

GUIDELINES FOR OCCASIONAL DRIVERS

Occasional Driver – means a certified teacher employed by a school district who is not primarily employed on either a full time or part time basis as a school bus driver or substitute school bus driver.

Driver's Daily Report (DDR), Pre-Trip Inspection and Post Trip Inspection: The driver will complete all areas of the Driver's Daily Report (DDR) form located in the booklet of the vehicle to insure the safety of the vehicle for its passengers.

The driver will record all necessary information including the: Pre Trip Inspection verifying that he/she did a pre-check on the vehicle prior to leaving the school/garage premises for the trip/activity and a Post Trip Inspection and the time completed at the end of the trip.

- The original white DDR form remains in the booklet in the vehicle.

No Right On Red: School owned vehicles transporting student(s) are not allowed to turn right on red.

Railroad Crossings:

- Vehicle must come to a complete stop at all railroad crossings.
- By law a driver must stop between 15' and 50' of the tracks before crossing.
- Affixed to the crossing arm there will be a sign that indicates the number of tracks at that crossing.
- Be sure to check thoroughly each set of tracks before crossing.
- When approaching the railroad crossing signs/tracks, activate the 4-way flashers; stop within 15 to 50' of the track; open window, look and listen carefully, if clear proceed. Deactivate the 4-way flashers after the crossing has been completed; Reminder: When the brakes are applied, the 4-way flashers no longer blink until you release your foot from the brake.
- Early slowing and braking when RR warning indicators are in your view assists warning other vehicles to what you are doing.

Warning: Be aware that there is enough room for your vehicle to clear the tracks when attempting to cross. You must never stop on a railroad track or have any part of your vehicle hanging over the tracks "If YOU DON'T FIT DON'T COMMIT"

Other Railroad Crossing Information:

If directly controlled by a traffic light you don't have to stop unless the traffic light is RED.

Exempt sign: No stop unless the RR crossing lights are on.

Problem at the crossing: Find alternate route – DO NOT GO AROUND THE STOP ARMS.

Passenger Information:

- Seatbelts – All persons in the vehicle must wear seatbelts.
- No student passengers in the front seat; adults only.
- No more than 4 student(s) per vehicle. See above.
- Passengers must be picked up at one location and dropped at one location. No pickups or drop offs en-route.
- No fueling with passengers on board the vehicle. Passengers must be 100' away from the vehicle when fueling.
- Passengers must exit vehicle on the right side (passenger side) to be protected at the curb. No passengers exit from the driver's side.
- Passengers must not be left unattended in the vehicle at any time.
- Keys must be removed from the vehicle whenever the driver leaves the driver seat/area.
- No idling. The vehicle must not be left idling. Attended or unattended.
- Consuming beverages and eating on board the vehicle is prohibited for driver and passenger.
- Cell phone use is prohibited on board the vehicle for driver and passengers.
- Post trip – verify you checked the vehicle and no one was left on board the vehicle.

Accident/Emergency Procedure –

1. Stop and investigate, turn off ignition, remove keys, set brakes, and REASSURE PASSENGERS.
2. Remain calm. Let good common sense be the rule.
3. Radio or call the transportation supervisor and/or administrator to call the police.

PHONE NUMBERS:

- Transportation Office: 315-369-3222 ext 2122; Mike Gardner: cell - 315-567-9775, home: 315-851-9014; Chris Stanley cell: 315-771-8298, Home: 315-369-3690; School Office: 315-369-3222 ext 2103
 - Supt's Office: 315-369-3222 ext 2101 Rex cell: 315-244-7748 John Swick cell: 716-359-4860
4. Check for injured passengers. Indicate whether ambulance is needed. Give location and seriousness of accident. Help as needed.
 5. If there is no danger to the passengers, keep them in the vehicle.
 6. Use warning devices to protect the scene.
 7. Do not move the vehicle until instructed to do so by police or other emergency services agency unless it is in a hazardous position.
 8. Have nurse and/or EMT personnel assist in checking passengers.
 9. Check off passenger according to seating positions.
 10. Exchange information with other driver, i.e. license, insurance, etc.
 11. Do not admit to any blame for the accident.
 12. Discuss the accident with proper authorities.
 13. Give all necessary paperwork to the Supervisor.

Cleanliness of Vehicle: Upon completion of trip, driver, passengers and chaperones are expected to check the interior of vehicle for litter, vandalism, belongings and final check that no one has been left on board the vehicle.

APPROVED: BOARD OF EDUCATION

DATE: July 5, 2017