per state auditors. We will not submit a copy of the original or a faxed copy of our time sheet.

8. Drivers will not be paid for time spent at base due to monthly service. This date is pre-determined so plan may be made.

Employee Incentives

1. New Driver Sign-On Bonus $750.0
   - 1st $250.00 – Approval as substitute school bus driver
   - 2nd $250.00 – Approval as full time school bus driver
   - 3rd $250.00 – Complete 30 days as a full time driver
*Note – Applicants that possess a valid CDL with the proper S, P endorsements will be paid at a rate of $52.00/day while in training. They will also receive the aforementioned Sign-On Bonus.

2. **Referral Incentive - $250.00**

   Active employees earn $250.00 for each new employee they refer when that new employee completes 90 days of employment. Referring employees name must be on the application of the referred employee for the incentive to be paid. Earning potential is only limited by the referring employee.

3. **Driver Attendance Incentive - $375.00 Annually**

   - $125.00 per 60 days perfect attendance for a potential total of $375.00 annually
   - $100.00 per 60 days for 1 day or less absence
   - $75.00 per 60 days for 2 or less days absent
   - $50.00 per 60 days for 3 or less days absent

4. **Monitor Attendance incentive - $225.00 Annually**

   - $75.00 per 60 days perfect attendance for a potential total of $225.00 annually
   - $50.00 per 60 days for 1 day or less absence
   - $35.00 per 60 days for 2 or less days absent
   - $25.00 per 60 days for 3 or less days absent

5. **Monitor Sports Entry Passes** – a monitor in good standing will be eligible for a pass each year that they remain in good standing.

6. **Bereavement Leave** – For monitors – See 17 for details

### Driver’s License

Only persons who are properly licensed, have been certified as bus drivers and are employed by the Henry County Board of Education may drive a Henry County Public School Bus. This includes regular bus drivers, substitute bus drivers, coaches, teachers, and transportation personnel. A copy of your current driver’s license with the correct name and address must be kept on file in the Transportation Office. Every licensee must have his/her license in his/her possession at all times when operating the school bus.

### Moving Violations

Bus drivers must report any moving violation (in personal vehicle) to the Executive Director, Director, or your route supervisor within three (3) days of receiving the violation.

Any driver receiving a ticket for a traffic violation while operating a Board-owned vehicle must notify the Director of Transportation within 24 hours. Severity of infraction will determine level of disciplinary action to be taken.

Any school bus driver found guilty of driving under the influence (DUI) of alcohol or other drugs in a vehicle, private or commercial, **will be terminated** by the Henry County Board of Education.

### Identification Badges

All employees must wear identification badges whenever on school property or in any school building. (Badges may be obtained at the District Office Complex).

### Personal Leave Guidelines

Personal Leave should only be used when absolutely necessary. A five (5) day advance written request is required. All personal leave forms must go to the Route Supervisors for approval.
Drivers are provided three (3) personal days per year. These days are taken from annual sick leave. The following guidelines are also in effect:

- No more than two (2) drivers per supervisor per day will be approved (excludes field trips.)
- Drivers taking Personal Leave for Field Trips can only do so if they have Personal Leave available.
- Drivers cannot use Leave Without Pay (LWOP) to support field trips
- No Personal Leave will be granted on the day before and the day after a holiday and/or school break.

Personal Leave will not be granted the first two weeks or the last two weeks of school unless approved by the Director of Transportation.

**Sick Leave**

Following are the guidelines for sick leave:

- Sick leave is to be used for personal illness, physical disability, (including disability related to maternity), injury, and contagious disease. A doctor’s excuse may be requested any time sick leave is used.
- Absence due to illness in the employee’s immediate family. The Henry County Board of Education defines the term **“Immediate Family”** as the father, mother, brother, sister, child, husband or wife of the employee, or a relative living in the residence of the employee.
- Drivers must notify the Transportation Department of their absence **no later than 6:00 am for the morning route and 12:00 noon for the afternoon route. Drivers who call in after the specified times will be charged Leave Without Pay (LWOP).**
- Once driver returns to work, a leave form must be completed and given to your supervisor.
- If an employee is absent for three or more days due to a possible FMLA qualifying reason, the employee may apply for FMLA. For any absence lasting 10 or more days, an employee must apply for FMLA with the Human Resource Services Department - FMLA office. Any questions concerning FMLA should be directed to the Human Resource Services Department – FMLA office. Ten (10) or more (cumulative and/or consecutive) days of absence not covered by FMLA is considered excessive absences and could result in attendance/performance issues.
- An employee cannot draw worker’s compensation and sick leave or short term disability at the same time.
- Employees who begin employment after the opening of school will have their sick leave prorated to reflect the proper number of days for their share of the 11 ¼ days based on 1 ¼ days earned per month of service or 9 months.
- Sick leave days not used will be brought forward and can be added to the next year. Sick leave accumulation is unlimited.
- Employees who are absent from work in excess of accrued sick leave and entitlement from the present year will have deducted from their regular pay one day’s salary for each day absent. After all accrued sick leave has been used, deductions for any additional absence is made the month immediately following the absence(s).
- **Sick leave cannot be used for field trips.**
- All employees are eligible to join the Henry County Sick Leave Bank for the purpose of being provided with sick leave after their own leave has been exhausted. Employees who select to become members of the Sick Leave Bank are required to contribute part of their sick leave to the Bank. Employees are encouraged to contact Human Resources for more information concerning the Sick Leave Bank.
- Any driver who has been on extended sick leave may be required to pass a return to work physical.
Bereavement Leave
Bereavement leave may be used for absence due to death in the employee’s immediate family. An employee shall be allowed three (3) days of bereavement leave for absence due to “family death” in the immediate family. For the purpose of bereavement leave, the term “immediate family” is defined as the father, mother, brother, sister, child, grandchild, husband, wife, grandparent, grand-in-law, mother-in-law, father-in-law, brother-in-law, or sister-in-law of the employee, or a relative living in the residence of the employee. This leave shall not be deducted from the employee’s accumulated sick leave. Bereavement leave must be used within seven (7) days of the death of the employee’s immediate family member. Use of bereavement leave will count against employee perfect attendance benefits.

Policy Changes
Policy changes and clarifications are made known in many ways; through memos, meetings, and system publications. You are responsible for reading and becoming familiar with policy revisions.

Health and Safety
Henry County Schools is committed to providing each employee with safe and healthy working conditions. Drivers must contribute to the maintenance of a safe and clean environment. This is a team effort. To this end, an employee is responsible for:

- Knowing the potential hazards of the job
- Learning and following the safety practices required by management
- Using safety devices required by the job
- Correcting and/or reporting safety hazards immediately
- Immediately reporting any accident or injury
- Maintain good housekeeping practices including keeping all emergency exits clear and fire extinguishers accessible
- Dashboards must be clear of all obstructions
- No bus will be serviced or inspected by the mechanic unless cleaned and trash emptied. Buses may be withdrawn from drivers who fail to maintain and clean their bus. Disciplinary action may also be forthcoming.
- During times of extreme heat (90° or above) allow students to have water on the bus in the afternoons only. All containers should be made of plastic and have a secure twist on lid. Also operate your bus with windows fully open and utilize roof hatches in the correct position to optimize air flow.

Medications

- **Prescriptions**: Report all prescription information to your Route Supervisor. It is your responsibility to know which medications may be taken while operating a school bus. Any questions should be directed to your physician or the Medical Review Officer (MRO) for clarifications.
- **Over-the-counter Medications**: Some over-the-counter medications can cause drowsiness; especially when combined with other medications. If you have questions concerning driving the bus while on certain medications, you need to contact our Medical Review Officer (MRO) located at Walnut Creek Family Practice.

First Report of Injury
Steps to follow for On-The-Job accidents and injuries:

- You must notify your Route Supervisor at the time of the accident.
• Route Supervisor will notify the Workman’s Compensation Department.
• If medical assistance is necessary, the Workman’s Compensation Department will make the necessary appointment.
• The employee must sign a WC-207 Authorization and Consent Form.
• Should you receive a job-related injury or illness and medical treatment is needed, you MUST select a panel physician.
• Any driver who is involved in an accident must complete an Employee Accident Report.
• If proper documentation is not completed, your claim may be denied by the Workman’s Compensation Department.

Annual Bus Driver Physicals
All school bus drivers must pass a physical prior to employment and one each year thereafter to maintain employment with the Henry County Board of Education. Only full time drivers and substitute bus drivers on the active substitute list will be eligible for an annual county paid physical.

• Hearing & Vision Aids: If you require the use of vision or hearing aids, you must have them with you for the exam
• If you are taking medications that could possibly alter your driving ability, you must provide a statement from your personal doctor assuring the medication does not impair your ability to drive a commercial vehicle – school bus.
• If you have a condition that disqualifies you during your physical, you must follow up with your personal physician. YOU are responsible to get this information back to our physician.
• Physicals will not be scheduled more than sixty (60) days prior to the first day of school. ALL PHYSICALS MUST BE QUALIFIED 2 WEEKS PRIOR TO THE FIRST DAY OF SCHOOL.
• Substitute / Trip Drivers that do not work 9 days per semester will be removed from the active substitute driver list. This does not include employees / coaches who drive for their teams during that team’s season.

Field Trip Procedures
Driver Rotation / Assignments
Each driver interested in driving trips throughout the school year will need to fill out a Field Trip Interest Form found in your driver’s handbook, or they can be picked up in the Field Trip Office. Drivers will be placed on the list according to seniority (most recent hire date). It is the sole responsibility of the driver to read and understand the field trip procedures. Failure to follow these procedures could result in loss of trips.

When the trips are received in the Field Trip Office, from the schools, they are approved, then they will be assigned to the driver(s). Drivers can be requested by a coach or a teacher, or selected by the rotation system. If a driver is requested to drive by a coach or a teacher, the drivers name must be entered in the comments section when the trip is submitted. The driver can drive for one season i.e. (football, basketball, wrestling, etc.). At the conclusion of the season, the driver will not be eligible to drive any more trips until all the drivers on the list have the same number of trips. Drivers are expected to be on their routes every day, but if they choose to take personal time to take a trip, it will require their route supervisor’s approval. The driver will need to get a leave form from their route supervisor, fill it out, and then get their supervisor approval. The driver will also need to get a letter from their route supervisor to send home with the students, the day before, to let the students
know that the driver will not be on their route. If the trip is scheduled during route time, a non-route
driver will be scheduled to take the trip. Please do not accept trips if you are doing any extra work
such as displaced, academy, or mid days. Put on your interest form what days you will be
available, if you are responsible for the extra responsibilities.

The non-route drivers will take trips during route time only. Non-route drivers will NOT be driving
trips between routes, after routes, or on weekends when the route drivers are available to take them.

Last minute trips are assigned to available drivers. The rotation list will be used if at all possible.

A driver can drive a trip for their own child’s field trip. Let the teacher/coach know so they can
add the driver’s name in the comments section, then let the field trip coordinator know at the
field trip office before the trip is assigned, but the driver must fill out an interest form, have read
the FT procedures, and be on the rotation list.

If a special needs bus is required for your trip, a monitor must be on the bus if wheelchair students are
onboard.

If a driver is off their routes, they will not be eligible for trips until they have been back on their
route for 3 working days.

Trip Requests

When the driver has been assigned to a trip, they will have to come into the field trip office and pick up
the trip sheet. The trip sheets cannot be faxed, or sent by another driver. The driver has to have the
trip sheet at the time of the trip. Taking the trip without the trip sheet could result in no payment. The
trip sheet will have all the information the driver needs. It will have the driver’s name, bus number,
date of the trip, leave and return times, and the correct destination. The trip has been approved for all
the information that’s on the trip sheet, when it is submitted. If the teacher or coach wants to make
changes, it will have to be done ahead of time by canceling that trip, and resubmitting a new trip with
all the correct information. The driver has to go to the destination that is on the trip sheet and will not
make any additional stops that are not listed on the trip sheet. All food stops must be listed on the
approved trip request. You may not stop to eat if the stop is not on the trip request approved by the
principal. Additional stops can be listed in the comments section or they can be added by adding
another leg to the request. The pickup location should be in the comments section. If not stated, the
default pick up location will be in the bus lane.

The driver should record the beginning mileage and the beginning time on the trip sheet when the trip
begins. When the trip is completed put the ending mileage and the ending time. The time and mileage
starts when you pick up the students and stops when you drop them off. If it is a drop off, it will end
when the driver gets back to where they park their bus. Be sure the teacher / coach is in agreement
with the time and mileage and then get their signature on the trip sheet. Trip sheets turned in without a
signature will not be processed.

The driver will have two trip sheets. One goes to the teacher/coach when the trip is over and the other
trip sheet should be turned in to the field trip office, for the driver’s payment.

The trip sheets need to be turned in based on the Field Trip Pay Schedule which is included in
this document. Trip sheets turned in past the listed deadline will be processed and paid on the
Drivers who continue to turn in late trip sheets could be removed from the trip list and lose payment of a trip. Do not fax trip sheets. The field trip office will only accept the original copies. All trip sheets must have the driver signature AND the organizers signature to be processed. Failure to turn in signed copies may result in delay of driver payment and prompt billing to the school.

Put all your information on the Field Trip Sheet. **DO NOT add your field trip time on your TIME SHEET.**

Absences

If an emergency situation comes up and the driver is not able to take their trip, contact Mary Cochran as soon as possible for the trip to be covered through the Transportation office. Not showing up for your trips will result in the driver being taken off the trip list. Backing out of too many trips will result in the driver being taken off the trip list. Excessive absences will result in the driver being taken off the trip list. Drivers are not allowed to reassign their trips. If the driver is unable to take a trip assigned to them it must be returned to the field trip office for reassignment.

Multi Group Accommodations

Transportation reserves the right to double up teams, or groups to conserve fuel and mileage on a bus. If more than one team (varsity, JV, Cheerleaders) or groups (academic, ROTC, band) are going to the same event, Transportation may ask that all go at the same time or on the same bus. If more than one school is participating in an event at the same location and fewer buses can be used to accommodate multiple schools, Transportation may ask that all go on the same bus. Transportation will work with each teacher or coach to coordinate this service.

Depart and Return Times

Academic trips must be scheduled to depart no earlier than 9:00am, and must return by 2:00 pm in order for the driver to get to their elementary school on time for their routes. Trips that return late and cause the route driver to be late for their elementary routes will be charged a $40.00 late fee. If this is the case, please add that information on the trip sheet. All in-county trips will not leave until after route, around 4:45.

If there is a trip out of county that needs to leave early and dispatch is able to cover your middle school route, you may leave around 4 o’clock, but your actual trip time on the trip sheet will not start until 4:45. If there is an out of county trip that has to leave before 4 o’clock, then a non-route driver will be assigned or you will be required to submit a personal leave request and obtain approval from your supervisor. All Six Flags trips will be considered a drop off and pick up. Pick-ups will occur once the assigned driver has completed all their afternoon routes. The mileage will be charged for each leg of the trip.

Trip Costs

- Drivers are paid at a rate of $13.00 per hour, or a $40.00 minimum plus 7.65% FICA tax. Trips are charged mileage at $2.25 per mile round trip. For trips, drivers should be provided with meals, admissions, and any parking fees. If you have to purchase your own meal you must
provide a receipt to the school that organized the trip for reimbursement. If the trip does not call for a meal stop and the students do not eat, you will be responsible for your own meal at your expense. If you are provided a meal by the school/team but choose not to take it, you will be responsible to purchase your own meal at your expense. In-county afterschool drop offs are $20.00. If you are sent to a school during route time to pick up a group for a drop off and the team is not ready and waiting, you will wait for 5 minutes, if the group does not show up, you will call Dispatch, and the coach will be notified that you will be back to pick them up after your route if needed, and the school will be charged mileage, and $40.00 for a no show fee. If a special needs bus is required for your trip, a monitor is required for wheelchair students.

- Six Flags trips are $50.00 to drop off at Six Flags, and $50.00 to come back and pick up. The mileage will be charged for each leg of the trip. The drop off and pick up trips will occur once you have completed your regular route. If the Six flags trip is on a Saturday, it will be paid as a regular trip.

- Overnight trips are paid at $13.00 per hour, as long as you are available to the students or a $50.00 minimum. On non-travel days you will be paid $50.00 per day. Meals are provided or you may receive $28.00 per day. $6.00 for breakfast, $8.00 for lunch, and $14.00 for dinner. Adequate sleeping quarters away from the students will be provided. Drivers are not chaperones.

- If you choose to donate your time by not charging for a trip, just put the mileage and time on the trip sheet, then put N/C beside the time to let the Transportation office know that you are donating your time. Trip sheets will still need to be turned in.

- Non-route drivers or field trip drivers are limited and are assigned on a first come first serve basis. If a non-route driver is not available, then a route driver will be assigned to the trip. It should be noted that this may affect the requested departure time as route drivers will need to complete their route before beginning the trip. Coaches can drive their own teams at a rate of $25.00 for any trip in the county, $40.00 for out of the county trips, or $13.00 per hour, if the driving time is more than the $40.00.

- Any trip over 100 miles or leaving late may require 2 drivers. Trips that require drivers to be in service more than 10 consecutive hours must have an additional driver for back up. This is due to federal motor regulations. The second driver will be paid $50.00 per day until the driver goes into service. Drivers who take trips outside the state of Georgia must have a current DOT medial card.

**Drivers Child on a Trip**

Only students that are registered at Henry County Schools are allowed to ride on Henry County School buses. No children under school age will be allowed to ride a Henry County School bus. Drivers’ children may ride as long as the trip organizer has approved the child and the child does not take a
needed seat. The child must behave at all times and not be a distraction to the driver or the trip organizer.

**Bus Assignments**

The driver will drive their regular bus for trips unless they are having mechanical problems. It is the drivers’ responsibility to notify the field trip office of the bus number if in a spare bus. If the driver drives a 90 passenger bus, it will be treated like 72 passenger bus on trips. The schools will not put extra students on a 90 passenger bus and turn other buses/drivers away.

Non-route drivers, coaches and teachers will be assigned buses through the field trip office and will pick up the keys to their buses when they pick up the paperwork. These buses must be returned clean and refueled during Transportation office hours. The field trip coordinator, route supervisor or designee will check the buses before and after each use.

**Breakdowns**

Weekend or any afterhours breakdowns need to be reported to the mechanic on call for that day. The number for the mechanic phone is 678-414-5911. You are required to have a list of The Partners in Transportation from the transportation office with you on each trip outside the county.

**Specific Driver Responsibilities Before and During Trip**

- Perform pre-trip security awareness inspection each time the bus is started.
- Provide a clean bus.
- Have sufficient fuel to complete the activity.
- Arrive 15 minutes prior to the start time of the trip (when possible).
- Read evacuation procedures at the beginning of the trip.
- Ask for a passenger list at the beginning of the trip. If one is not available, have the coach/teacher write one.
- Ask the teacher/coach to verify destination prior to departure. If different from the trip sheet, contact the field trip office.
- Ensure the teacher understands what time to be back on the bus in order to return to the school by noted return times on the trip ticket.
- Prohibit children who are not currently enrolled in Henry County Schools from riding the bus.
- Do not allow animals on the bus.
- Ensure that athletes do not wear cleats on the bus.
- Prohibit passengers entering and exiting through the emergency door during normal circumstances.
- Ensure that equipment is loaded and unloaded through the emergency door only when a person is stationed both inside and outside the bus.
- Make sure equipment is not obstructing aisles or emergency doors.
- Enforce all HCS bus rules and regulations.
- Notify Dispatch of any change in the trip that occurs during travel.
• Do not deviate from the planned field trip. Transport students to and from destination unless an emergency stop is required. If a stop is not pre-planned, the bus driver will not deviate from the trip sheet.

• **When multiple buses traveling together, remain with the other buses at all times.**

• Unless trip is specified as a drop off/ pick up, the driver is required to stay at the destination to provide emergency support. If the trip is a drop off/ pick up, it is the driver’s responsibility to leave their cell phone number with the coach/ teacher in case an early departure is encountered. **Do not leave unless trip is a specified drop off only or a drop off/pick up.**

• Remain with the activity group unless otherwise specified.

• Notify Dispatch when running late on the return trip.

• Obtain appropriate teacher/coach signature on the Bus Driver Trip Ticket verifying written information is true and accurate at the completion of the trip.

• Remain with any bus that has an emergency until receiving further instructions from Dispatch or an emergency agency.

• Report in writing any problems that are encountered on the trip.

• Ensure that no trip takes place without a coach/ teacher on board.

• Electronic devices such as radios, CD players, and game boys, etc. may be used as long as they are not offending others or causing a distraction to the bus driver. Should any of the above-named become a problem, the driver should ask the coach/teacher for assistance in having it put away.

• Prohibit eating, or drinking on the bus (except water).

• Discipline problems with the students should be addressed immediately by the coach/teacher.

Ensure that all digital recording devices are operational.

**Post Trip Procedures**

• The bus should be swept, and all trash removed from the bus.

• The bus should be refueled after each trip.

• Check to ensure all belongings have been removed from the bus.

• Return the bus to the bus garage or the location the bus was picked up from. All non-transportation employees (i.e. coaches, teachers, etc.) must return the bus during normal Transportation operating hours so that the bus may be inspected by a transportation designee to ensure bus is returned in the appropriate condition.

• If a bus is left dirty and/or not refueled at the end of a trip, disciplinary action may be forthcoming.

**Evaluations**
An evaluation will be conducted on each bus driver and monitored annually. The purpose of the evaluation is to enhance job performance and support the professional growth of employees. Substandard performance will be dealt with through progressive disciplinary action. Each driver will be required to perform a Skill Performance with a Henry County Schools trainer or a supervisor.
School Bus Video Surveillance Systems
School buses are equipped with video surveillance systems. These video surveillance systems are mechanical and are not guaranteed to work all the time. Bus drivers with video surveillance systems are to ensure the systems are working at all times. The video surveillance systems are for the protection of the student and the driver. It is required that all buses equipped with recording systems have these systems operating anytime students are on the bus. While loading at the school ensure the ignition switch is in the ACC position. This will allow the system to record without the engine idling.

Videos from the bus are viewed by school system personnel and law enforcement agencies. Bus videos cannot be released to parents, guardians, or students for any reason. Parents/guardians will not be permitted to make a copy of the recording. All videos must be viewed either at a school or the Transportation office. A parent/guardian or school administrator must request to the Transportation office to view a video within three (3) days of an incident. Video recordings will be used by building level administrators to assist in determining whether the incident occurred and if so, the severity of the incident. Video recordings revealing unlawful actions may be brought to the attention of law enforcement agencies. Disciplinary action may be instituted prior to parental viewing of the recordings. Recordings are routinely written over unless school officials have reason to save the recording.

GPS Systems (Global Positioning Satellite)
The buses are equipped with GPS units. This system tracks many functions of the bus. Reports may be generated on the following activities:

- Speed
- Location
- Idling
- Engine On / Engine Off
- Bus Stop Location
- School Time Arrival / Departure

These reports may be used to verify payroll, determine times for routes, and validate stops made, and route deviations. The Henry County Board of Education has a strict “NO IDLING” policy. This system can be used to identify excessive idling.

Alcohol and Drug Testing
The Henry County Board of Education is committed to ensuring the highest possible standards of safety. Employees engaged in safety-sensitive functions include, but are not limited to:

- School Bus Drivers
- Coaches/Teachers licensed to drive a school bus
- Maintenance workers

These employees are mandated to be tested by Federal Law. The Federal Motor Carrier Safety Administration regulations are enforced by the Georgia Department of Transportation (DOT) and require that all Commercial Driver’s License holders (CDL) be drug screened by urine testing and be alcohol screened by breath alcohol testing.

The following alcohol and drug tests are required:

- **Pre-Employment**
- **Random**
  Random testing is conducted on a random, unannounced basis just before, during, or just after performance of safety-sensitive functions. Guidelines are followed according to the FMCSA in selecting bus drivers by a computer-based random number generator, meeting the minimum annual percentage rates. All drivers
selected must report to the test facility immediately after completing route. All other business shall be put-aside.

- **Post-Accident**
  All drivers will report to the Medical Facility for post-accident drug and alcohol testing, regardless of severity of accident immediately following their release from law enforcement.

- **Reasonable Suspicion**
  Reasonable suspicion testing is conducted when a trained Supervisor has made observations based on specific behavior or appearance, speech difficulties, or surrounding odors that are characteristic of alcohol and drug use.

- **Alcohol**
  Because alcohol is a legal substance, the rules define specific alcohol-related conduct. Performance of safety sensitive functions is prohibited:
  - While having a breath alcohol concentration of 0.02 percent or greater as indicated by an alcohol test
  - While using alcohol
  - Within four hours after using alcohol
  - By refusing to submit to an alcohol test

**Consequences of a Positive Test**
Consequences of a positive test result for alcohol and/or drugs will be immediate termination. NOTE: Refusal or failure to report for drug and alcohol testing will be considered a positive result.

**Sexual Harassment**
All staff members are entitled to a work environment free from all forms of discrimination, including sexual harassment. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. Among behavior that might be considered sexual harassment is behavior: (1) which is not welcome, (2) which is personally offensive, (3) which debilitates morale, and (4) which therefore interferes with work effectiveness.

Offensive sexual flirtations, advances or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his/her appearance; the display of sexually suggestive objects or pictures; or any offensive or abusive verbal or physical conduct of a sexual nature is strictly prohibited. No individual shall threaten or insinuate, either explicitly or implicitly, that a staff member’s refusal to submit to sexual advances will adversely affect the staff member’s employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

If any staff member has questions concerning this policy or if any staff member believes he or she has been subjected to sexual harassment, the staff member should contact the Chief Operations Officer. If a staff member feels the Chief Operations Officer cannot be responsive to a possible violation, the staff member may contact the Superintendent directly.

**Standards of Conduct**
The Standards of Conduct to be observed by Henry County Public Schools employees are as follows:

**Standard 1: Disregard or Abandonment of Generally Recognized Professional Standards**
Any act in flagrant disregard or clear abandonment of generally recognized professional standards in the course of any of the following professional practices is an unethical act:

- Supervision of students
- Management of Property
- Profanity
• Appropriate Attire

Standard 2: Dishonesty
A Henry County Public Schools employee shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation, in the performance of duties.

Standard 3: Abuse of Students
Unethical conduct includes the commission by an employee of any sexual exploitation or abusive act with or to students as defined below:

• Any unlawful sexual act
• Any solicitation of any unlawful sexual act, whether written, verbal or physical
• Any act of child abuse, as defined by law
• Any act of sexual harassment, as defined by law
• Any solicitation, encouragement or consummation of a romantic or physical relationship with a student, or any contact with a student

Standard 4: Confidential Information
A Henry County Public Schools employee shall keep in confidence personally identifiable information regarding students or their family members that has been obtained in the course of professional service, unless disclosure is required by law or is necessary for the personal safety of the students or others.

Standard 5: Unconstitutional or Discriminatory Acts
Unethical conduct includes any willful or malicious violation of the constitutional or civil rights of a student or colleague by an employee.

Standard 6: Failure to Make a Required Report
The failure by a Henry County Public Schools employee to make a required report is an unethical act and constitutes a basis for suspension or termination.

Standard 7: Alcohol and Controlled Substance Abuse
Unethical conduct includes:

• Being under the influence of, possessing, using or consuming on HCPS premises/property a controlled substance without a prescription authorizing such use
• Being under the influence of, possessing, using or consuming an alcoholic beverage on school premises or at a school-sponsored activity involving students
• Furnishing alcohol or controlled substance to any student(s)

Standard 8: Criminal Acts
Any act which constitutes a criminal offense or moral turpitude, including misdemeanors other than minor traffic offenses, or a felony under the laws of the United States, or of any state is an unethical act.

Route Bid Procedures
Beginning 30 days after the first day of school, when a route becomes available during the school year, it will be put up for bid by all full time drivers. The available routes will be posted every Wednesday morning in the driver break room. Drivers will have until 5:00pm each Friday to submit a route bid sheet. There will be a drop box located in the driver breakroom. After 5:00 pm on Friday, the box will be closed and no more bids will be accepted. All route bids will be processed on Monday and results will be available on Tuesday. Once all bid results are verified, the route supervisor for that route will determine the starting date for the newly awarded driver.Drivers may bid as many times as wanted until a route change is granted. Once a driver has been granted a route change, they must be on that
route a minimum of 9 weeks before they are eligible to bid again. This will limit route changes to a maximum of three (3) times per year per driver. Bids will be determined based on the following criteria:

- Seniority (*Most recent Henry County hire date*)
- Attendance
- Job Performance
- Bus Condition

The driver who has the highest score will be awarded the available route. Any negative comments or scores must be verified by route supervisor in writing on the Route Bid Scoring Worksheet.

**No Travel Railroad Crossings, Bridges, and Streets**

**No Travel Railroad Crossing**

1. Do not cross S. Bethany at Hwy 42 either direction
2. Do not cross Pine Grove Road between Hwy 42 and Davis Lake Road
3. Do not cross Peeksville Road in front of Moye’s Pharmacy on Hwy 42, either direction
4. Do not cross Lyman Stringer Blvd. Between Simpson Street and Griffin Street
5. Do not cross at Racetrack Road (pm only)
6. Do not cross Griffin Street unless assigned bus stops on Hwy 42 S. and Griffin Street
7. Do not cross North Steele in Hampton on Hwy 3
8. Do not cross Hillview Road in Hampton to Hwy 3, county line
9. Do not cross Amah Lee Road from Hwy 3
10. Do not cross at Oak Street and Hwy 3 in Hampton

**No Travel Bridges**

1. Do not cross Woodstown Road bridge
2. Do not cross Selfridge Road between Cotton Indian Creek Road and Crumbly Road

**No Travel Streets**

1. Do not travel Tomlinson Street between Hwy 20 and McDonough Elementary
2. Do not travel Veterans Drive unless your route has assigned stops listed
3. Do not travel Mays Road in Stockbridge unless your route has assigned bus stops listed
4. Do not travel Dorsey Rd. between Wynn Rd. and Dorsey/N. Dorsey intersection.
5. Do not travel Hazelhurst Street in McDonough unless your route has assigned bus stops listed
6. Do not travel Sloan Street unless you have bus stops listed on your route
7. Do not travel any side street going between schools with the exception of those buses that have **STOPS** in between schools. If a driver is observed using any street other than the designated approved route, disciplinary action will be taken
8. Moye Dr. – No travel between Hwy 42 and Brannan Road
9. Lawrenceville St. – No travel between Hwy 20 and Hwy 155
10. No cut through from John Frank Ward Blvd. to Keys Ferry St (beside Church’s Chicken and AutoZone)
11. Meadowbrook Dr. between Tunis Rd and Jodeco Rd.

12. Moss Dr. between Hwy 155 N and Bryans Dr. (behind Union Grove High School)
Disciplinary Procedures

Reasons for immediate recommendation for suspension/separation from one’s job.

- Loss or suspension of Driver’s License
- Abandonment of School Bus (No Call/No Show)
- Conviction of DUI (Personal Vehicle or Commercial Vehicle)
- Testing Positive for Drugs or Alcohol. Any driver who has been contacted by the Transportation Department for a random drug and/or alcohol test must go to the facility for testing. Failure to go is considered a refusal and driver will be terminated.
- A physical fight with another driver or drivers.
- Refusal to transport students, either your own or someone else’s, when directed by the Executive Director, Director, Route Supervisor, Driver Trainer, or Dispatcher. (Insubordination)
- Speeding ticket or any violation you are found guilty of while operating a school bus or failure to follow State laws for pupil transportation.
- Allowing an unauthorized person to ride on your school bus.
- Unauthorized Parking Location.
- Found guilty of inappropriate contact with a student. This includes physical, verbal, sexual, cellular, or electronic.
- Failure to follow other rules and procedures as outlined in the Driver Manual.
- Three (3) at fault accidents while operating a school bus in a twelve (12) month period.
- Failure to report an accident involving a Board of Education vehicle.

Offenses not listed above will be handled as follows:

1st Offense: Incident Report
2nd Offense: Letter of Instruction
3rd Offense: Letter and suspension without pay
4th Offense: Termination

Approved Fueling Sites for Henry County Buses

- Keys Ferry General 1872 Keys Ferry Rd, McDonough RSE, OMS, OHS
- Jodeco Chevron 2239 Jodeco Rd, McDonough FES, ELM, ELH
- Kangaroo # 3350 4315 Jodeco Rd, McDonough WLE, ELM, ELH
- Davidson Pkwy Exxon 7347 Davidson Pkwy, Stockbridge SBE, DMS, DHS
- Chevron Foodmart 90 Hwy 138 E, Stockbridge PGE, WMS, WHS
- Kangaroo # 3326 1080 Jodeco Rd, Stockbridge PCE, DMS, DHS
- Jay’s Grocery (Marathon) 3331 Hwy 81, Hampton HES, MTC, HMS
- Kangaroo Express 3333 978 Hwy 155 S, McDonough LES, LMS, LHS
- 81 Crossing 698 Hwy 3, Hampton HES, HMS, LHS
- Shell 5945 E Lake Pkwy, McDonough UGH, WHS,
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<tr>
<th>Store Name</th>
<th>Address</th>
<th>Stores</th>
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<tr>
<td>Howell Chevron</td>
<td>2778 Hwy 81 E. McDonough</td>
<td>NHE, OMS, OHS</td>
</tr>
<tr>
<td>Raj Foodmart</td>
<td>4475 N. Henry Blvd Stockbridge</td>
<td>SES, SMS, SHS</td>
</tr>
<tr>
<td>Valero Station</td>
<td>1080 Jodeco Rd Stockbridge</td>
<td>PCE, DMS, DHS</td>
</tr>
<tr>
<td>Keith Greenfield</td>
<td>6105 Hwy 155 N Stockbridge</td>
<td>ARE, ARM, WHS</td>
</tr>
<tr>
<td>Sunoco Food Mart</td>
<td>22 Hwy 138 W Stockbridge</td>
<td>SES, SHS, SMS</td>
</tr>
<tr>
<td>Murphy’s USA (Wal-Mart)</td>
<td>4969 Bill Gardner Pkwy, Locust Grove</td>
<td>LGH, LGE</td>
</tr>
<tr>
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<td>175 Willow Ln., McDonough</td>
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<td>5620 N. Henry Blvd., Stockbridge</td>
<td>SES, SMS, SHS</td>
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<tr>
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<td>603 Willow Lane, McDonough</td>
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<td>4361 Hwy 155 N Stockbridge 30281</td>
<td>WES, WHS, WMS</td>
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<tr>
<td>QT</td>
<td>50 Willow Lane McDonough 30253</td>
<td>OKE, LHS, LMS</td>
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SECTION 4: INSTRUCTIONS FOR LOADING AND UNLOADING
(Content From Unit 6 of the State Training Manual)

Objectives
The school bus driver should be able to:

1. Identify the school bus driver’s role in executing their duties and in training students to ensure school bus stop safety.
2. Explain the requirements and recommendations for bus stop locations and recognize unsafe stops.
3. Describe what Georgia law requires other vehicles to do at school bus stops.
4. Explain the School Bus Danger Zone.
5. Explain how to correctly load passengers on highways and streets.
6. Explain how to correctly unload passengers on highways and streets.
7. Explain how to correctly load and unload students at a turnaround stop or in a cul-de-sac.
8. Identify the proper and improper use of the eight-way light system.
9. Explain how to correctly unload students on school campuses.
10. Explain how to correctly load students on school campuses.
11. Identify high priority school bus safety student behaviors and relate how teaching and managing those behaviors protect students.
12. Recognize how to build relationships of trust, respect and productive interaction to help keep students safe.
13. Explain how to interact with parents at school bus stops.

Topics
1. Introduction
2. Requirements/Recommendations for Bus Stop Locations
3. Sharing the Road with School Buses
4. The School Bus Danger Zone
5. Loading Students on Highways and Streets
6. Unloading Students on Highways and Streets
7. How to Load and Unload at a Turnaround or in a Cul-de-sac
8. When Not to Use the Eight-Way Light System
9. Unloading Students on the School Campus
10. Loading Students on the School Campus
11. Keeping Students Safe by Building Effective Relationships
12. Interacting with Parents at the School Bus Stop

Introduction
Numerous studies have revealed that there is no safer way to transport a child than on a school bus. The National Highway Traffic Safety Administration has stated:

*American students are nearly eight times safer riding in a school bus than with their own parents and guardians in cars. The fatality rate for school buses is only 0.2 fatalities per 100 million vehicle miles traveled (VMT) compared to 1.5 fatalities per 100 million VMT for cars.*

Georgia’s school buses transport over 1,000,000 students each morning and again each afternoon as they travel the equivalent of more than 30 trips around the earth daily. Although fatal crashes involving Georgia school bus occupants are extremely rare events, student fatalities and serious injuries continue to occur at Georgia school bus stops. These occurrences are caused by a variety of circumstances and errors on the part of the student, the school bus driver and the passing motorist. These heartbreaking events point out the need for school bus drivers to properly execute their duties and to train and manage students in safe behaviors at school bus stops. The importance of this unit must be stressed if there is to be a reduced potential of similar tragedies ever happening again.

Requirements/Recommendations for Stop Locations
Supervisors, routing software, etc. may establish the location of school bus stops, but bus drivers will see and experience the real school bus stop. It is the duty of the bus driver to understand what is required for a safe bus stop and to communicate to the office when there is an issue:

A. Motorists need a reasonable amount of time to see you at a bus stop and safely come to a stop. It is recommended that a school bus stop not be established unless a stopped school bus can be seen for at least 300 feet by vehicles approaching or overtaking the school bus. Extra attention should be given to relocating stops near hills and curves.

B. The roadside, at the point of a school bus stop, must have sufficient room so that students are able to wait safely off the roadway. It is recommended that students wait 12 feet off the roadway, away from trees and other obstacles that could block a motorist’s view of them.

C. A bus stop should not be located within 30 feet of an intersection where traffic is controlled by a flashing beacon, stop sign, traffic control signal or police officer. You want motorists to be able to see your eight-ways. You also do not want to confuse motorists who are at or who are approaching an intersection with a traffic control device. The traffic control device and the school bus signals can be giving directions that are contradicting to motorists if the bus stop is too near the traffic control device.

D. Stops should not be located so as to force students to cross multi-lanes of traffic (more than two lanes). Bus stops on roadways with a center turn lane or bus stops located in a deceleration or acceleration lane should be treated as a NO CROSS stop.

E. Placement of bus stops should also allow the bus to be positioned fully in the far right lane to load and unload. This includes deceleration lanes and turn lanes at the entrance to apartments, subdivisions, etc.

F. Bus stops should allow you to stop the bus short of the stop, so that your bus position dictates a student’s walk path where they are coming towards you or going away from you in your full direct view.

G. Stops should not be located directly within a cul-de-sac. Buses having to back while turning around in this area are a danger to students.
H. It is recommended that stops be located no closer together than one-tenth of a mile.

I. If you are unsure about the safety of a school bus stop, see your supervisor and offer suggestions to help correct the problem.

Sharing the Road with School Buses
In most cases, all drivers are required to stop when meeting or overtaking a stopped school bus that has its red lights flashing and its stop arm extended when loading or unloading passengers. The only exception to this rule is when highways are separated in the center by a dirt, grass or concrete median. In this situation, only vehicles following or traveling alongside a school bus in the same direction must stop.

A warning that a bus stop is about to take place will always be given with the flashing amber lights on the front and rear of the school bus. Upon seeing these flashing amber lights, vehicles approaching the school bus from both the front and rear should immediately slow down and prepare to stop. All drivers must pay special attention to children, be focused and exercise caution when in the vicinity of a school bus stop, as student riders can sometimes be unpredictable. Once the bus is fully stopped, the flashing red lights will activate and the stop arm will deploy. Vehicles must stop and should remain stopped until all loading students are aboard in the morning or all unloading passengers have cleared 12 feet off the roadway in the afternoon. Motorists should proceed with caution, only after passengers have cleared the roadway, the stop arm is cancelled and the flashing red lights are deactivated.

What is the Law?

TWO LANE
Vehicles traveling in both directions MUST STOP.

MULTI-LANE – Paved Across
Vehicles traveling in both directions MUST STOP.

DIVIDED HIGHWAY – With dirt, grass or barrier median – Vehicles behind MUST STOP. Vehicles traveling in opposite direction must use caution.
The School Bus Danger Zone
In order for school bus drivers to safely load and unload students, they must recognize that there is an area around a stopped school bus that is very dangerous. This is the area near the bus where the bus driver might not see students or where cars might be moving when student riders are getting on and off the school bus. Bus drivers must ensure proper execution of procedures any time students are loading or unloading. Additionally, it is essential that bus drivers use both direct vision and properly adjusted mirrors to see students in the danger zone. The Danger Zone is:

A. The TWELVE FOOT area that surrounds a stopped school bus.

B. Especially the most dangerous areas which are around the left and right front tires, the front door and the right rear tires where it is difficult for the bus driver to see students with their direct vision. These areas are where the school bus poses a great threat to students riders.

C. Additionally, students are at risk to passing motorists on both the left and right sides of the stopped school bus.

High Priority Safe Student Behaviors in the Danger Zone
When in or near the Danger Zone, students should:

A. Stay away from the dangerous areas where it is difficult for the bus driver to see them with their direct vision.
   1. Near the right and left front tires
   2. Near the right rear tires
   3. Near the front door

B. Make sure they are always able to see the driver when outside the school bus.

C. NEVER return to the bus for something left behind or dropped without getting the bus driver’s attention.
   1. Leave any object and move to a point, out of the danger zone.
2. Then get the driver’s attention by putting hands and arms above their head and waving.

3. Wait for the driver to see them and give instructions before returning to the bus or before picking up anything dropped near the bus. If they do not get the driver’s attention, they should not attempt to retrieve the item.

D. Be aware of the danger of passing cars that do not stop like they should.
   1. The danger may be from cars passing from the rear on the left side of the bus.
   2. Or from cars passing from all directions on both the left and right side of the bus.

E. Always be alert and focused when in the Danger Zone.

### Loading Students on Highways and Streets

Any vehicle that is stopped on the highway presents a great hazard. A stopped school bus with a load of students, students waiting at the bus stop, students loading/unloading the bus, as well as other vehicles on the roadway are all exposed to increased danger at this time.

When approaching the bus stop and when loading students, school bus drivers must recognize that total focus is required as they execute their bus driver safety procedures. Additionally, there must be equal focus on teaching and managing essential safe student behaviors as students wait for and board the bus. These actions will reduce the possibility of a school bus stop tragedy occurring in your school district.

A. When approaching a designated stop, start slowing down in preparation for the stop while scanning for safety issues and any unusual circumstances.

B. Apply brakes early and hard enough to light up the brake lights so that the vehicles following will have a warning that you are about to stop.

C. Activate the eight-way amber warning lights at least 200 feet in advance of the stop.

D. ALWAYS activate the eight-way ambers, even if no one is present at the bus stop. A student might be out of your view and they could appear at the last minute. For a safe stop, you need motorists alerted with your ambers, that a bus stop is about to take place.

E. Check all mirrors for traffic. A constant visual search around the bus is necessary to alert the driver of any changes in traffic. Mirror checks are critical. You should continuously use both your direct vision and mirrors to identify hazards.

F. Approach students with extreme care, giving due consideration to the surface of the roadway. Be continually aware of conditions so that necessary adjustments in speed and position can be made as early as possible.

G. Do not pull any closer than 12 feet from waiting students. If they rush the bus, stop as quickly as you safely can.

H. (If no one is present at the bus stop, you must ALWAYS come to a full stop, set the parking brake, shift to neutral, activate the red eight-ways, extend the stop arm, open the door and look for any late arriving students.)

I. Stop the bus smoothly and with one stop. Position your bus in the far right lane so no motorist can pass by on the right. This includes deceleration lanes and turn lanes at the entrance to apartments, subdivisions, etc.

J. Be sure to position the bus short of the stop so students are kept away from the danger zone and you see them coming towards you from the front of the bus.

K. Once stopped, Georgia Law requires bus drivers to first apply the parking brake. Second, for added safety, it is **recommended** to then place the transmission in neutral. This process is critical at all stops, no matter how many students may be at the stop.
L. Only after you have come to a complete stop, activate the red eight-way lights, stop arm, crossing gate and open the service door.

M. Counsel students not to move towards the bus until after the eight-way red lights are flashing and no vehicles are moving. For crossing students, count them, establish eye contact and use your hand signal to cross them, once all approaching traffic has stopped.

N. As students are loading, continuously use both your direct vision and mirrors to identify any moving traffic.

O. Drivers should never use a cell phone, the 2-way radio, interior PA system or allow themselves to be distracted by addressing student concerns when loading students. Your total focus must be on loading the students.

P. Count and re-count students and make sure all students who were waiting have safely boarded. If count is lost or you cannot account for all students, do not move the bus. If necessary, shut off the bus, secure it and check underneath before moving the bus.

Q. It is only after all students are safely inside the bus that the red eight-way lights, crossing gate and stop arm are cancelled and the door closed. School buses should not be in motion with the stop arm displayed or the service door open.

R. To prevent accidental bus movement, first, with your foot on the brake, put the gear shift in drive and second, release the parking brake.

S. The bus should not move forward until all mirrors are checked for traffic and for late arriving students in the danger zone. A bus should never start to move until the door is closed so the mirrors on the right will show the area toward the back wheels.

T. Even after the bus starts moving, check the mirrors again for late arriving students or anyone chasing after the bus.

U. When possible, students should be seated before cancelling the red eight-way lights, stop arm, crossing gate and closing the door.

**High Priority Safe Student Behaviors at the Bus Stop**

It is your responsibility to execute the many school bus driver duties involved with the operation of the bus while at a school bus stop. Additionally, you must also play an important role in teaching safe behaviors and in managing those safe student behaviors at bus stops and when getting on and off the bus.

These are the high priority student safe behaviors for waiting at the school bus stop and for loading the school bus on the roadway. They must be taught, enforced and re-enforced by the school bus driver at every stop, each and every day. When students execute these behaviors, they act as a safety net that protects the student in the event that you or a motorist makes a mistake. These safe behaviors when not followed have resulted in student fatalities, injuries and near misses in Georgia.

School bus stop safe student behaviors include:

A. Get up and get ready on time. Arrive at the bus stop five minutes before the bus is scheduled to come.

B. Have all items in their book bag before leaving home to avoid dropping anything.

C. Wait at the bus stop in a safe place, 12 feet away from the road.

D. Stay on their side of the road until the bus comes.

E. Wait in an orderly group. Form an orderly line as the bus approaches, with the first student in line standing 12 feet away from traffic.

F. Keep electronic equipment packed away when preparing to board. Never use an electronic device or wear ear buds when boarding.
G. Return home and get help or phone for assistance if they miss the bus.
   1. NEVER chase after the bus.
   2. NEVER walk to another bus stop.
   3. NEVER allow parents to drive them to another bus stop.
      The bus driver will not be expecting them.

High Priority Safe Student Behaviors for Loading

When loading the school bus on the roadway, students should:

A. (For students who DO NOT have to cross the road to GET ON the bus) -
   1. Stay 12 feet off the road and wait for the bus to stop.
   2. Look to be sure all cars have stopped before walking towards the bus.
   3. Look for moving cars as they walk forward.

B. (For students who DO have to cross the road to GET ON the bus) -
   1. Wait 12 feet off the road and wait for the bus to stop and for the driver’s signal for when it is safe to cross from where they are standing.
   2. Look for moving cars as they walk to the edge of the road.
   3. Stop at the edge of the road and look both ways to be sure that any moving cars come to a stop.
   4. Look both ways for moving cars while walking straight across the road.
   5. Cross 12 feet in front of the bus.

C. Make sure they can see the bus driver, so the bus driver can see them.

D. Leave any item if dropped and move to a point out of the 12 foot Danger Zone. Do not retrieve anything without first getting the attention of the bus driver by waving hands above their head and then receiving instruction from the bus driver.

E. Stay away from the front and rear bus tires.

F. Look for moving cars, when getting on the bus.

G. Listen for the danger signal (blowing of the bus horn). Immediately look for and avoid the danger of passing cars that did not stop, if you hear the bus horn blow.

H. When entering the bus, use the handrail for safety.

I. Once seated, sit the safe way, facing forward with your back against the back of the seat and your bottom against the bottom of the seat. Be sure your bottom is not hanging off the seat. If there is not room for you in a seat, then sit somewhere else where there is room. Place your book bag in your lap.

Unloading Students on Highways and Streets

The following required school bus driver duties define their role in keeping students safe when unloading on the roadway.

A. **When approaching the designated stop, start slowing down in preparation for the stop while scanning for safety issues and any unusual circumstances.**

B. Apply brakes early and hard enough to light up the brake lights so that vehicles following will have a warning that you are about to stop.
C. Activate the amber warning lights at least 200 feet in advance of the stop.

D. Check all mirrors for traffic. A constant visual search around the bus is necessary to alert the driver of any changes in traffic. Mirror checks are critical. You should continuously use both your direct vision and mirrors to identify hazards.

E. Stop the bus smoothly and with one stop. Position your bus in the far right lane so no motorist can pass by on the right. This includes deceleration lanes and turn lanes at the entrance to apartments, subdivisions, etc.

F. Where the bus is stopped determines the path students will walk when unloading. You want students walking away from the front of the bus, out of the danger zone and easily visible to you.

G. Once fully stopped, set the parking brake first, and then it is recommended to place the gearshift in neutral.

H. Activate your red eight-way lights, stop arm and crossing gate to alert motorists to stop. How you do this depends on the bus you are driving (Instructor/Trainer will know what types of buses are in the fleet):
   1. Partially open your manual door to activate the red eight-way lights, the stop arm and crossing gate.
   2. With most automatic doors, opening the door is required to activate the red eight-way lights, the stop arm and crossing gate.
   3. With multi-position automatic doors you will activate the red eight-way lights, stop arm and crossing gate independent of and without opening the door.

I. Passengers are to remain seated until the bus has come to a complete stop.

J. Drivers and students should understand that the unloading process begins ONLY when all vehicles are stopped and it is safe to proceed. You MUST keep the exiting students safely on the bus and train them not to depart until you have instructed them to do so. Moving vehicles pose a threat to students who are outside the bus so you must ensure that students remain on the school bus (where they are safest) until all such threats are eliminated.

K. Use your direct vision and your mirrors to check traffic to the front and from behind and NEVER allow a student down the steps if a vehicle is still moving. How you achieve this depends on the bus you are driving (Instructor/Trainer will know what types of buses are in the fleet):
   1. Open the manual door fully and give the okay, only when vehicles from both directions have completely stopped.
   2. With most automatic doors the door will be open and the driver will need to train students that an open door does not mean it is safe to exit. They will exit ONLY after all approaching traffic has come to a complete stop and you give the okay.
   3. With multi-position automatic doors the driver will open the door and give students the okay once they see all approaching traffic around the bus has stopped.

L. Drivers should instruct all students to pause at the bottom step and look to be sure there is no moving traffic on that side of the school bus (especially to their right).

M. Count all passengers as they leave.

N. For students who have to cross, move them as a group. They should cross approximately 12 feet in front of the stopped bus and walk in a straight line. Continue to use your mirrors and direct vision to check for approaching vehicles.

O. Establish eye contact with crossing students both at the end of the crossing gate and again at the center of the road, giving two separate hand signals when it is safe for them to cross.

P. Ensure that non-crossing students exit and do not re-enter the 12 foot danger zone.
Q. Count students again as they move away from the bus. Your school bus is THE GREATEST DANGER to student riders. Historically over 30% of student fatalities occurred when struck by their school bus as they were crossing in the afternoon! If count is lost or you cannot account for all students, do not move the bus. If necessary, shut off the bus, secure it and check underneath before moving the bus.

R. Drivers should never use a cell phone, the 2-way radio, interior PA system or allow themselves to be distracted by addressing student concerns when unloading students. Never let distractions stop you from safely accounting for each child who exits. Your total focus must be on unloading the students.

S. The flashing red eight-way lights, stop arm and crossing gate must remain activated until ALL students have reached a safe place, 12 feet off the road.

T. If you see an approaching vehicle that is a danger to students, your warning signal is to immediately blow the bus horn.

U. Keep looking to make sure no children return near the bus as you deactivate the red eight-way lights, stop arm, crossing gate and close the door.

V. With your foot on the brake, first put the gear shift in drive, and then release the parking brake.

W. There are a minimum of four mirrors that need to be checked for students before moving – the wide angle mirror on the left, the left cross-view mirror, the right cross-view mirror and the wide angle mirror on the right. Be sure to check right side mirrors for students who do not cross the street.

X. Ensure that the last student down the steps has no item (draw string, book bag or other loose item) caught in the handrail or door. Be sure to do one last check of the right side mirrors after you have closed the door to see if anyone is still near the bus.

Y. You should never permit a child to cross the road behind the bus or to get mail from their mailbox. You want them safely 12 feet off the roadway before pulling away.

Z. As you are leaving the stop, continue to check for anyone who might have reentered the danger zone.

**High Priority Safe Student Behaviors for Unloading**

Once again it is not adequate for you to just perfectly execute your many school bus driver duties involved with the operation of the bus. You must also play the essential role of teaching safe behaviors and in managing those safe student behaviors at bus stops and when getting on and off the bus.

These are the high priority student safe behaviors for unloading from the school bus on a roadway. They must be taught, enforced and re-enforced by you, the school bus driver at every stop, each and every day. When students execute these behaviors, they act as a safety net that protects the student in the event that you or a motorist makes a mistake. When these safe behaviors have not been followed, they have resulted in student fatalities, injuries and near misses in Georgia.

When unloading from the bus on the roadway, students should:

A. Exit the bus only at their assigned stop.

B. Remain seated until the bus comes to a full stop.

C. Put away any electronic equipment before standing to exit the bus. Never use an electronic device or wear ear buds until they are safely 12 feet off the roadway.

D. When going home wait in the bus aisle for the driver to tell them it is okay to begin to leave the bus.

E. When exiting the bus, use the handrail. Make sure book bag straps, purses, clothing drawstrings, etc. do not get caught on the handrail or in the door.

F. When going home, look for moving cars in all directions, especially to their right, before stepping off the bus.

G. (For students who DO NOT have to cross the road AFTER GETTING OFF the bus) -
1. Look for cars in both directions as they walk straight away from the bus, in full view of the driver.
2. Keep walking until they are out of the Danger Zone, 12 feet away from the bus.

H. (For students who DO have to cross the road AFTER GETTING OFF the bus) -
   1. Walk straight away from the right front of the bus, in the bus driver’s full view.
   2. Always be able to see the bus driver (so the driver can see them).
   3. Wait for the driver’s signal that it is safe to cross two different times
      a. At the end of the crossing gate (don’t short cut too close to end of gate)
      b. At the center of the road
   4. Look for cars to their left and right while walking directly across and exiting 12 feet off the road.
   5. NEVER cross behind the bus.

I. Leave any item if dropped or left on the bus and move to a point out of the 12 foot Danger Zone. Do not retrieve anything without first getting the attention of the bus driver by waving hands above the head and then receiving instruction from the bus driver.

J. Stay away from the front and rear bus tires.

K. Listen for the danger signal (blowing of the bus horn). Immediately look for and avoid the danger of passing cars that did not stop, if you hear the bus horn blow.

L. Never get mail from a roadside mailbox. If a car is coming and loses control, it might run off the road.

How to Load and Unload at a Turnaround or in a Cul-De-Sac
Always look for an alternative to a turnaround at an intersection along the roadway. Avoid backing if at all possible. Placing stops at a turnaround is not recommended, however, drivers may have some of these stops assigned on their routes. If so, you should NEVER back with students on the ground.

A. At a turn around on a roadway, students should be loaded before backing. It is important to load students before backing because the driver’s vision to the rear of the bus is restricted, and it is possible that a student could be hit or run over.

B. After loading students on a roadway, the driver should then execute a backing maneuver into a driveway or intersecting street. It is recommended that backing be performed so the driver does not have to back out into traffic. The driver or local school system should get permission to use a private driveway.

C. When unloading students at a turnaround on the roadway, the driver should execute the turnaround backing maneuver before letting any student off the bus.

School buses routinely use cul-de-sacs in neighborhoods to turn around, but placement of bus stops within the cul-de-sac should be avoided. Sometimes backing in a cul-de-sac is required and if a bus stop is in the area, students could be in danger.

When Not to Use the Eight Way Light System
Motorists must recognize that use of the eight-way lights means a bus stop is taking place.

A. They are not to be used on school property or while loading and unloading off the roadway.
B. They are not to be used in driveways.
C. They are not to be used while backing.
D. They are not to be used while making turns or turnarounds.
E. They are not to be used while stopping at railroad crossings.
F. They are not to be used for fog or inclement weather when not loading or unloading students.

G. They are not to be used to assist another bus driver who is loading or unloading passengers.

H. They are not to be used to assist another bus driver to enter traffic.

I. They are not to be used to assist non-bus passenger pedestrians in crossing the street.

In summary, the **ONLY** time a driver should use the eight-way light system is to pick up or discharge students on the roadway.

### Unloading Students on the School Campus

There are many pedestrian safety issues and vehicle traffic operations safety concerns that are present at a school campus in the morning. Bus drivers must exercise great care when entering, parking, unloading, interacting with parent vehicles and interacting with pedestrians on a school campus.

A. If possible, parent traffic and bus traffic should be separated. Use caution in this very congested area and never exceed 5 MPH.

B. Approach the unloading area carefully.

C. Every effort should be made to route buses in a counterclockwise direction at the unloading point. This should be done so that the exit door will be on the right next to the school, and the students will not have to cross a traffic zone or between vehicles.

D. A school staff member should supervise students as they exit the bus to ensure students enter the school in a quick and orderly manner. This person should have two-way communication with the school office.

E. Buses should unload only in designated areas in a single line and where, if possible, no other automobile traffic is present.

F. It is recommended that buses be parked so that in case of an emergency, students can exit through the rear door without obstruction by another parked bus.

G. Set the brake and shift to neutral.

H. Turn off engine. Do not let the bus idle while unloading.

I. Open door and instruct the students to use the handrail.

J. If you require an administrator to assist with students, notify the bus duty school staff member supervising the unloading process who, if necessary, will notify the school office. The bus driver must never leave children unsupervised on the bus.

K. Once the last students exit, make sure that all who went down the steps are clear of the bus.

L. Get out of the seat and walk to the back of the bus looking for sleeping children, valuables and vandalism.

M. Assume your driving position, buckle up, check mirrors and prepare to leave.

N. Make a final check for stragglers before starting.

O. Wait until the bus in front of you leaves, and then you may signal and leave. Do not pass a bus in a loading zone unless you are directed to do so by a school administrator or by the driver, and then do so **very carefully**.

P. Backing on school grounds should be discouraged. If backing is necessary, have an administrator, teacher or another school bus driver to assist you as a spotter.

Q. Make sure as you are exiting the school campus you do so slowly and cautiously watching for students and other hazards. Your speed should not exceed 5 MPH.

R. Make sure you leave adequate amount of space between you and the bus in front of you, and be prepared to make a quick stop.
S. Stop before entering the roadway from the school campus. Carefully look for and yield to traffic.

**High Priority Safe Student Behaviors for Unloading at School**

What are the safe student behaviors that you must teach, manage and enforce that will protect students when unloading the bus at school? These are the high priority student safe behaviors for unloading on the school campus:

A. Have all items in your book bag so you don’t drop anything.
B. Make sure book bag straps, purses, clothing drawstrings, etc. do not get caught on the handrail or in the door.
C. Walk (don’t run) straight towards the school.
D. Stay away from the bus, so they can be seen by the driver.
E. Leave any item if dropped or left on the bus and move to a point out of the 12 foot Danger Zone. Do not retrieve anything without first getting the attention of the bus driver by waving hands above the head and then receiving instruction from the bus driver.
F. Keep walking until they get out of the danger zone, 12 feet away from the bus.
G. Never walk or run between parked cars and buses.

**Loading Students on the School Campus**

Pedestrian safety issues and vehicle traffic operation safety concerns increase in the afternoon since all vehicular and pedestrian traffic occurs in about the same time frame. Bus drivers cannot be in a hurry or become distracted during this critical time.

A. If possible, parent traffic and bus traffic should be separated. Use caution in this very congested area and never exceed 5 MPH.
B. Approach the loading area carefully.
C. When possible, you should arrive at the school and be positioned at the loading area before school is dismissed. Approach the loading area at 2 to 3 MPH. If students are at the loading area when the bus arrives, extreme caution must be used. If your bus arrives late, some schools will want a bus duty supervisory staff member to direct the bus to the loading zone.
D. Park in the designated loading area.
E. Each school must provide adequate supervision of students as they are loading buses. There must be staff members positioned in a manner that provides immediate supervision in case of an emergency or in the case of the need for preventive intervention in order to ensure student safety. If possible, those supervising bus loading should have two-way radio communication.
F. It is recommended that buses be parked so that in case of an emergency, students can exit through the rear door without obstruction by another parked bus.
G. Set the brake and shift to neutral.
H. Turn off the engine. Do not let the bus idle while loading.
I. If you have just completed delivering a load of PM students from another school, get out of the seat and walk to the back of the bus looking for sleeping children, valuables and vandalism.
J. Remove the ignition key if leaving the bus. If you do leave, be sure you are back BEFORE the first student arrives.
K. The driver should be on the bus or at the entrance of the bus before students begin boarding. You should be able to identify all students that enter your bus. If not, question why the student is on your bus.
L. Instruct students to board in an orderly fashion, use the handrail and to be seated immediately after boarding.
M. Assume your driving position, buckle up, check mirrors and prepare to leave.

N. Make a final check for stragglers before starting.

O. If students on your bus are disorderly, do not depart until you gain control. If you require an administrator to assist with students, notify the bus duty school staff member supervising the loading process who, in turn, will notify the school office. The bus driver must never leave children unsupervised on the bus.

P. When students are loaded and bus doors are closed, supervisory school staff members must clear bus lanes of all students before buses proceed to exit the campus.

Q. One school official should be stationed in front of the buses. This person should communicate with those clearing the bus lanes and motion to the lead bus driver when it is safe to exit the campus. Bus drivers are not to move until this person gives the signal.

R. If there are second loads coming into the school, school officials must supervise students to ensure the bus is completely stopped and the door is opened before students are allowed to move toward the bus. The school official is responsible for maintaining an orderly loading process.

S. Wait until the bus in front of you leaves, and then you may signal and leave. Do not pass a bus in a loading zone unless you are directed to do so by a school administrator or by the driver, and then do so very carefully.

T. Backing on school grounds should be discouraged. If backing is necessary, have an administrator, teacher or another school bus driver to assist you as a spotter.

U. Make sure as you are exiting the school you do so slowly and cautiously watching for students and other hazards. Never exceed 5 MPH.

V. Make sure you leave adequate amount of space between you and the bus in front of you and be prepared to make a quick stop.

W. Stop before entering the roadway from the school campus. Carefully look for and yield to traffic.

**High Priority Safe Student Behaviors for Loading at School**

Your role in teaching and managing the safe behavior of students while they load and unload on the school campus is critical to their safety. Just like the execution of safe behaviors at bus stops, what students do when getting on and off the bus at the school can act as a safety net that protects them. These are the high priority student safe behaviors for loading on the school campus:

A. Have all items in your book bag before you leave the classroom so you don’t drop anything.

B. Walk straight towards the bus door and be sure the driver can see you.

C. Leave any item if dropped near the bus and move to a point out of the 12 foot Danger Zone. Do not retrieve anything without first getting the attention of and then receiving instruction from the bus driver.

D. Stay away from the front and rear bus tires and promptly board the bus.

E. Never chase after a moving bus. Once the buses start moving – students should stop moving.

**Keeping Students Safe by Building Effective Relationships**

As a school bus driver, one of the most important duties you have is to teach and persuade students that execution of desired safe behaviors at school bus stops is essential. You have now learned what students are to do when at the school bus stop, when loading and when unloading.

So, the big question becomes, **how do you get them to cooperate** and carry out these essential required behaviors so they remain safe?

Some school bus drivers might think, “I’m the authority figure on the bus, and all I have to do is to tell students what to do and they will all obey”. There will certainly be times on your bus where your use of authority is necessary, but
required student safe behaviors at bus stops can best be achieved through the building of a relationship of trust and respect.

Understanding and using proven interpersonal skills with your students can dramatically increase your chances of success in achieving safe student behaviors at school bus stops. Building effective relationships includes everything from communication and listening skills to attitude, body language, tone of voice and how you present yourself to others. Use these simple guiding principles in building a good relationship with student riders so they willfully comply with your safety instruction.

Your goal is compliance because they respect and listen to you and want to do the safest thing.

A. **Put on a happy face.** Smile often and have an upbeat attitude. When you are having a bad day, do not pull others down with you.

B. **Show that you care.** When it comes to praise, do not hold back. If a student has done something you appreciate, no matter how small, thank them for it. Identify at least one trait you value in each of your student riders, and let them know about it. By showing others how much you care about them, you will encourage them to do the same in return and give you their best.

C. **Show your genuine interest.** Get to know your students’ names and get to know them, personally, as well. Recognize events in their day, from a birthday, to a band performance, to a ball game. If possible, look them in the eye when you speak to them.

D. **Be an active listener.** Being an active listener shows that you intend to both hear and recognize a student’s view. Using your own words, repeat what the speaker has said. By doing this, you will know that you have processed their words, and they will realize that your answers have been genuinely thought out. Everyone will feel more connected to you, knowing that you are an active listener, and you will develop a better understanding of them.

E. **Promote fairness and consistency.** Help to create and promote a consistent and cooperative environment on your school bus. Show fairness to everyone. One person’s opinion is not more important than another’s. What is right today is right tomorrow. If you follow this advice, your students will come to identify you as someone who can be trusted.

F. **Settle disputes.** You want to become the person someone can turn to when disputes arise on your school bus. Identify and resolve conflict. Not only will your bus be a happier and safer place, but you will come to be known as a leader.

G. **Be a great communicator.** In addition to being an active listener, you need to be a great communicator. Do not blurt out the first thing that comes to mind. Instead, think carefully about the words you use, so you communicate clearly and there will be no confusion. If you have a tendency to speak out any ill-considered thought that crosses your mind, people will not put great value in what you have to say.

H. **Make them laugh.** Do not take yourself too seriously. If you have a great sense of humor, use it, as long as you avoid inappropriate jokes and do not make light of serious situations. Humor can be a great way to break down barriers and get others on board with what you need them to do.

I. **Put yourself in their shoes.** A compassionate person can understand how another person feels, and compassion is an important quality when working with others. Always consider circumstances from another person’s viewpoint. What may seem like the obvious, correct answer to you could have entirely different implications when seen from another perspective.

J. **Don’t be a grumpy whiner.** If you are known as being grumpy and a complainer your negativity can push others away from you. Be professional and in the moment. The job at hand is a job of focus.

**Interacting with Parents at the School Bus Stop**
Communicate and build a relationship with your parents from the onset of the school year and get them to partner with you on what their student rider should be doing. Parents will be tempted to talk with you at a school bus stop. They may want to talk about a concern, a request or just to exchange pleasantries. The effect is the same. Conversation at a bus stop can distract you from the most important job you have – focusing on students as they load and unload.

You have two necessary outcomes when communicating with a parent at a school bus stop:

A. Do not allow yourself to become distracted by the parent. Take care of the students who are loading or unloading first and then shift your attention to the parent.
   1. If this is something that can be resolved quickly at the school bus stop, then do so and safely proceed.
   2. If resolution requires more time than you have while stopped in the roadway, you want to quickly communicate:
      a. Acknowledge concerns by saying things like, *If I understand correctly, you are concerned about...* If you determine that the concern is valid, it is appropriate to say, *I can certainly understand why you feel the way you do.*
      b. Share that you understand their concern is important – *I know this is important to you...*
      c. Convey that you want to properly address the concern – *and I want to give it the attention it deserves...*
      d. Refer them to the appropriate resource for resolution – *but I need to continue on my route. It is best for you to contact the school or transportation department, etc. so they can take as much time as is needed to properly address your concern. I'm sorry, but I must continue my route.*

B. If the situation is tense, or the parent is angry, conduct yourself in a manner that will reduce the tension.
   1. Stay calm. Calm is strength and anger is weakness (calmness decreases anger; anger increases anger). Listen to WHAT they are saying, not HOW they are saying it.
   2. Resist interrupting unless you see that the concern cannot be resolved while at the school bus stop. Never interrupt so that you can make a point. This is easy to say, but difficult to do!
   3. Resist being defensive. Restate the concern factually so the parent knows that you understand the issue. Avoid immediate explanations. They can be perceived as arguing or escaping the issue that the person is concerned about. Putting some time between the request and your response will assure the parent that you have fully considered the matter.
   4. Show respect for the individual. They are partners in the process and deserve to have their concerns addressed. After all, it is THEIR child. If you treat people with respect, they often will treat you the same way.

If faced with an individual attempting to board your school bus you should always advise the individual that minor children are present and ask the person disrupting the operation of the bus to please leave/not enter the school bus.

For assurance that enforcement can be administered, under Georgia Law, O.C.G.A. § 20-2-1182, instructing the individual that minor children are present and to not board or to leave your school bus could make a difference when it comes to judgment against the individual.

O.C.G.A. § 20-2-1181. Disrupting public school; penalty. It shall be unlawful for any person to disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature.
O.C.G.A. § 20-2-1182. Persons other than students who insult or abuse school teachers in presence of pupils may be ordered to leave school premises. Any parent, guardian, or person other than a student at the public school in question who has been advised that minor children are present and who continues to upbraid, insult, or abuse any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a pupil while on the premises of any public school or public school bus may be ordered by any of the above-designated school personnel to leave the school premises or school bus, and upon failure to do so such person shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed $500.00.
Performing Arts Center

Eagle’s Landing Cluster
- Flippen Elementary 770-954-3522
- Oakland Elementary 770-954-1901
- Eagle’s Landing Middle 770-914-8189
- Eagle’s Landing High 770-954-9515

Hampton Cluster
- Hampton Elementary 770-946-4345
- Mt. Carmel Elementary 770-897-9799
- Rocky Creek Elementary 770-707-1469
- Hampton Middle 770-946-2130
- Hampton High 770-946-7461

Locust Grove Cluster
- Locust Grove Elementary 770-957-5416
- Unity Grove Elementary 770-898-8886
- Locust Grove Middle 770-957-6055
- Locust Grove High 770-898-1452

Luella Cluster
- Bethlehem Elementary 770-288-8571
- Luella Elementary 770-288-2035
- Luella Middle 678-583-8919
- Luella High 770-898-9822

McDonough Cluster
- Tusahasaw Elementary 770-957-0164
- Walnut Creek Elementary 770-288-8561
- Wesley Lakes Elementary 770-914-1889
- McDonough Middle 470-615-3460
- McDonough High 470-615-3450

Ola Cluster
- New Hope Elementary 770-898-7362
- Ola Elementary 770-957-5777
- Rock Spring Elementary 770-957-6851
- Ola Middle 770-288-2108
- Ola High 770-288-3222

Stockbridge Cluster
- Austin Road Elementary 770-389-6556
- Cotton Indian Elementary 770-474-9983
- Fairview Elementary 770-474-8265
- Smith-Barnes Elementary 770-474-4066
- Stockbridge Elementary 770-474-8743
- Austin Road Middle 770-507-5407
- Stockbridge Middle 770-474-5710
- Stockbridge High 770-474-8747

Union Grove Cluster
- East Lake Elementary 678-583-8947
- Hickory Flat Elementary 770-898-0107
- Timber Ridge Elementary 770-288-3237
- Union Grove Middle 678-583-8978
- Union Grove High 678-583-8502

Woodland Cluster
- Pleasant Grove Elementary 770-898-0176
- Woodland Elementary 770-506-6391
- Woodland Middle 770-389-2774
- Woodland High 770-389-2784

Specialty Schools

Academy for Advanced Studies
770-320-7997

Excel Academy
770-957-4101

Impact Academy
770-954-3744

JB Henderson Center
678-432-2310

Family & Student Support, Finance, Operations, & Superintendent’s Office
770-957-6601

Learning & Performance 770-957-6547

Human Resources 770-957-5107

Leadership 770-957-7189

Information/Technology 770-957-0371

Distribution Center 770-898-4211

Facilities & Maint. 770-957-1891

Nutrition 770-914-0815

Exceptional Student Education 770-957-8086

Student Conduct & Safety, Student Services, and Residency 770-957-6601

Henry County Schools | 33 N. Zack Hinton Pkwy. | McDonough, GA 30253 | 770.957.6601 | www.henry.k12.ga.us
EXPECT

Join us to make this the most exceptional school year ever!

Sincerely,

Your Henry County Board of Education

Annette Edwards - Board Member, District 5
Holly Cobb - Board Vice Chair, District 3
Josh Hinton - Board Chair, District 2
Mary Elizabeth Davis - Superintendent
Sophe Pope - Board Member, District 4
Dr. Pam Nutt - Board Member, District 1